

Dual Training Grant

2024 Request for Proposal Writing Workshop

Presented by: Jacquelynn Mol Sletten
in collaboration with the Minnesota Dual-Training Pipeline Team

Welcome & Introductions



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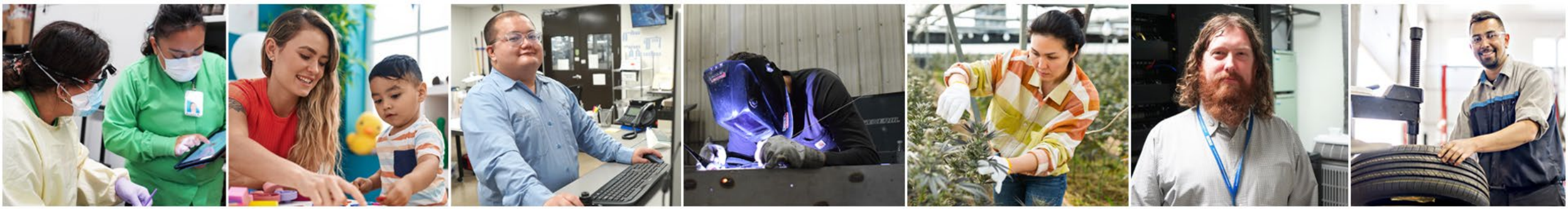
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- Navigating Websites
- Dual Training Grant Overview
- Funding Availability
- Eligibility
- Selection Criteria & Process
- GWI-OHE Portal
- Grantee Planning
- Questions & Closing





Navigating Websites

Minnesota Dual-Training Pipeline

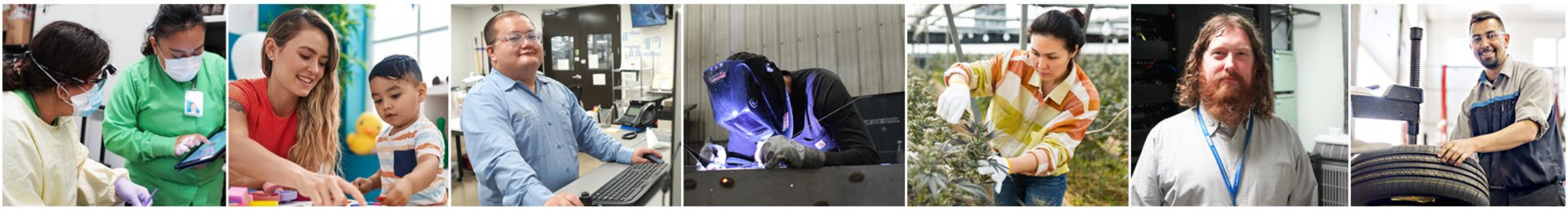
<http://www.dli.mn.gov/pipeline>

- Pipeline Tools
 - <http://www.dli.mn.gov/business/workforce/minnesota-dual-training-pipeline-tools>
- Pipeline Events
 - <http://www.dli.mn.gov/business/workforce/pipeline-events>
- Pipeline Partner Employers
 - <http://www.dli.mn.gov/business/workforce/pipeline-partner-employers>
- Pipeline Related Instruction Inventory
 - <http://www.dli.mn.gov/business/workforce/pipeline-related-instruction-inventory>

Dual Training Grant

<http://www.ohe.state.mn.us/mPg.cfm?pageID=2160>

- Dual Training Grant Request for Proposal
 - <http://www.ohe.state.mn.us/mPg.cfm?pageID=2196>
- Dual Training Grant Workshops & Training Opportunities
 - <https://www.ohe.state.mn.us/mPg.cfm?pageID=2427>
- Dual Training Grant Archive
 - <http://www.ohe.state.mn.us/mPg.cfm?pageID=2186>



Dual Training Grant Overview

Dual Training Grant Overview



mn MINNESOTA



**MINNESOTA DUAL-TRAINING
PIPELINE**



**DUAL TRAINING
GRANT**

mn DEPARTMENT OF
LABOR AND INDUSTRY

mn OFFICE OF
HIGHER EDUCATION

2023 MN Statute 175.45: Standards for Dual Training
<https://www.revisor.mn.gov/statutes/cite/175.45>

2023 MN Statute 136A.246: Dual Training Competency Grants
<https://www.revisor.mn.gov/statutes/cite/136A.246>

Dual Training Grant Overview



Dual Training Grant Overview



MINNESOTA DUAL-TRAINING
PIPELINE

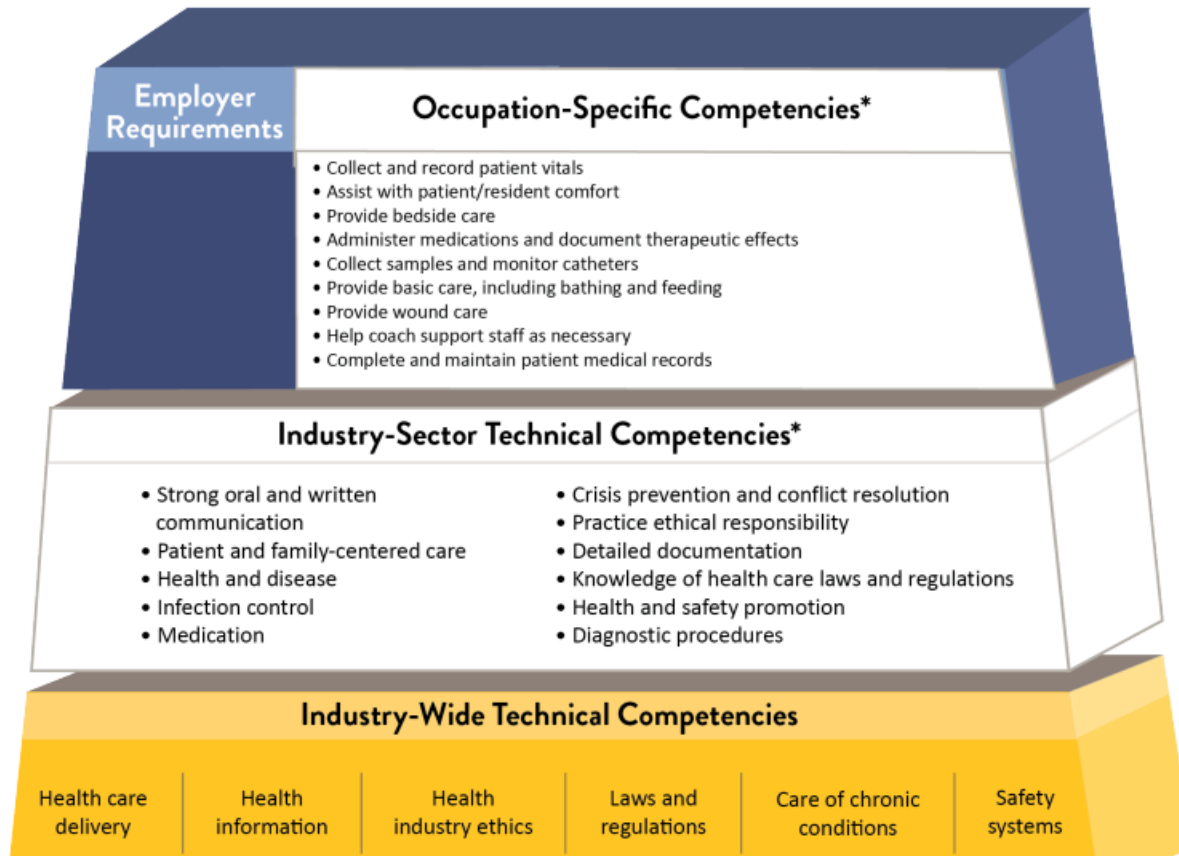
m DEPARTMENT OF
LABOR AND INDUSTRY

What is the role of the Minnesota Dual-Training Pipeline Team?

- Hold **industry forums** to *inform* and *direct* Minnesota Dual-Training Pipeline on industry trends and needs through discussion and strategic planning aimed to expand dual training.
- Facilitate **competency councils** to *define* and *identify* specific occupational competencies for the seven key industries
- Provide **dual-training consulting** to *create* and *disseminate* dual-training resources for employers, employees and dual trainees: toolbox, grants, and expanding mentorship networks to set up dual training

Dual Training Grant Overview

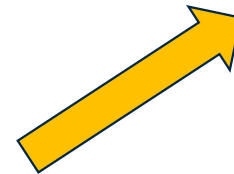
Minnesota Dual-Training Pipeline Competency Model for Health Care Services Occupation: Licensed Practical Nurse



Competencies learned through on-the-job training with the employer.



Competencies learned through related instruction with the training provider.



Dual Training Grant Overview



DUAL TRAINING
GRANT

m OFFICE OF
HIGHER EDUCATION

What is the role of the Dual Training Grant Team?

- Create, release, and manage the Request for Proposal
- Determine and announce grant awards
- Setup and manage grant contracts
- Process grant reimbursement requests
- Provide various trainings and supports
- Conduct grant monitoring
- Collect and analyze annual grant report data
- Write and publish annual grant report

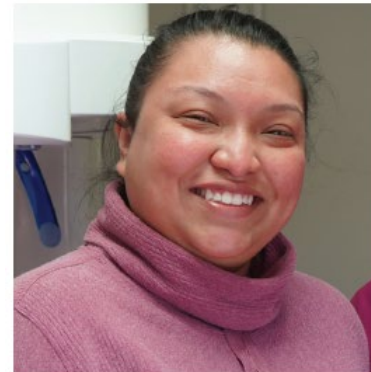
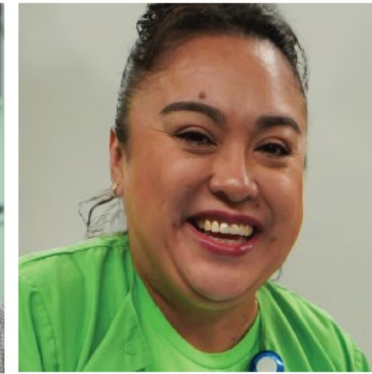
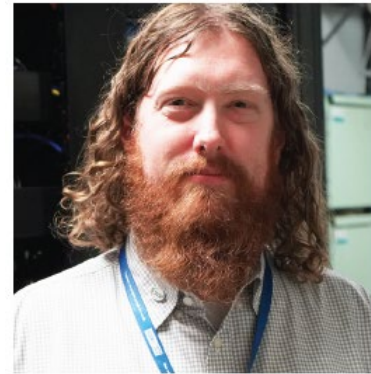
Dual Training Grant Overview

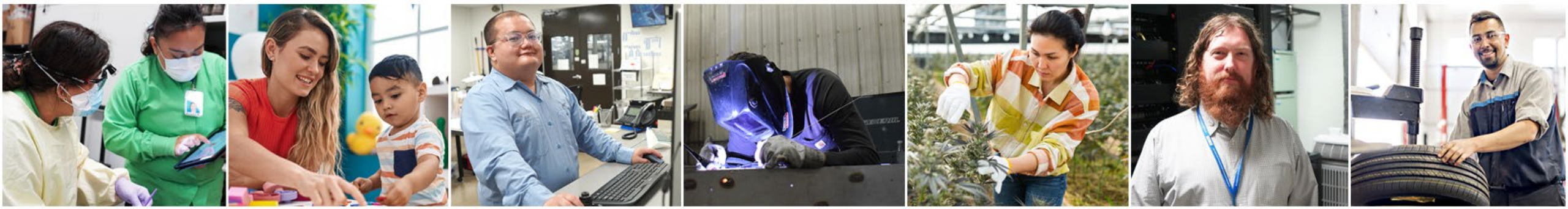
Dual Training Grant Handout

[https://www.ohc.state.mn.us/Documents/Dual%20Training%20Grant/FY2023/Dual%20Training%20Grant%20Fact%20Sheet.final ADA.pdf](https://www.ohc.state.mn.us/Documents/Dual%20Training%20Grant/FY2023/Dual%20Training%20Grant%20Fact%20Sheet.final%20ADA.pdf)

Dual Training Grant Success Profiles

<https://www.ohc.state.mn.us/mPg.cfm?pageID=2160>





Funding Availability

Funding Availability

Funding Availability

2024 (13th) Request for Proposal
\$5,000,000 available

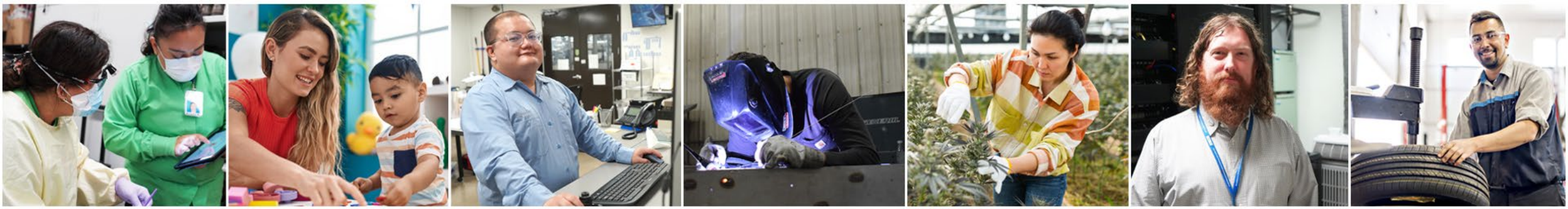
Proposal Period: March 12, 2024 through April 22, 2024
Grant Period: August 2024 through August 2025

Budget Category	Grantee Maximum Amount	Grantee Match Required	Expenditures	Dual Trainee Maximum Amount
Related Instruction Costs	\$150,000	25% match required, if annual gross revenue exceeded \$25,000,000 Maximum: \$50,000 (\$2,000 per dual trainee)	<ul style="list-style-type: none">TuitionFeesRequired & recommended booksRequired & recommended materials	\$6,000
Trainee Support Costs	10% of related instruction costs, up to \$15,000	None	Associated with Related Instruction: <ul style="list-style-type: none">TransportationMileageLodgingMealsTutoring servicesTranslation, interpreter, and/or accessibility services	None

Funding Availability (continued)

Applicants must request funds from the Related Instruction Costs category. However, applicants are not required to request funds from the Trainee Support Costs category.

A dual trainee may benefit from a maximum of **\$24,000** in DTG funds during a lifetime. A dual trainee does not need to participate in the grant program consecutively to remain eligible for the grant program; however, their employer does need to reapply for the DTG. If a dual trainee changes to a new employer, all DTG funds received through the prior employer do calculate toward the \$24,000 lifetime maximum. Important: If a dual trainee changes to a new employer within a grant period, the grant does not transfer with the dual trainee to the new employer.



Eligibility

Eligibility Components

A DTG proposal must include all of the following eligibility components:

- Industries and Occupations
- Applicant
- Dual Trainee
- Related Instruction
- Industry-Recognized Degree, Certificate, or Credential
- Related Instruction Training Provider
- On-the-Job Training

Important! Industries, occupations, employers partnering with an applicant/organization, and related instruction training providers cannot be added after the proposal deadline.

Eligible Industries & Occupations

An eligible dual trainee must be in or trained in an occupation among the following industries:

1. Advanced Manufacturing: <http://www.dli.mn.gov/business/workforce/advanced-manufacturing>
2. Agriculture: <http://www.dli.mn.gov/business/workforce/agriculture>
3. Child Care: <https://www.dli.mn.gov/business/workforce/child-care>
4. Health Care Services: <http://www.dli.mn.gov/business/workforce/health-care-services>
5. Information Technology: <http://www.dli.mn.gov/business/workforce/information-technology>
6. Legal Cannabis Industry: <https://www.dli.mn.gov/business/workforce/legal-cannabis-industry>
7. Transportation: <https://www.dli.mn.gov/business/workforce/transportation>

Eligible Applicant

An eligible applicant must meet all of the following:

- Be an employer or organization of employers, which include the following types:
 - Business Entity
 - Nonprofit Organization
 - Political Subdivision
 - State of Minnesota
 - Tribal Sovereign Nation
- Have or will have a dual-training program
- Employ or will employ an eligible dual trainee
- Have or will enter into agreement with a related instruction training provider
- If annual gross revenue exceeds \$25,000,000 in the previous calendar year, pay for at least 25% of related instruction costs
 - The maximum 25% contribution is \$2,000 per dual trainee
 - Wages and/or in-kind contributions cannot be considered as part of the 25%
- If a current or prior DTG recipient, be in good standing on all grant requirements
- If a current or prior recipient of other Minnesota State grant programs, be in good standing on all grant requirements.

Eligible Applicant (continued)

Examples of an organization of employers include but are not limited to a chamber of commerce, industry association, and workforce development organization. An organization would represent their employer partners and be responsible for meeting all grant requirements.

A related instruction training provider is not an eligible applicant and cannot apply for the grant on behalf of employers.

An organization of employers must only partner with employers who meet the eligible industries and occupations parameters. At the time of proposal submission, an organization of employers must identify employer partners. Employer partners cannot be added after the proposal deadline.

Eligible Dual Trainee

An eligible dual trainee must meet all of the following:

- Employed (new hire or incumbent worker) by eligible applicant or employer partnering with eligible applicant
- Physically work at a permanent work location within Minnesota
- Has not attained competency standards specific to the occupation prior to the commencement of training
- Will earn an eligible industry-recognized degree, certificate, or credential upon completion of dual-training program

Eligible Dual Trainee (continued)

A dual trainee's employment cannot be contingent upon completion of a dual-training program.

Information that would identify a dual trainee should not be included in the proposal process, like name. At the time of proposal submission, an eligible applicant does not need to determine the specific dual trainees who will be participating in the program. Upon receiving a grant award, the grantee may then begin recruiting dual trainees.

Eligible Related Instruction

Related instruction is an opportunity for dual trainees to learn the fundamentals of occupations through formal training from a training provider. An eligible related instruction program must meet all of the following:

- Provided by an eligible training provider
- Meets one or more identified competency standards
- Instructor-led for a majority of the training
- Results in the dual trainee receiving an eligible industry-recognized degree, certificate, or credential

Eligible Related Instruction (continued)

Eligible related instruction may be facilitated through in-person or virtual modes. Within those modes, a qualified instructor, employed or contracted by the eligible training provider, must be delivering content for a majority of the related instruction program. A related instruction program that is self-paced or has an instructor available only for support is not eligible for DTG funds.

OHE does not require a dual trainee to achieve a minimum number of related instruction credits and/or hours within the grant period to be eligible for the DTG. However, the dual trainee should be able to complete related instruction and earn an eligible industry-recognized degree, certificate, or credential within the \$24,000 grant maximum which is equivalent to about four years.

Eligible Industry-Recognized Degree, Certificate, or Credential

An eligible industry-recognized degree, certificate, or credential must be one of the following:

- Certificates, diplomas, or degrees issued by a postsecondary institution
- Registered apprenticeship certifications or certificates
- Occupational licenses or registrations
- Certifications issued by, or recognized by, industry or professional associations
- Other certifications as approved by the commissioner

Eligible Industry-Recognized Degree, Certificate, or Credential (continued)

Degrees, certificates, and credentials must be tangible, transferable, and recognized by the industry or professional association on a universal level. Certificate of completion programs, continuing education credits, individual courses, and professional development training programs are not eligible for DTG funds.

Eligible Related Instruction Training Provider

An eligible related instruction training provider must operate legally in Minnesota by meeting one of the following standards:

- Operated by the Board of Trustees of the Minnesota State Colleges and Universities or the Board of Regents of the University of Minnesota
- Registered as a postsecondary institution by the MN Office of Higher Education
 - <http://www.ohe.state.mn.us/sPages/PIRInsts.cfm>
- Licensed as a postsecondary institution by the MN Office of Higher Education
 - <http://www.ohe.state.mn.us/sPages/141Insts.cfm>
- Exempt from registration and licensure provisions as approved by the MN Office of Higher Education
 - Registered schools, degree granting religious schools, SARA schools, licensed schools, and non-degree religious schools

Eligible Related Instruction Training Provider (continued)

Training providers with valid exemption certificates do not need to take further action. Training providers who do not have a valid exemption certificate and who may be exempt from licensing provisions are required to obtain an Application for Exemption by contacting Minnesota Office of Higher Education Institutional Licensure and Registration: Kate McCartan, Institutional Monitoring Specialist, (651) 259-3912, Kate.mccartan@state.mn.us.

An eligible related instruction training providers must operate legally in Minnesota, but does not need to be based or located in Minnesota.

An eligible related instruction training provider must support a dual trainee through examination, licensing, or registration procedures that are required for a dual trainee to earn their industry recognized degree, certificate, or credential.

At the time of proposal submission, an eligible applicant must identify related instruction training providers. Related instruction training providers cannot be added after the proposal deadline.

Eligible Related Instruction Training Provider (continued)

Below are two avenues for exploring potential related instruction training providers:

Minnesota Dual-Training Pipeline Related Instruction Inventory

- <https://www.dli.mn.gov/business/workforce/pipeline-related-instruction-inventory>

MyHigherEd Minnesota College Search

- <https://www.myhighered.mn.gov/index.php/>

Eligible On-the-Job Training

On-the-job training (OJT) is hands-on instruction and support completed within the workplace to learn the core competencies necessary to succeed in an occupation. Minnesota Dual-Training Pipeline provides guidance for effective OJT online at <https://www.dli.mn.gov/business/workforce/guidance-effective-job-training>.

Common Types of Effective OJT

- Job Shadowing
- Mentorship
- Cohort-based training
- Assignment-based project evaluation
- Discussion-based training

Eligible On-the-Job Training (cont.)

- OJT must include at least one of the five common types of effective OJT listed previously.
- Dual trainees must earn regular wages during OJT.
- Instructors of related instruction cannot also be OJT trainers.
- OJT does not include related instruction coursework in which a dual trainee is receiving credit and/or there is training provider costs associated with the coursework.
 - Examples: Practicum, Clinical, or Internship

Applicants have flexibility in designing OJT plans. OHE does not require a minimum number of OJT hours to be eligible for the DTG. However, a dual trainee must learn competencies through OJT while simultaneously learning through related instruction.

Eligible On-the-Job Training (cont.)

On the GWI-OHE portal the following step will be required:

Directions: Upload a table, chart or graph to illustrate the on-the-job training for each occupation. The plan must include at least one of the five common types of on-the-job training:

<https://www.dli.mn.gov/business/workforce/guidance-effective-job-training>

Below is a sample of possible headers to include in an OJT table, chart or graph.

Dual trainee's occupation	Type of on-the-job Training	Specific competencies (as detailed in pyramid)	Activity that will be performed	Estimated number of hours for completion
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The sample is intended **only** as a sample. An applicant is not required to implement these exact OJT plan headings.

Competitive Priorities

OHE prioritizes awards to previous grantees with continuing dual-trainee populations as a means to support the completion of eligible degrees, certificates, and credentials. Grantees with continuing dual-trainee populations must apply for the grant each year, because the grant does not automatically renew. A dual trainee may benefit from the DTG for a maximum of \$24,000 in a lifetime. The years a dual trainee participates in the grant program do not need to be consecutive.

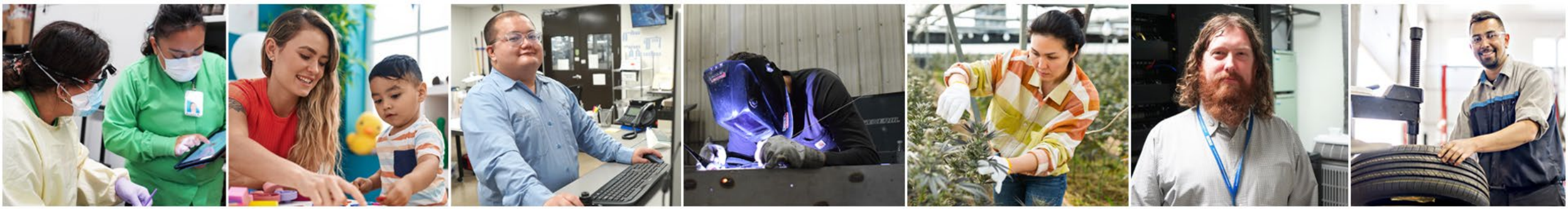
To the extent possible, OHE balances awards among applicants with dual trainees working at locations outside and within the metropolitan area, across industries, and employer size.

If applicant is awarded a grant based solely upon competitive priorities, and not the proposal score, the grantee will only be able to train dual trainees who meet the competitive priorities.

Collaboration

Collaboration on preparing the grant proposal is expected when an organization of employers is applying for the grant on behalf of multiple employers. Examples of organizations include but are not limited to industry membership organizations, economic development organizations, and chambers of commerce. The organization must identify and collaborate with employer partners to ensure feasibility and accuracy of dual-training program details. The organization is responsible for submitting all proposal documents and meeting all responsibilities detailed in this request for proposal.

Applicants and related instruction training providers may also collaborate on the content of the proposal. Applicants must write and submit proposals.



Selection Criteria & Process

Selection Criteria

A review committee of community experts convenes to review and utilize a rubric to evaluate proposals based upon the following 100-point scale:

- The dual-training program is robust and complete (**50 Points**):
 - Related instruction supports the occupation and aligns with Minnesota Dual-Training Pipeline dual-training competencies
 - On-the-job training supports the occupation and aligns with Minnesota Dual-Training Pipeline dual-training competencies
 - Related instruction correlates with on-the-job training
 - The dual-training program results in dual trainees earning eligible industry-recognized degrees, certificates, or credentials in a timely fashion
 - The applicant validates procedures for tracking and evaluating dual trainee progress

Selection Criteria (continued)

- The applicant demonstrates ability to recruit, train, and retain dual trainees who are recent high school graduates or who recently passed high school equivalency tests (**10 Points**).
- The applicant demonstrates ability to recruit, train, and retain dual trainees who are employees of color, American Indian employees, and employees with disabilities (**10 Points**)
- Direct costs of related instruction (tuition, fees, books, and materials) are minimized for dual trainees (**10 Points**)
- Dual trainees will have additional employment opportunities as a result of the dual-training program (**10 Points**)
- Projected increase in compensation for dual trainees as a result of the dual-training program (**10 Points**)

Selection Process

Selection Process

The review committee will submit their evaluations of proposals to OHE for review and final award decisions. OHE determines awards through the following steps:

Step 1: Proposals are organized based upon competitive priorities. Awards are granted to applicants who were previous grantees with continuing dual-trainee populations.

Step 2: Proposals are organized based upon proposal evaluations (100-point scale). Awards are granted to applicants with the highest proposal evaluations. All available funds are awarded during this step.

Step 3: Proposals are again organized based upon competitive priorities. To the extent possible, OHE balances awards among applicants with dual trainees working at locations outside and within the metropolitan area, across industries, and employer size.

Step 4: Proposals are again organized based upon proposal evaluations. Remaining applicants will not be granted awards.

After OHE publicly announces grantees, all applicants will receive copies of their evaluation records.

Selection Process (continued)

A committee representing content and community specialists with regional knowledge will review and score proposals through a competitive process. OHE will notify applicants and announce grantees at the end of **May 2024**. If selected, a grantee may only incur eligible expenditures when the grant contract is fully executed and the grant has reached its effective date. Related instruction costs and trainee support costs cannot be incurred by any party until the grant contract is effective. OHE is not permitted to make an exception to this rule.

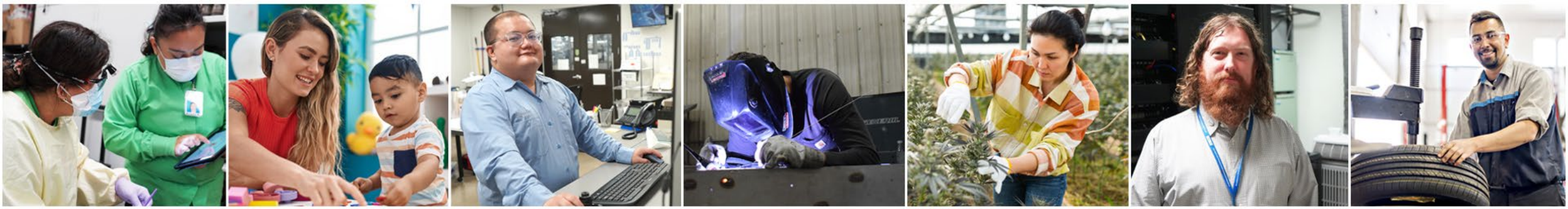
Applicants notified: May 31, 2024

Grantees publicly announced: June 10, 2024

Mandatory Grantee Orientation (1:00 p.m. to 3:00 p.m. central time): June 10, 2024

Prepare grant documents: June through July 2024

Sign grant contract: August 2024



GWIOHE Portal (Proposal Content)

Proposal Content

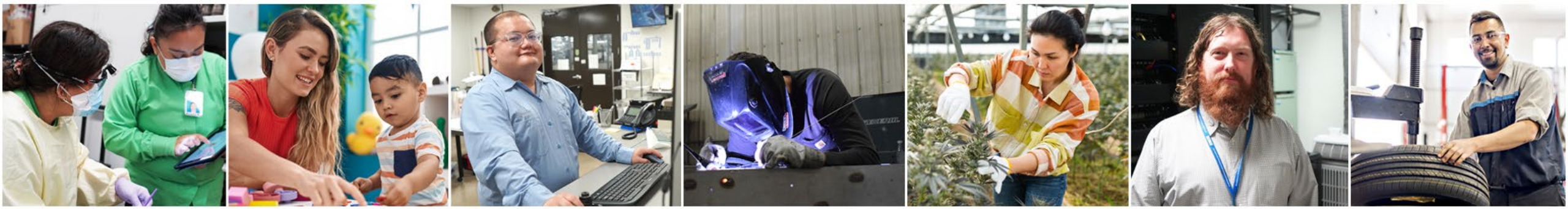
Applicants may access proposal content through the proposal portal:

<https://gwi-ohe.intelligrants.com/>

Applicants must have new users approved and proposals started prior to the week of April 15th.

OHE must receive a complete proposal no later than 11:59 p.m. central time, on **April 22, 2024**. Late or incomplete proposals will not be considered.





Grantee Planning

Mandatory Orientation

June 10, 2024 from 1:00pm to 3:00pm

Following award notification, OHE hosts a virtual mandatory two-hour orientation for the (1) grantee and (2) grantee employer partners. Grantee employer partners include employers participating in the grant through a grantee who is considered an organization. Training providers are highly encouraged and should make effort to attend the orientation. The purpose of orientation is to prepare grantees for the grant administration and encourage strategic planning.

Optional Dual Trainee Welcome Session

August 8, 2024 from 2:00pm to 2:45pm

Following award notification, OHE hosts a virtual optional forty-five-minute welcome session for identified and potential dual trainees. Grantees are expected to encourage their dual trainees to attend the session. The purpose of the welcome session is to foster excitement and prepare dual trainees for the dual-training model.

Grantee Planning

- **Related Instruction Training Agreement**
- **Work Plan and Budget**
 - Budget Policies and Procedures
- **Dual Trainee Participation Agreement**
 - Dual Trainee Service Agreement
- **Financial Aid Applications**
 - 2024-2025 Free Application for Federal Student Aid (FAFSA) or
 - 2024-2025 Minnesota State Aid Application (Dream Act)
- **Expenditures**
 - Related Instruction Expenditures
 - Trainee Support Expenditures
 - Tax Benefits and Implications
- **Business with the State**
- **Grant Contract**

Grantee Planning

Grant Payments

Per Office of Grants Management Policy 08-08, OHE will process payment requests through a method of reimbursement. All grantee requests for reimbursement must correspond to the approved grant budget. OHE will review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant report before approving payment. Grant payments shall not be made on grants with past due reports unless OHE has given the grantee a written extension. Grantees must submit requests for reimbursement **no later than 45 days** after the end of a term or set of courses.

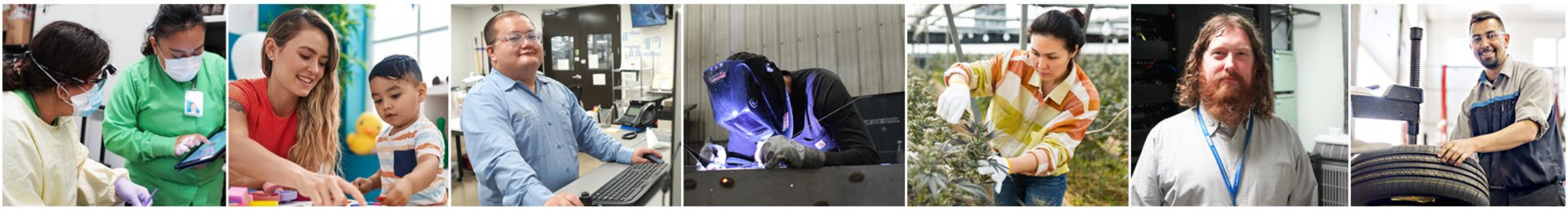
Grant Reporting

All grantees are required to submit one data report to OHE upon completion of the grant contract period or one-year period (whichever comes first). The estimated report deadline is **September 2025**.

Grant Monitoring

All grantees with awards of \$50,000 and higher are required to submit a monitoring report and attend a monitoring visit.

Important! Grant reimbursement and future DTG proposal eligibility is contingent upon fulfillment of reporting requirements.



Questions & Closing

Applications due **April 22, 2024** (11:59pm)

Technical assistance is available for interpreting instructions or preparing proposals by emailing jacquelynn.mol.sletten@state.mn.us. Each week, OHE will post responses to technical questions online here: <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>. Technical questions must be submitted no later than 4:00 p.m. central time, on **April 9, 2024**.