FAQ

FAQ based upon current Minnesota Statute [136A.246](https://www.revisor.leg.state.mn.us/statutes/?id=136A.246) Dual Training Grant

Questions?

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Acronyms:

OHE: Office of Higher Education

DLI: Department of Labor and Industry

DTG: Dual Training Grant

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## Dual Training Basics

### What does the related instruction look like?

Related instruction is structured learning provided by a qualified related instruction training provider. Examples of related instruction training providers could include but are not limited to higher education institutions and private learning companies. Instruction may be delivered via classroom, online/distance, onsite, or in various combinations.

### What does structured on-the-job training look like?

Student/employee must make progress towards the occupation-specific competencies, as outlined in the [Occupational Competency Summaries](http://www.dli.mn.gov/pipeline.asp) by DLI. Information about competencies must be included in applicable documents. Grantee and student/employee(s) will agree on terms related to how many hours per week worked. You must pay your student/employee for time spent in on-the-job training. If selected for a grant, more detailed information about on-the-job training will be collected on the Work Plan and Budget.

### Can grant funds be used to reimburse the company’s costs for an internal trainer who is conducting related instruction and overseeing a registered apprenticeship program?

YES. Grantee may use grant funds to pay for related instruction charges provided by qualified trainers. The DTG will not cover any trainer costs for administering the program like trainer wages or mileage. The related instruction provided by the internal trainer cannot be the same as the on-the-job training.

### Does the state have a list of approved related instruction training providers that can provide training for the DTG?

YES. DLI maintains a [Related Instruction Inventory](http://www.dli.mn.gov/p_manu.asp) online for each industry. The inventory includes known education or training programs related to approved dual-training occupations. Applicants are responsible for following training provider selection procedures as detailed in the RFA. Applicants must enter into agreement with related instruction training provider(s) prior to applying for the DTG.

### Can I use part of the grant money for administrative expenses, including wages?

NO. The grant can only be used to reimburse for the cost of training. Neither grantee nor the related instruction training provider may charge administrative expenses to the grant. OHE will make grant payments, on a reimbursement basis, directly to the grantee.

### Can we be reimbursed for on-the-job training?

No. DTG funds can only reimburse grantee for related instruction costs.

### Must the student/employee enroll in a minimum amount of credits each quarter/semester?

NO. There is no minimum, but a student/employee may only use the grant for up to four years; therefore, the student/employee should be encouraged to finish the program within that timeframe. In addition, future funding is contingent upon available future funding.

### We work with a related instruction training provider that bills our company after the training is complete. How will they receive payment?

Grantee will directly pay the related instruction training provider in full. Then, grantee will request reimbursement from the grant.

### How does reimbursement work?

Reimbursement requests include, at minimum, (1) Invoice, (2) Course Document and (3) Payment confirmation that grantee paid 100% of costs. If applicable, be sure to indicate any 25%+ match that grantee will contribute. If grantee does not have sufficient funds to pay the related instruction training provider in full, please contact OHE.

### Will we be penalized for an employee who leaves our employment while receiving this grant?

NO. However, grantee will no longer be eligible to receive funding from the DTG for the training of the student/employee.

### What if related instruction will cost less than $6,000/student?

$6,000 will be assigned to each student even if costs are less. Any unused funds will be reallocated back into the DTG fund for future grant cycles.

### Can we use the grant for current high school students, instead of high school graduates?

YES. The students must still meet the other qualifications, including be employed by an employer in one of the four recognized industries, and receive an industry recognized degree, certificate, or credential at the end of the training. For the related instruction to be covered by DTG funds, the employer must incur a cost. If the student/employee’s cost of training is paid for under Postsecondary Enrollment Options (PSEO) or another concurrent enrollment program, then there will be no cost to the employer; hence, no DTG funds.

### Are we penalized if we apply and are granted for 10 students/employees, but only end up identifying 8 students/employees?

NO. Any unused funds will be reallocated back into the DTG fund for future grant cycles.

### What information will you make public? Can you explain what information you will share about the employer, related instruction training provider and student?

All grant information will become public, including the application and training agreement. However, information about students/employees remains private and **will not** be available to the public. The only two exceptions would be if the Legislative Auditor requested student/employee information or if there is an exception made in statute.

## Application

### What if my company would like to apply for a DTG, but our occupations are not on the list?

Applicant must choose from the given list. DLI has identified and published information [online](http://www.dli.mn.gov/Pipeline.asp) about industries and occupations approved for this grant cycle. If applicant is currently working with DLI to establish a new industry and/or occupation, applicant should contact OHE to determine if applicant is eligible during this grant cycle. In addition, if potential applicant would like to begin working with DLI to establish a new industry and/or occupation, please send an email to pipeline.project@state.mn.us.

### How do I apply for the grant if I have student/employees from multiple occupations?

If applicant has employees among different occupations, then you will list all occupations on the online application.

### I would like to work with multiple related instruction training providers. If so, what is the proper process to use?

Applicant may enter into agreement with more than one related instruction training provider. A Training Agreement must be completed for each related instruction training provider and included in the application.

### Who completes the Training Agreement?

The Training Agreement is completed by both the applicant and related instruction training provider. The agreement is submitted with the application by the applicant.

### Can we submit our application early to ensure all steps are complete?

YES. Applicant can submit online application and additional application documents early for OHE to verify completeness. This is encouraged, because if the application is not complete, OHE may choose to allow a limited amount of time to submit the missing documents. Note, early submission of an application will not result in an early score or granting of award.

### How do we submit the application?

The online application is available online unless applicant contacts OHE for alternative format. Additional application documents can be mailed, faxed, or emailed to OHE. If emailing, documents should be in a Word doc or PDF format.

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### If indicated on the forms, do we have to provide an ink-signature?

YES. Although most questions on the forms can be typed (which is highly encouraged), there are sections where ink-signatures are required. You can print the documents, sign, scan, and email the documents to OHE. Applications with unsigned documents will be rejected and not reviewed.

## Eligible Students/Employees

### Can I still apply if I have not hired the employees who will be participating in the dual-training program?

YES. OHE will ask for further information prior to allowing employees to begin training, including completing the Work Plan and Budget and Student/Employee Form.

Ideally, Grantees should have already hired or be in the process of hiring the employees who will be trained with the use of DTG funds.

### Is this grant only for new hires?

NO. You may submit an application that includes new hires as well as incumbent workers. However, OHE must give priority to applications that include students/employees who recently graduated from high school or earned GED.

### What happens if I have more student/employees that need training or want to apply again?

Applicant can apply for up to 25 students/employees ($6,000/each). Those students/employees may be students that were part of the grant in prior years. Each student/employee can participate in the DTG for up to four years.

### Will we need to provide the names of the student/employees as part of the application?

NO. If awarded funds, grantee will need to provide more detailed student/employee information prior to signing the grant contract.

### Can an employer offer a position contingent upon the completion of related instruction?

NO. Students/employees benefiting from DTG must be current and active employees. Completion of related instruction cannot be a contingency for future employment.

### Can the student/employee participating in the dual training program be an intern rather than a full-time employee?

YES, in regard to a student taking an internship course for academic credit. The internship could be paid or unpaid but if the DTG is being used to reimburse for the internship credit cost, then it is related instruction. As a result, the grantee would still need to compensate (via wages) the student/employee for time spent in on-the-job training.

### Can an employee be temporary or part time, or does the grant only apply to full-time employees?

A student/employee may be temporary or part time, but they must be employed for the duration of the training. A contractor or temporary employee that is either independent or from a staffing agency is not eligible for grant funds.

### Are there any requirements about my company be based in Minnesota?

NO. Although OHE will consider granting to non-Minnesota based businesses, permanent work location of the student/employee must be in Minnesota. If student/employees is re-located to a location outside of the state, grantee will no longer be eligible to receive funding from this grant for that student/employee’s training.

### Does the student/employee need to be a Minnesota resident?

NO, but the permanent work location of the student/employee must be in Minnesota.

### What happens if the student/employee drops the course and does not complete the training?

If the related instruction training provider issues a refund for the course and grantee has already receive reimbursement from the DTG, grantee will need to return funds to OHE.

### What if we terminate the student/employee or they quit the position while attending the training program?

The student/employee is no longer eligible to be part of the DTG. Grantee may submit a new and similar student/employee as a replacement. The new student/employee will only be able to utilize DTG funds that were not already spent by the prior student/employee. For example, Student A had $2,500 in related instruction paid for through the DTG. Student A’s employment was terminated half way through the grant cycle. Student B replaced Student A and has up to $3,500 in DTG funds to use until the end of the grant cycle.

### Must every student/employee submit a FAFSA or MN Dream Act application?

NO. Only students/employees attending a Federal Pell Grant or MN State Grant eligible institution must submit a FAFSA or MN Dram Act application. Depending upon the timing of the grant cycle, students/employees may have to submit two FAFSAs or MN Dream Act applications to cover both aid years.

To find out if student/employees will be attending a Federal Pell Grant eligible school, please use the look up tool located <https://fafsa.ed.gov/FAFSA/app/schoolSearch?locale=en_EN>

To find out if student/employees will be attending a MN State Grant eligible school, please review the list of participating schools <http://www.ohe.state.mn.us/sPages/stateGrantSchools.cfm>

FAFSA: <https://fafsa.ed.gov/>

MN Dream Act application: <http://www.ohe.state.mn.us/mPg.cfm?pageID=2065#instructions>

### We were awarded a DTG during a prior grant cycle, so can we reapply with the same students?

YES. DTG funds can be used for related instruction costs of a student/employee for up to four years (up to $6,000/year).

## Process Questions

### Who will make the decisions on the grant awards?

OHE in collaboration with DLI will ensure that applicants meet all eligibility and minimum requirements prior to full review of applications. A review committee will evaluate all eligible and complete applications. The committee remains anonymous and is composed of state agency and industry specialists with regional content knowledge who do not have a conflict of interest with applicants. OHE will grant the final awards based upon eligibility, minimum requirements, and review scores.

### If I apply and am not select for an award, is there a process for appeal?

NO. The decisions of OHE are final and cannot be appealed.

### Will I be able to see the scores of the review committee?

YES. Applicants and grantees may request review scores by sending an email to [pipeline.project@state.mn.us](mailto:pipeline.project@state.mn.us), but only after OHE has announced final decisions on grant awards.

## Credentialing

### Can DTG funds be used for NIMS (National Institute for Metalworking Skills) credentialing, including the incurred expenses?

YES. Grantee may utilize grant funds for upcoming NIMS credential training in eligible occupations, but not for prior training. OHE will only reimburse for the cost of training that the student/employee has not attained the competency standard prior to the commencement of the grant. As a reminder, DTG cannot be used for administrative expenses.

### Does the dual training program need to result in a credential at the end of the program?

YES. The related instruction must result in an industry-recognized credential, degree, or certificate at the end of the training. This is an eligibility requirement of the grant. The on-the-job training does not need to result in a credential. Note, the credential is the result at the end of the dual training program, which may or may not be at the end of the grant cycle.

## Employer Match

### Can I pay the required employer match in form of wages or other in-kind contributions?

NO. Grantee must pay an employer match of at least 25% of the cost of related instruction directly to the related instruction training provider. Cost of related instruction includes (1) tuition/fees and (2) required book/materials.

### For the 25% employer paid portion, can we use our allocated tuition reimbursement and/or scholarship funds or do we need to pay this directly and not as a result of any other program?

YES. Grantee may use a tuition reimbursement program, but only if those funds are paid directly to the related instruction training provider. The student/employee cannot pay for the 25% of the cost of training and then you reimburse them for that money. Funds must be paid directly to the related instruction training provider. If grantee pays the 25% employer match, grantee will need to show a breakdown of costs when requesting reimbursement from the grant.