

## 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

## Monitoring Questions

### Dual Training Grant Progress

What progress are dual trainees making toward related instruction and on-the-job training competency goals?

\*\*\*ATTACH any program and/or course documents to reflect content currently being learned by dual trainees.

How are you continuing to develop the dual-training program? Is the dual-training model sustainable?

\*\*\*ATTACH any policies and/or procedures that have been created to manage dual training.

Do you plan to participate in a future Dual Training Grant? Please provide an explanation. If you do not plan to participate in a future Dual Training Grant, do you plan to continue with a dual-training model?

**Dual Training Grant Outcomes**

How has the dual-training program and Dual Training Grant benefited your organization?

How has the dual-training program and Dual Training Grant been used to recruit and retain employees?

What feedback are you receiving from dual trainees about the dual-training program and Dual Training Grant? What are their perspectives about the related instruction and on-the-job training?

\*\*\*ATTACH specific dual trainee testimonials.

**Dual Training Grant Challenges**

What have been the greatest challenges of administering a dual-training program and Dual Training Grant?

What modifications to program requirements should the State of Minnesota consider for a dual-training program and Dual Training Grant?

What training and/or technical assistance do you and dual trainees need from the Office of Higher Education and Department of Labor and Industry; to sustain and improve your dual-training program and Dual Training Grant?

**Dual Training Grant Best Practices**

What are best practices for administering a dual-training program and Dual Training Grant?

What program requirements are working well that the State of Minnesota should maintain for a dual-training program and Dual Training Grant?

**Dual Training Grant Additional Topics**

Please provide any other topics, ideas, suggestions, or comments you would like included in the monitoring report.