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**REQUEST FOR APPLICATION FOR PIPELINE PROGRAM DUAL TRAINING GRANT UNDER  
MINNESOTA STATUTE 136A.246**

**DEADLINES:**

**Online Application – May 21, 2018**

**Supporting Application Documents – May 25, 2018**

**PROGRAM PERIOD:**

**July 2018 – August 2019**

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REQUEST FOR APPLICATION UNDER MINNESOTA STATUTE 136A.246  
PIPELINE PROGRAM DUAL TRAINING GRANT

## Grant Overview

The [Minnesota Private Investment, Public Education, Labor and Industry Experience](#) (PIPELINE) Program is managed by the Department of Labor and Industry (DLI), in collaboration with the Department of Employment and Economic Development (DEED). The PIPELINE Program addresses current and future workforce needs by enhancing the number of skilled workers in the workforce through dual training and registered apprenticeship programs. [Minnesota Laws 2014, Chapter 312, Article 3, Sec. 21](#) states the program “shall convene recognized industry experts, representative employers, higher education institutions, and representatives of labor” to define competency standards for occupations in four industries: advanced manufacturing, health care services, information technology, and agriculture.

To support the PIPELINE Program, the 2015 Minnesota Legislature established the [Dual Training Competency Grants](#) (DTG) program. The Office of Higher Education (OHE) is responsible for administering the DTG program in collaboration with DLI. [Minnesota Statutes 136A.246, subdivision 1](#) states the DTG program is to “make grants for the training of employees to achieve the competency standard for an occupation identified by the commissioner of labor and industry under section [175.45](#) and Laws 2014, chapter 312, article 3, section 21. ‘competency standard’ has the meaning given in section [175.45](#), subdivision 2. An individual must, no later than the commencement of the training, be an employee of the employer seeking a grant to train that individual.”

Dual training programs must:

- involve student/employee(s) who are employed at a permanent work location within Minnesota;
- meet competency standards through means of on-the-job training by the employer and related instruction by a qualified training provider; and
- result in student/employee earning an industry-recognized degree, certificate, or credential through a qualified related instruction training provider upon successful completion of the dual training program

Below are DTG eligible industries and occupations as identified by the PIPELINE Program:

### **Industry:** [Advanced Manufacturing](#)

- Flexo Technician
- Logistics and Supply Chain Manager
- Machinist/CNC Operator
- Machinist/Tool and Die
- Maintenance and Repair Worker

- Mechatronics
- Quality Assurance/Food Safety Supervisor
- Quality Assurance Technician
- Safety Technician
- Welder

**Industry: Agriculture**

- Agronomist
- Applicator Technician
- Mechanic, Industrial Truck
- Swine Manager
- Swine Technician (Grow Finish)
- Swine Technician (Sow Farm)
- Quality Assurance/Food Safety Supervisor

**Industry: Health Care Services**

- Community Health Worker
- Electronic Health Records Manager
- Health Support Specialist
- Medical Assistant
- Psychiatric/Mental Health Technician In-Patient
- Psychiatric/Mental Health Technician Out-Patient
- Senior Living Culinary Manager

**Industry: Information Technology**

- Security Analyst
- Service Desk/Front Line Support or Computer User Support Specialist
- Software Developer
- Web Developer – Back End
- Web Developer – Front End
- Pathway: Information Management and Analytics
- Pathway: Information Security
- Pathway: Information Support and Services
- Pathway: Infrastructure Administration
- Pathway: Programming
- Pathway: Software Testing Quality Assurance
- Pathway: Strategic Planning and Business Management

Note, occupational pathways include a variety of relatable occupations.

DTG applicants are employers or organizations of employers as defined below:

- For-Profit Organization: formed for the purpose of earning a profit.
- Non-Governmental (Non-Profit) Organization: is a nonprofit, also known as a charitable organization, which is formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. The organization meets the definition in [Minn. Stat. §309.50 Subd. 4](#) and meets the definitions defined in the Internal Revenue Service code, with the most common type being a 501 (c) (3).
- Municipality: is a county, town, city, school district, or other municipal corporation or political subdivision of the state. The organization meets the definition in [Minn. Stat. §471.345 Subd. 1](#) (includes MN State Colleges & Universities system).
- State Agency: is any state officer, employee, board, commission, authority, department, entity, or organization of the executive branch of state government. The organization meets the definition in [Minn. Stat. §16B.01 Subd. 2](#).
- Tribal Sovereign Nation: is any Indian tribe acknowledged as a sovereign nation by the U.S. constitution.

## **Funding Availability**

Total allocation for DTG during Fiscal Years 2016-2019 was \$7,000,000. Of the allocation, up to \$330,000 is allowed for administrative costs. The total amount remaining for grant awards is \$6,670,000.

This is the sixth release of the request for application. Based upon current grant utilization among grantees and received allocations, up to **\$3,725,631** is available for this grant round. Any future grant rounds will be contingent upon remaining funds. The intention is to award as many grants as possible within the means of available funds.

The maximum individual grant award is \$150,000 per applicant and \$6,000 per student/employee. Awards can only be used toward the costs of related instruction (tuition, fees, and required books/materials). Any related instruction costs over \$6,000 per student/employee will be the responsibility of the grantee or student/employee. A student cannot be included in coinciding grant rounds. For example, if a student is participating in a grant round that operates from September to August, the student cannot also participate in a separate grant round that operates from January to December because several months would overlap. In addition, each student/employee may only benefit from this grant for maximum of four years in a lifetime.

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. We expect to announce selected grantees in **June 2018**. If selected, grantee may only incur eligible expenditures when the grant contract is fully executed and the grant has reached its effective date.

## **Minimum Requirements:**

ALL applicants must meet the minimum requirements in order to be fully considered for this grant opportunity. Applicants must submit the following:

- Online Application (DUE May 21, 2018)
- Additional Application Documents (DUE May 25, 2018)
  - Letter of Intent
  - Training Agreement (one per qualified training provider)
  - Affidavit of Non-Collusion
  - [Related Instruction Training Provider Selection Documents](#)
  - [Financial Review Process](#) (only applicable applicants)
  - [Affirmative Action Certification](#) (only applicable applicants)

For previous grantees, as a reminder, applicant consideration is contingent upon fulfillment of DTG reporting requirements.

## **Priorities**

First, applicants will be given priority if any students/employees graduated from high school or passed GED tests in the current or immediately preceding calendar year. Then, as a means to support the completion of degrees, certificates, and credentials, student/employee populations of prior grantees receive priority. Lastly, to the extent possible, grant amounts will be balanced among students/employees working at locations outside and within the metropolitan area; across industries; and employer size.

## **Eligibility**

Applicant must:

- be an employer or organization of employers;
- have a dual training program that meets the PIPELINE Program occupational competency standards identified by DLI by means of (1) on-the-job training and (2) related instruction;
- enter into agreement with one or more “qualified” Related Instruction Training Provider;
  - accredited institution under [Council for Higher Education Accreditation](#) or the [U.S. Department of Education](#);
  - licensed or registered by [OHE](#); or
  - meet “Standards of Instructors” as defined by Minnesota Administrative Rule [4880.1900](#)

- have an employed student/employee(s) who is willing to participate in the dual training program (future hires may also be considered); and
  - student/employee has not attained occupational competency standard(s) prior to the commencement of training;
  - student must earn an industry recognized degree, certificate, or credential; and
  - student/employee's permanent work location is located within Minnesota
- contribute at least 25% of the related instruction costs for each student/employee, if annual revenue exceeds **\$25,000,000** in the previous calendar year. If revenue is below \$25,000,000 and applicant chooses not to participate in 25% match, applicant must submit certified financial documents for review.

### **Collaboration**

Collaboration is permissible in regard to a membership organization applying for the grant on behalf of multiple employers.

### **Application Content**

Applicant must submit both an online application and additional application materials for the application to be considered complete.

### **Online Application**

The online application must be completed online in entirety prior to submission. Partial applications cannot be saved and returned to at a later date. If applicant is unable to access online application, please contact OHE for an official paper application.

### **Additional Application Materials**

Materials indicated by a bullet point are required of all applicants. Materials indicated by a checkmark are required of applicable applicants.

- **Letter of Intent** ([Appendix A](#))
  - In detail, describe the dual training program by including ALL of the following:
    - Description of related instruction as it relates to industry recognized degree, certificate, or credential.
    - PIPELINE Program Dual Training Competencies associated with related instruction
    - Description of on-the-job training:
      - Specific Tasks
      - Timing of Tasks
      - Organizational Structure
      - Structure of Supervision

- PIPELINE Program Dual Training Competencies associated with on-the-job training.
- Correlation between related instruction and on-the-job training.
- Additional employment opportunities within and outside of current employment upon completion of the dual training program.
- **Training Agreement** ([Appendix B](#))  
For each related instruction training provider being used during the grant cycle, complete and submit a Training Agreement. Related instruction training providers may opt to attach additional program information.
- **Affidavit of Non-Collusion** ([Appendix C](#))  
The affidavit requires ink-signatures and notary.
- **Related Instruction Training Provider Selection Documents** ([Appendix D](#))
- ✓ [Financial review documents](#), if grant applicant is a non-governmental (non-profit) organization
- ✓ [Financial documentation](#) evidencing previous calendar year annual revenue under \$25,000,000, if grant applicant is not contributing a 25% match for related instruction costs
- ✓ Affirmative Action Certification, if grant applicant is requesting an award in excess of \$100,000 ([Appendix E](#))

### Related Instruction Training Provider Selection

[Minn. Stat. §136A.246 Subd. 3](#) directs employers to have an agreement with a qualified related instruction training provider to provide students/employees with competency standards through a degree, certificate, or credential **prior** to the grant award and **prior** to the grant application process.

To ensure integrity, compliance with conflict of interest requirements, accessibility, equal opportunity and transparency, employers/organizations must follow a process in selecting related instruction training providers that meets the spirit and intent of fair, open, and competitive bidding. Documentation supporting the related instruction training provider selection process must accompany all DTG applications.

LIMITED EXCEPTION WITH APPROVAL: Only previous grantees with student/employee populations who are continuing their dual training programs with the same related instruction training providers are exempt from this requirement. Applicants must contact OHE prior to submitting an application to obtain approval for this exception.

Related instruction training provider selection process requirements are listed below based upon applicant's type of employer/organization:

*For-Profit and Non-Governmental (Non-Profit) Organizations; & Tribal Sovereign Nations*  
For-profit or Non-Governmental (Non-Profit) Organizations; or Tribal Sovereign Nation applicants must:

- Determine and document related instruction training provider selection criteria (examples: competencies, costs, location, format);
- Gather a minimum of three verbal quotes or bids (per occupation) from related instruction training providers OR select related instruction training providers from a Targeted Vendor List below;
- Select related instruction training providers based upon documented criteria. The selection process must be completed by a group of two or more organization applicant members; and
- Submit a statement of selection process, including the list of selection criteria, signed by Authorized Representative with DTG application ([Appendix D](#)).

Targeted Vendors Lists:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

### *Municipalities*

Municipality applicants must:

- Determine and document related instruction training provider selection criteria (examples: competencies, costs, location, format);
- Follow the contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#); and
- Submit a statement of selection process, including the list of selection criteria, signed by Authorized Representative with DTG application ([Appendix D](#)).

\*\*Municipalities are encouraged to use Targeted Vendor Lists and/or utilize procurement from economically disadvantaged persons as defined in [Minn. Stat. §471.345 Subd. 8](#)

### *State Agency*

State Agency applicants must:

- Determine and document related instruction training provider selection criteria (examples: competencies, costs, location, format);
- Follow State Procurement Law as defined in [Minn. Chapter 16C](#). (contact Authority for Local Purchase [management team](#) for technical assistance); and
- Submit a statement of selection process, including the list of selection criteria, signed by Authorized Representative with DTG application ([Appendix D](#)).

### *ALL Applicants*

All applicants must:

- Not contract with vendors/training providers who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>
- Maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Follow prevailing wage requirements for projects that include construction work of \$25,000 or more per [Minn. Stat. §§177.41](#) through [177.44](#)

## Financial Review Process

### *All Applicants*

All applicants applying for DTG with annual revenue below **\$25,000,000** during the previous calendar year and choosing **not** to participate in 25% cost match, must submit financial documentation to OHE for review. Examples of documentation are recent certified audit or accounting records signed by accounting management.

### *Non-Governmental Organizations*

All Non-Governmental (Non-Profit) Organizations applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of **\$25,000** and higher. In order to comply with [Policy on the Financial Review of Nongovernmental Organizations](#), please submit to OHE one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of **under \$50,000**, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of **\$50,000 or more and less than \$750,000** should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of **\$750,000 or more** should submit their most recent certified financial audit.

## Affirmative Action Certification

For all contracts estimated to be in excess of \$100,000, applicants are required to complete and submit an Affirmative Action Certification ([Appendix E](#)).

As required by Minnesota Rules, part 5000.3600, it is hereby agreed between the parties that Minnesota Statutes, section [Minn. Stat. §363A.36](#) and Minnesota Rules, parts [5000.3400](#) - [5000.3600](#) are incorporated into any contract between these parties based upon this specification or any modification of it. Any applications for grants that exceed \$100,000 that do not include the Affirmative Action Certification form with the application will fail this component.

If an applicant does not have a current (including denied and expired status) Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR), the applicant must submit an Affirmative Action Plan to MDHR by **May 25, 2018** to remain eligible for a DTG. If an applicant is granted an award but a Certificate of Compliance is not issued in a timely fashion, OHE reserves the right to withdraw the DTG award.

Visit the [State Contractor Status](#) section of the MDHR Rights for a current status report of Minnesota State Contractors.

### **Application Submission**

All *ONLINE* applications must be received no later than:

**11:59 p.m.** Central Time, on **May 21, 2018**.

\*If applicant is unable to access online application, please contact OHE for an official paper application. If paper application is mailed, must be postmarked by May 17, 2018.

All *ADDITIONAL* application documents must be received no later than:

**11:59 p.m.** Central Time, on **May 25, 2018**.

If additional application documents are mailed, must be postmarked by May 23, 2018.

Late applications will **not** be considered. The applicant will incur all costs incurred in applying to this RFA. By submission of an application, the applicant affirms that the information provided is true, correct and reliable for purposes of evaluation for a potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification.

Submit application documents to:

MN Office of Higher Education / Dual Training Grant  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108  
Email: [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us)  
Fax: (651) 797-1636

### **Questions**

Questions may be submitted by phone or email to Jacquelynn Mol Sletten at (651) 355-0609 or [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us).

### **Review Process and Timeline**

OHE in collaboration with DLI will ensure that applicants meet all eligibility and minimum requirements. If requirements are not met, OHE may choose to provide applicant with a limited amount of time to complete the application prior to review. Then, the review committee will evaluate all eligible and complete applications received by the deadline. Next, OHE will review

all committee recommendations and is responsible for award decisions. *The award decisions of OHE are final and not subject to appeal.*

RFA posted on the OHE website	April 16, 2018
Online Applications due no later than 11:59 pm central time	May 21, 2018
Add. Application documents due no later than 11:59 pm central time	May 25, 2018
Committee begins review of applications	June 4, 2018
Committee submits recommendations to OHE	June 22, 2018
Selected grantees notified	June 25, 2018
Selected grantees publicly announced on OHE website	June 29, 2018
Contracts signed and grants begin	July 1, 2018

### **Selection Criteria and Weight**

Applicants will be given priority if students/employees graduated from high school or passed GED tests in the current or immediately preceding calendar year.

The review committee will be reviewing each applicant on a 100-point scale. If an application contains multiple occupations, those scores will be weighted based on the number of students.

1. The dual-training program is robust and complete – **60 Points**
  - a. Related instruction supports the occupation and aligns with PIPELINE Program dual-training competencies– 20/60 Points
  - b. On-the-job training supports the occupation and aligns with PIPELINE Program dual-training competencies – 20/60 Points
  - c. Related instruction correlates with on-the-job training – 20/60 Points
2. Cost of related instruction and employer cost match minimizes direct costs to student/employees – **10 Points**
3. Student/employee will have additional employment opportunities as a result of the dual training – **20 Points**
4. Projected increase in compensation for student/employee as a result of dual training– **10 Points**

### **Conflicts of Interest**

OHE will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee’s or applicant’s objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

## **Public Data**

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by OHE as part of the evaluation process (except trade secret data as defined and classified in [§ 13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

## **Grant Provisions**

2017 Minnesota Statute [136A.246; 175.45](#)

Total allocation for DTG during Fiscal Years 2016-2019 was \$7,000,000. Of the allocation, up to \$330,000 is allowed for administrative costs. The total amount remaining for grant awards is \$6,670,000. Based upon current grant utilization among grantees and received allocations, up to **\$3,725,631** is available for this grant round. The maximum individual grant award is \$150,000 per applicant and \$6,000 per student/employee. In addition, each student/employee may only benefit from this grant for maximum of four years in a lifetime.

## **FAQ**

The online [Frequently Asked Questions](#) provides an overview of some of the requirements, terms, and conditions of this funding opportunity. Grant agreement templates are available for review at: [Office of Grants Management- Grant Agreement Templates](#)

## **Orientation**

Following award notification, grantees and students/employees are required to attend an orientation session with OHE. Orientation will include an overview of required grant documents and operations. Grantees can anticipate a 1 to 2 hour orientation. Students/employees can anticipate a 1 hour orientation. OHE prefers orientations to be conducted at a centralized grantee work location or at OHE. If onsite orientation is not feasible, OHE will conduct online or phone orientations. Upon availability, a representative from DLI will be available to meet or speak with grantees at orientations about the PIPELINE Program.

Previous grantees with student/employee populations who are continuing their dual training programs may forgo orientation with approval from OHE.

## Work Plan and Budget

Prior to contract signing, all grantees must submit a complete Work Plan and Budget to OHE. The Work Plan and Budget includes detailed information about student population, related instruction, individualized pathway plan, on-the-job training, and budget. OHE must be consulted prior to a grantee making any changes to the Work Plan and Budget.

## Expenditures

Allowable grant expenditures are limited to include costs for only related instruction:

- tuition;
- fees;
- required books; and
- required materials

Ineligible expenses include but are not limited to:

- on-the-job training;
- mileage;
- program infrastructure; and
- administrative staff

## FAFSA & MN Dream Act

All students/employees attending Federal Pell and/or State Grant eligible related instruction training providers are **required** to complete the [FAFSA](#) or [MN Dream Act](#) application. If a FAFSA or MN Dream Act application is not on file, DTG will not reimburse for any related instruction cost incurred by the student/employee. If a student/employee qualifies for grants through these programs, the grantee must still pay the full costs of the related instruction. This may result in the student/employee receiving a financial aid refund directly from the related instruction training provider.

## Business with the State

Prior to contract signing, all grantees must register as a [Swift Vendor](#) with the State of Minnesota. The employer's federal tax ID number is required to complete registration. All contracts will be signed and all grant reimbursements will be processed through the vendor portal. Grantees who are already registered but do not remember vendor information, should contact the Minnesota Management and Budget (MMB) Vendor helpline at (651) 201-8106 or email [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us).

## Contract

Eligible expenditures can only be incurred upon execution of the grant contract and grant effective date.

## Accountability and Reporting

All grantees are required to submit one evaluation report to OHE upon completion of the grant cycle or one year period (whichever comes first). The estimated report deadline is **August 2019**. The report must evaluate and measure the extent of how the training met the outcomes of the dual training program and student/employee. The grantee must submit a data file, in the file format provided by OHE, incorporating the following data elements:

### Grantee

- grant round;
- industry; and
- number of reported students

### Student

- permanent work location;
- number of years participating in DTG;
- occupation;
- current employment status
- job title prior to DTG;
- current job title;
- target job title;
- DTG program status;
- continued participation in DTG;
- wage prior to DTG
- current wage;
- average hours worked per week prior to DTG
- current average hours worked per week
- average hours of on-the-job training per week; and
- credit or non-credit based related instruction

Current grant reimbursement and future DTG eligibility is contingent upon fulfillment of reporting requirements.

## **Grant Payments**

Per [State Policy on Grant Payments](#), OHE will process grant payments through reimbursement. Grantees will be reimbursed only for related instruction costs (tuition, fees; and required books and materials) not to exceed the grant award and \$6,000/year limit per student/employee. Grantee must submit the following items to request reimbursement **no later than 30 days** after the end of a term or course:

1. Invoice (If applicable, 25% match must be reflected)
2. Course Document: Student name, course name, time, and cost

3. Payment Confirmation: Grantee must provide documentation of payment sent to training provider

OHE reserves the right to ask for additional documents.

If grantee is not able to pay the related instruction training provider in advance, and has satisfactorily provided supporting documentation, OHE may arrange alternative methods of payment. Please contact OHE for further details.

OHE will promptly issue payment to grantee within 30 days of receiving ALL required reimbursement documents.

All grantee requests for reimbursement must correspond to the approved grant budget. OHE shall review each request for reimbursement against the approved Work Plan and Budget grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with **past due progress reports**, unless OHE has given the grantee a written extension.

OHE will not reimburse any travel and subsistence expenses actually and necessarily incurred by the applicant as a result of applying for, being awarded a grant, or throughout the grant period.

### **Grant Monitoring**

[Minn. Stat. §16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

When not required, OHE may opt to receive requests from grantees to perform monitoring.

The monitoring schedule will be based upon availability of OHE and grantee within three months of the contract start date.

Grant reimbursement and future DTG eligibility is contingent upon fulfillment of monitoring requirements.

### **Audits**

Per [Minn. Stat. §16B.98](#) Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor

or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

### **Affirmative Action and Non-Discrimination**

Affirmative Action and Non-Discrimination requirements for all Grantees:

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part [5000.3500](#)
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

### **Voter Registration**

The grantee will comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

### **Contact Information**

For more information about this RFA, contact:

Jacquelynn Mol Sletten  
Financial Aid Administrator  
Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108  
Email: [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us)  
Fax: (651) 797-1636

## Appendices

- Appendix A: Letter of Intent Template
- Appendix B: Minnesota Dual Training Grant Training Agreement
- Appendix C: Affidavit of Non-Collusion
- Appendix D: Related Instruction Training Provider Selection
- Appendix E: State of Minnesota Affirmative Action Certification

## Appendix A

Letter of Intent Template
---------------------------

<<Applicant Letterhead>>

<<Applicant Street Address>>

<<Applicant City, State, Zip Code>>

<<Month, Day, Year>>

Dual Training Grant Review Committee  
MN Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108

Dear Dual Training Grant Review Committee,

This letter is written as a reply to the Round #6 Request for Application for PIPELINE Program Dual Training Grant.

<<Brief summary about applicant>>

<<Description of related instruction as it relates to industry recognized degree, certificate, or credential>>

<<PIPELINE Program Dual Training Competencies associated with related instruction>>

<<Description of on-the-job training (specific tasks, timing of tasks, organizational structure, and structure of supervision)>>

<<PIPELINE Program Dual Training Competencies associated with on-the-job training>>

<<Correlation between related instruction and on-the-job training>>

<<Additional employment opportunities within and outside of current employment upon completion of the dual training program>>

Sincerely,

<<Signature>>

<<Printed Name>>

<<Title>>

## Appendix B

<b>Minnesota Dual Training Grant Training Agreement 2018</b> (Page 1 of 4) (1 Training Agreement per Related Instruction Training Provider)			
<b>Industry</b>			
Occupation(s)			
Degrees, Certificates, and/or Credentials			
<b>Grantee/Employer Name</b>			
Grantee/Employer Address (Street, City, State, Zip)			
Authorized Representative Name			
Title	Telephone Number	Email Address	
<b>Related Instruction Training Provider Name</b>			
Related Instruction Training Provider Address (Street, City, State, Zip)			
Authorized Representative Name			
Title	Telephone Number	Email Address	
Please check the box next to the type of qualification for providing related instruction <input type="checkbox"/> Accredited institution under CHEA or the U.S. Department of Education <input type="checkbox"/> Licensed or registered by OHE <input type="checkbox"/> Meet "Standards of Instructors" as defined by Minnesota Administrative Rule <a href="#">4880.1900</a>			

**Minnesota Dual Training Grant Training Agreement  
2018**  
 (Page 2 of 4)

**Employer CERTIFICATION:** Please check the box next to each statement

- I give permission to the Office of Higher Education to enter information from this form onto the web-based form on my behalf.
- I have read, understand, and agree to the Training Agreement
- I understand and accept the obligation to contact the Office of Higher Education of any changes in information provided on this form
- I give permission to the Office of Higher Education and Related Instruction Training Providers (listed on form) to share information and documentation with each other as pertains to the Dual Training Grant program.
- I certify that the information on this application is true and correct and I promise to provide additional documentation if requested. I understand that this form is available for public review, used to establish eligibility for the Dual Training Grant program, and if I purposely give false or misleading information on this form, I may be subject to a fine, prison sentence or both; and such action may result in the forfeiture of future participation in this program.
- I understand that participation in this program is subject to the availability of funds.

Employer Authorized Representative Signature

Date (month, day, year)

**Related Instruction Training Provider CERTIFICATION:** Please check the box next to each statement

- I give permission to the Office of Higher Education to enter information from this form onto the web-based form on my behalf.
- I have read, understand, and agree to the Training Agreement
- I understand and accept the obligation to contact the Office of Higher Education of any changes in information provided on this form
- I give permission to the Office of Higher Education and Grantee/Employer (listed on form) to share information and documentation with each other as pertains to the Dual Training Grant program.
- I certify that the information on this application is true and correct and I promise to provide additional documentation if requested. I understand that this form is available for public review, used to establish eligibility for the Dual Training Grant program, and if I purposely give false or misleading information on this form, I may be subject to a fine, prison sentence or both; and such action may result in the forfeiture of future participation in this program.
- I understand that participation in this program is subject to the availability of funds.

Related Instruction Training Provider Authorized Representative Signature

Date (month, day, year)

**Minnesota Dual Training Grant Training Agreement  
2018  
(Page 3 of 4)**

**Training Agreement:** Carefully read

The Office of Higher Education does not discriminate on the basis of disability in the admission or access to, or treatment or employment, in its programs or activities. This document can be made available in an alternative format to individuals by calling (651) 355-0609.

The Training Agreement is contingent upon the employer being granted a Dual Training Grant.

The Grantee/Employer and Related Instruction Training Provider, listed above, enter into this agreement establishing the Grantee/Employer and Related Instruction Training Provider's responsibilities to deliver training under the PIPELINE Dual Training Grant Program, as authorized by Minn. Stat. § 136A.246. This agreement will become active upon execution of the Grantee/Employer grant contract with the Minnesota Office of Higher Education and will end at the conclusion of that grant. Any amendment to the expiration date of the grant contract will extend the expiration date of this agreement.

The Grantee/Employer and Related Instruction Training Provider, agree to the below responsibilities and will to the best of their ability mentor and encourage the participating Student/Employees to successfully complete the training program.

**The Grantee/Employer agrees to the following:**

- Promptly pay the invoiced amount for cost of training per eligible Student/Employee to the Related Instruction Training Provider within 30 days of receipt of the invoice, and provide Related Instruction Training Provider with all appropriate supporting documentation.
- Provide a list to the Related Instruction Training Provider of approved Student/Employees from the Grantee/Employer's Work Plan & Budget that are approved by the Minnesota Office of Higher Education to participate in the Dual Training Grant program.
- Notify the Related Instruction Training Provider of any Student/Employee's ineligibility to participate in the Dual Training Grant due to not meeting grant requirements, including but not limited to the following:
  - Student/Employee ceasing employment with the Grantee/Employer, either voluntarily or involuntarily, or
  - If the work location of the Student/Employee moved outside the State of Minnesota, as the Student/Employee will no longer be eligible to receive funds from the Dual Training Grant.

If either of these events occur, any balance due to the Related Instruction Training Provider must be collected from the Student/Employee or Grantee/Employer.

- Work with the Related Instruction Training Provider to ensure curriculum aligns with validated [PIPELINE Program](#) competencies.

**Related Instruction Training Provider agrees to the following:**

- Provide related instruction for the identified industry and occupation(s) under the [PIPELINE Program](#).
- Provide training to the Student/Employees listed in the Grantee/Employer's Work Plan & Budget.
- Notify the Grantee/Employer if a Student/Employee withdraws from the training program, and send any reimbursable portion of the cost of training previously paid back to the Grantee/Employer. **(Cont. Next Page)**

- Provide data to the Grantee/Employer on the progress of their Student/Employees. Submit to the Grantee/Employer at the end of the term (or upon request) the following:
  - An academic transcript or comparable documentation of each Student/Employee enrolled that is receiving training under the Dual Training Grant;
  - A copy of each Student/Employee's account receivable;
  - A list of Students/Employees who satisfactorily completed course work as part of this grant;
  - A list of Students/Employees who did not satisfactorily complete the course work, withdrew from a course, program, or institution;
  - A list of Students/Employees and the type of program in which they are enrolled;
  - A list of Students/Employees indicating the diploma, certificate, credential, degree, or other certification received as a result of the training, if applicable; and
  - Any other related data on the Student/Employees that will allow the Grantee/Employer to complete reports required of the Minnesota Office of Higher Education.
- Allow access to the training site by the Grantee/Employer, representatives from the Minnesota Office of Higher Education, and/or Department of Labor and Industry for possible monitoring visits required of the Grantee/Employer under the [Minnesota Office of Grant's Management's Policy 08-10](#).

## Appendix C

### Affidavit of Non-Collusion

The notary public is *required*.

#### I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
2. That the attached proposal submitted in response to the Dual Training Grant Request for Application has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Application, designed to limit fair and open competition.
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

#### Authorized Signature

Responder's firm

name: Click here to enter text.

Print authorized

representative name: Click here to enter text. Title: Click here to enter text.

Authorized

signature: \_\_\_\_\_ Date (mm/dd/yyyy): Click here to enter a date.

#### Notary Public

Subscribed and sworn to before me this:

\_\_\_\_\_ day \_\_\_\_\_,  
of \_\_\_\_\_

\_\_\_\_\_  
Notary Public signature

\_\_\_\_\_  
Commission expires (mm/dd/yyyy)

## Appendix D

Related Instruction Training Provider Selection
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<<Applicant Letterhead>>

<<Applicant Street Address>>

<<Applicant City, State, Zip Code>>

<<Month, Day, Year>>

Dual Training Grant Review Committee  
MN Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108

Dear Dual Training Grant Review Committee,

This letter details the related instruction training provider selection process as part of the requirements of the Round #6 Request for Application for PIPELINE Program Dual Training Grant.

<<List or describe related instruction training provider selection criteria>>

<<For each occupation included in application, list a minimum of 3 verbal quotes (or targeted vendors). Include dates of when applicant contacted training providers (or researched targeted vendors).>>

<<Indicate the group (two or more people) who reviewed the quotes and selected training providers.>>

<<Brief description of how criteria led to final selection of related instruction training providers. Include list of final related instruction training providers.>>

Sincerely,

<<Signature of Authorized Representative>>

<<Printed Name>>

<<Title>>

## Appendix E

### State of Minnesota Affirmative Action Certification

(For Agency Use Only) Vendor # \_\_\_\_\_

Contract Period: \_\_\_\_\_

**If your response to this solicitation is or could be in excess of \$100,000**, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. **It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.**

**BOX A** – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to **BOX B**.

Your response will be rejected unless your business:

has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)

–or–

has submitted an affirmative action plan to the MDHR, which the Department received prior to the date the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on \_\_\_\_\_ (date). **Proceed to BOX C.**
- We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

**Please note:** Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

Form continues on next page

**BOX B – For those companies not described in BOX A**

Check below.

- We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

**BOX C – For all companies**

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Printer Name: \_\_\_\_\_ Title: \_\_\_\_\_

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance

The Freeman Building

625 Robert Street North

Saint Paul, MN 55155

Phone: (651) 296-5663

Toll Free Phone: (800) 657-3704

Fax: (651) 296-9042

TTY: (651) 296-1283

[compliance.mdhr@state.mn.us](mailto:compliance.mdhr@state.mn.us)

[www.humanrights.state.mn.us](http://www.humanrights.state.mn.us)