



Dual Training Grant Workshop

Monitoring

Presented by

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in collaboration with MN Department of Labor & Industry



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Welcome & Introductions



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Dual Training Grant Monitoring

Monitoring Requirement

Minnesota Office of Grants Management (OGM)

https://mn.gov/admin/assets/grants_policy_08-10.pdf_tcm36-207117.pdf

It is the policy of the State of Minnesota to conduct at least one monitoring visit before final payment is made on all state grants over \$50,000. Although state agencies may conduct monitoring visits in person or by telephone, it is recommended that the visits occur in person whenever possible. It is also recommended that each grant program use a standardized form and procedures for monitoring visits so that grant management information is tracked consistently.

Documentation from monitoring visits must be kept in the grant file.

-OGM

Monitoring Definition

Grant Monitoring Visit

A grant monitoring visit involves both state granting agency staff (and/or contractors) and the grantee and occurs before final payment is made. It may be conducted on-site or by telephone. The purpose of grant monitoring visits is to review and ensure progress against the grant's goals, to address any problems or issues before the end of the grant period, and to build rapport between the state agency and the grantee. An effective grant monitoring visit may cover topics including but not limited to: statutory compliance, challenges faced by the grantee, modifications made to the grant program, program outcomes, grantee policies and procedures, grantee governance, and training and technical assistance needs.

Financial Reconciliation

A financial reconciliation involves reconciling a grantee's request for payment for a given period with supporting documentation for that request, such as purchase orders, receipts and payroll records and occurs before final payment is made. Agencies can choose to:

- Identify their standards on source documentation for completing a financial reconciliation.
- Establish which grant project expenditures are subject to financial reconciliation.

-OGM

Gather Feedback

Provide Resources

Offer Connections

Hear Suggestions

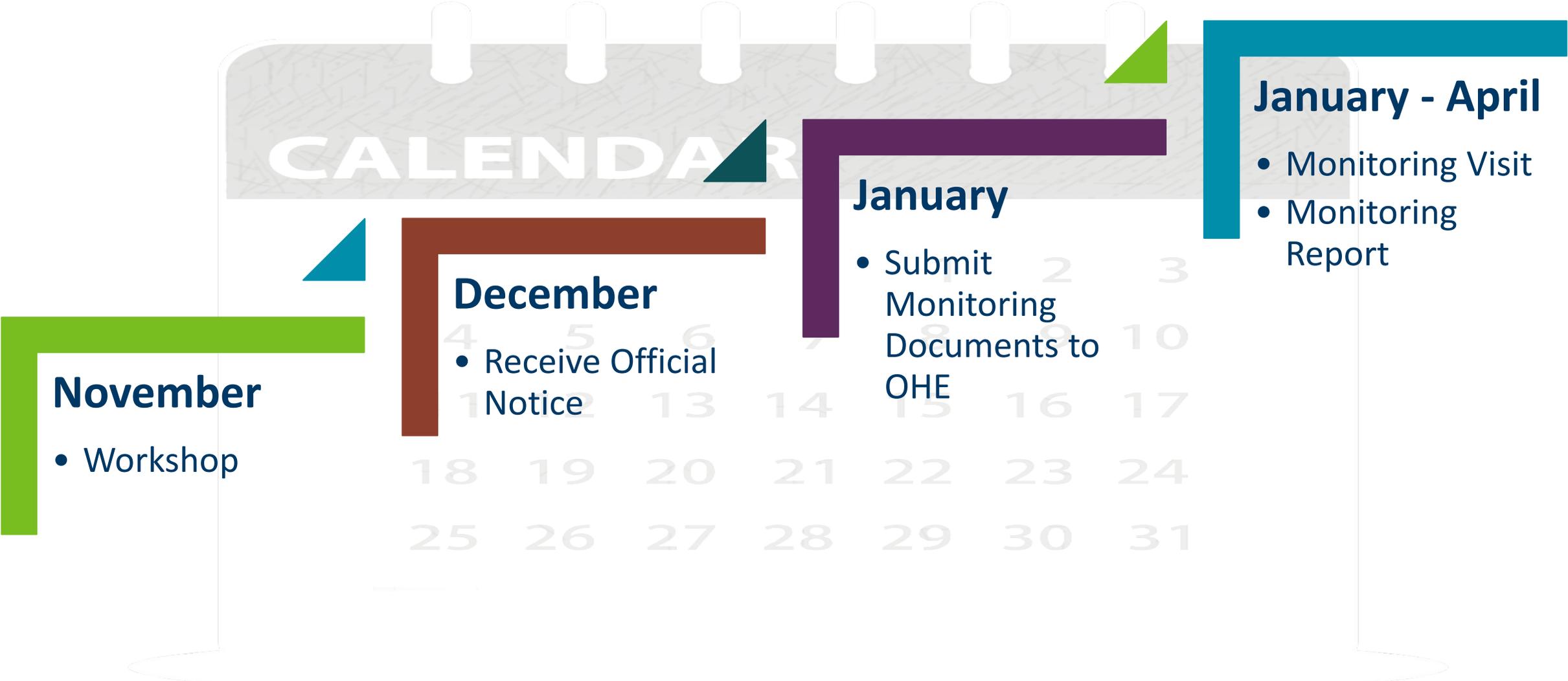
Navigate Changes

Identify Challenges

Acknowledge Best Practices



Monitoring Timeline



Monitoring Form



Dual Training Grant Monitoring Report

Please complete the questions below and ATTACH requested documents. Related instruction training providers may be able to provide grantees with additional information necessary to complete the monitoring report. Completion of the report will be followed-up by the Office of Higher Education through a virtual meeting that will include the grantee and may include dual trainee(s) and related instruction training provider(s).

The Dual Training Grant Monitoring Report is required of all grantees receiving more than \$50,000 per contract period. Failure to submit the report or follow-through with a monitoring meeting will result in loss of eligibility for the Dual Training Grant. The Office of Higher Education will also not process pending and future grant payments.

Grantee Information

Date:
Grantee:
Address:
Website:
Other MN addresses, if dual trainees work among multiple locations:

Acknowledgement and Submission

I understand that some or all of the information provided in this monitoring report may be made public. I certify that all information provided herein is true, correct and reliable for purposes of evaluation. I understand that submission of inaccurate or misleading information may be grounds for grant disqualification.

BOTH electronic signatures are required.

Grantee Representative Name & Title:
*Works directly with administration of the grant

Authorized Representative Name & Title:
*Authorized to sign official grant documents

Fillable PDF Form

Electronic Signatures

- Grantee Representative
- Authorized Representative

Respond with Sentences to Paragraphs

Email to Jacquelynn.mol.Sletten@state.mn.us

Monitoring Visit

Who

Grantee Representative: Must Attend

Authorized Representative: May Attend

Dual Trainee: Highly Recommend to Attend

- At least one dual trainee
- Prefer to schedule a separate 15 to 20 minute visit

Related Instruction Training Provider: Encourage to Attend

State Agency: Must Attend

Where

Virtual (likely via WebEx) setup by the Office of Higher Education

When

1-hour: January – April

Prepare to Discuss

- What type of OJT are the trainees doing?
- How did you determine who would be a mentor/coach?
- Were the mentors/coaches given any type of training in preparation for this assignment?
- Do you have any challenges to discuss?
- Do you have any successes to report?



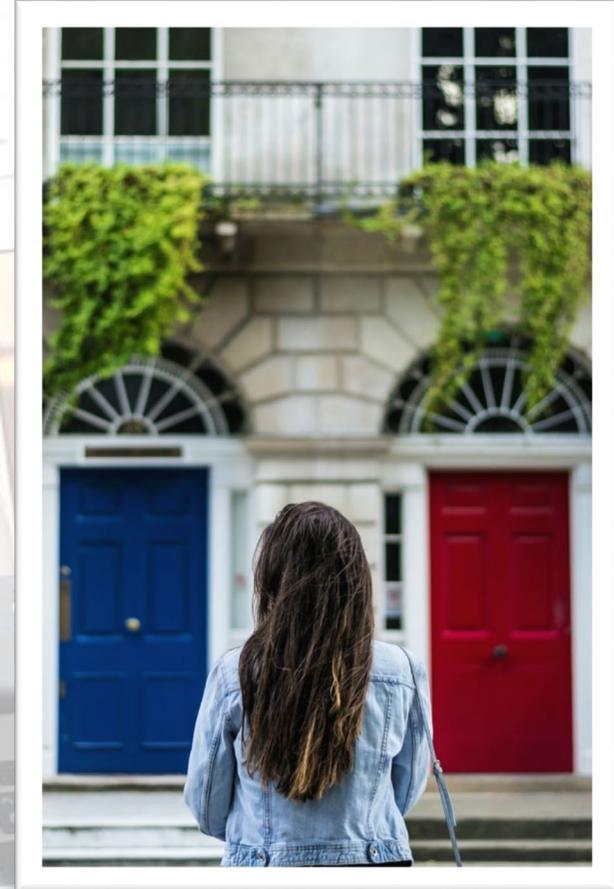
OJT Midpoint Expectations

- On-the-job Training should be in progress or a plan should be set for when the OJT will start and who will be leading it.
- Dual trainees should be aware of when the OJT will start and what will be expected of them.
- Open communication is helpful for all.



Common Challenges

- Challenges related to COVID-19
- Having a difficult time fitting OJT into the mentors'/trainee's schedule
- Having a difficult time finding mentors/coaches – why
- Having a difficult time aligning the OJT to the academic curriculum



MN Dual-Training Pipeline Can HELP!

- Talk through the challenges and opportunities toward a solution
- Connect you with employers who may have experienced similar challenges
- Convene the academic institution to more seamlessly integrate the OJT and curriculum
- Don't hesitate to reach out – the earlier we know there is a challenge, the sooner we can help
- Check out our tools for effective on-the-job training here: www.dli.mn.gov/business/workforce/guidance-effective-job-training



Monitoring Example



Questions?

Thank you!