



Dual Training Grant

Fiscal Year 2024 Request for Proposal

Minnesota Statutes 136A.246

Important Dates

Proposal Available: March 12, 2024

Technical Question Deadline: April 9, 2024

Proposal Submission Deadline: **April 22, 2024**

Award Notice to Applicants: **May 31, 2024**

Mandatory Grantee Orientation: June 10, 2024

Project Period: August 2024 – August 31, 2025

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About the Office of Higher Education

The Minnesota Office of Higher Education is a cabinet-level state agency providing students with financial aid programs and information to help them gain access to postsecondary education. The agency also serves as the state's clearinghouse for data, research and analysis on postsecondary enrollment, financial aid, finance and trends.

The Minnesota State Grant Program is the largest financial aid program administered by the Office of Higher Education, awarding more than \$224 million annually in need-based grants to Minnesota residents attending eligible colleges, universities and career schools in Minnesota. The agency oversees other state scholarship programs, tuition reciprocity programs, a student loan program, Minnesota's 529 College Savings Plan, licensing and early college awareness programs for youth.

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Grant Overview

The Minnesota Office of Higher Education (OHE) is responsible for administering the Dual Training Competency Grants (Dual Training Grant) program (<https://www.ohe.state.mn.us/mPg.cfm?pageID=2160>) while working in consultation and collaboration with the Minnesota Department of Labor and Industry (DLI) who is responsible for administering Minnesota Dual-Training Pipeline (<http://www.dli.mn.gov/pipeline>). The statute governing the grant program is located in Minnesota Statutes 136A.246 Dual Training Competency Grants (<https://www.revisor.mn.gov/statutes/cite/136A.246>).

The Dual Training Grant (DTG) provides grants that generate collaborative and strategic educational solutions between employers and related instruction training providers across Minnesota. The dual-training model helps employers meet their workforce needs by pairing on-the-job training with formal related instruction to create a robust learning environment resulting in skilled employees and enhanced company culture. Employers and organizations of employers may apply for DTG funds to support employees in their attainment of an industry-recognized degree, certificate, or credential in occupations for which competency standards have been identified among the seven Minnesota Dual-Training Pipeline industries:

- Advanced Manufacturing
- Agriculture
- Child Care
- Health Care Services
- Information Technology
- Legal Cannabis Industry
- Transportation

The DTG reimburses grantees for related instruction costs of tuition, fees, required and recommended books and materials, and trainee supports. Related instruction supported by the DTG must result in dual trainees earning industry-recognized degrees, certificates, or credentials.

Employers engaged with Minnesota Dual-Training Pipeline are not required to apply for the DTG program. The grant is one resource for financially supporting related instruction of dual-training programs. In addition, employers applying for the DTG program are allowed to include registered apprenticeship, but they are not required to have or pursue registered apprenticeship. The grant utilizes techniques of the apprenticeship-model and promotes flexibility in the design of training.

Funding Availability

This is the thirteenth release of the request for proposal. Based upon current grant utilization among grantees and received appropriations, up to **\$5,000,000** is available for this grant round. The intention is

to award as many grants as possible within the means of available funds. Any future grant rounds will be contingent upon available funds.

The maximum grant request amount is **\$165,000** and limited among the following budget categories:

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"> • Tuition • Fees • Required & recommended books • Required & recommend materials 	\$6,000
Trainee Support Costs	10% of related instruction amount, up to \$15,000	None	Associated with Related Instruction: <ul style="list-style-type: none"> • Transportation • Mileage • Lodging • Meals • Tutoring services • Translation, interpreter, and/or accessibility services 	None

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.

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.

Eligibility

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 and Occupations

All current corresponding competency model pyramids for eligible industries and occupations are located online with Minnesota Dual-Training Pipeline at <http://www.dli.mn.gov/pipeline>. An industry or occupation followed by an asterisk (*) was recently added in 2024. An eligible dual trainee must be in or trained in one of the following occupations:

Advanced Manufacturing

- Computer Numerical Control (CNC) Programmer
- Coordinate Measuring Machine (CMM) Programmer
- Extrusion Molding Technician
- Flexo Technician
- Food Scientist/Technologist*
- Industrial Production Manager
- Injection Molding Technician
- Logistics and Supply Chain Manager
- Machinist/Computer Numerical Control (CNC) Operator
- Machinist/Tool and Die Maker
- Maintenance and Repair Worker
- Manufacturing Engineer
- Manufacturing Production Supervisor
- Mechatronics Technician
- Print Press Operator
- Quality Assurance/Food Safety Supervisor
- Quality Assurance Technician
- Robotics Operator
- Safety Technician
- Solderer
- Welder

Agriculture

- Agriculture Applicator Technician
- Agriculture Equipment Mechanic
- Agriculture Finance/Lender
- Agronomist
- Crop Farm Manager
- Farm Animal Manager
- Grain Merchandiser
- Horticulture Farm Manager
- Livestock Veterinarian
- Meat Cutter/Meat Processor
- Quality Assurance/Food Safety Supervisor
- Swine Technician (grow finish)
- Swine Technician (sow farm)

Child Care*

- Early Childhood Educator*
- Early Childhood Director*

Health Care Services

- Biomedical Equipment Technician*
- Certified Nursing Assistant
- Chemical Dependency and Addiction Technician
- Community Health Worker

- Community Paramedic
- Critical Care Nurse
- Dental Assistant
- Dental Hygienist
- Dental Therapist
- Dentist
- Electronic Health Records Specialist
- Emergency Medical Technician to Paramedic Pathway
- Emergency Room Nurse
- Health Support Specialist
- Histology Technician/Technologist
- Licensed Alcohol and Drug Counselor
- Licensed Independent Clinical Social Worker
- Licensed Practical Nurse
- Long-Term Care Facility Culinary Manager
- Massage Therapist*
- Medical Assistant
- Medical Laboratory Assistant
- Medical Laboratory Scientist
- Medical Laboratory Technician
- Occupational Therapist
- Occupational Therapy Assistant*
- Ophthalmic Technician
- Pharmacy Technician
- Phlebotomist
- Physical Therapy Assistant
- Positive Support Analyst
- Positive Support Specialist
- Psychiatric/Mental Health Technician In-Patient
- Psychiatric/Mental Health Technician Out-Patient

- Radiologic Technologist
- Registered Nurse
- Respiratory Therapist
- Surgical Technologist
- Wound, Ostomy and Continence Nurse

Information Technology

- Application Developer
- Business Intelligence Developer/Architect
- Cloud Architect
- Computer User Support Specialist
- Data Science/Artificial Intelligence Machine Learning Specialist
- Database Administrator
- Information Security Analyst/Specialist
- Information Technology Project Planner/Manager
- Network Engineer
- Software Engineer/Developer
- Testing and Quality Assurance Analyst
- Web Developer – Back End
- Web Developer – Front End

Legal Cannabis Industry*

- Cannabis Cultivation Supervisor*
- Cannabis Laboratory Technician*

Transportation*

- Aircraft Maintenance Technician*
- Automotive Mechanic*
- Bus and Truck Diesel Mechanic*
- Heavy and Tractor-Trailer Truck Driver*

An eligible applicant may apply for multiple occupations. If an eligible applicant would like to apply for multiple industries, please consult with Minnesota Dual-Training Pipeline to ensure the industries are in alignment with the nature of work and needs of the applicant. If an eligible applicant would like to pursue training in an occupation not currently eligible for the DTG, the applicant may consult with Minnesota Dual-Training Pipeline about eligibility for a future grant round.

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:** An organization that is formed under Minnesota statutes (Chapters 300-324A) pertaining to corporations, cooperative associations, partnerships, limited partnerships, or limited liability companies and that has filed documents with the secretary of state
- **Nonprofit Organization:** A charitable organization that 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 Chapter 317A (<https://www.revisor.mn.gov/statutes/cite/317A>), Minnesota Statutes 309.50, Subdivision 4 (<https://www.revisor.mn.gov/statutes/cite/309.50#stat.309.50.4>), or meets the definitions defined in the Internal Revenue Service code, with the most common type being a 501 (c)(3)
- **Political Subdivision:** A county, town, city, school district, or other municipal corporation or political subdivision of the state authorized by law to enter into contracts
- **State of Minnesota:** Any state agency that meets the definition in Minnesota Statutes 16B.01 Definitions, Subdivision 2 (<https://www.revisor.mn.gov/statutes/cite/16B.01>), University of Minnesota, and Minnesota State Colleges and Universities
- **Tribal Sovereign Nation:** Any Indian Tribe or band acknowledged as a sovereign nation by the U.S. constitution
- Have or will have a dual-training program which meets competency standards through means of on-the-job training by the employer and related instruction by an eligible training provider
- Employ or will employ an eligible dual trainee
- Have or will enter into agreement with an eligible related instruction training provider
- If annual gross revenue exceeded \$25,000,000 in the previous calendar year, pay for at least 25% of related instruction costs
 - The maximum 25% match is \$2,000 per dual trainee
 - Wages and/or in-kind contributions cannot be considered as part of the 25% match
- 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

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

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 related instruction 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 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

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 OHE
 - Registered Colleges <http://www.ohe.state.mn.us/sPages/PIRInsts.cfm>
- Licensed as a postsecondary institution by OHE
 - Licensed Career Schools <http://www.ohe.state.mn.us/sPages/141Insts.cfm>
- Exempt from provisions of 136A.822 to 136A.834 or 136A.61 to 136A.71 as approved by OHE:
 - 136A.653 – Exemptions for Registered Schools
 - 136A.657 – Exemptions for Degree Granting Religious Schools
 - 136A.658 – Exemptions for SARA Schools
 - 136A.833 – Exemption for Licensed Schools
 - 136A.834 – Exemptions for Non-degree Religious Schools

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.

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

Minnesota Dual-Training Pipeline Related Instruction Inventory

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

DLI hosts and maintains a Minnesota Dual-Training Pipeline Related Instruction Inventory as a resource for applicants to develop a dual-training program. The inventory includes education and training program options for eligible dual-training occupations. Applicants are not required to partner with the

training providers listed on the inventory. The inventory is a general guide for applicants to learn more about potential training providers.

MyHigherEd Minnesota College Search

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

OHE hosts and maintains MyHigherEd Minnesota as a resource for students, parents, and educators. MyHigherEd simplifies the process of applying for college by providing all the information you need to know about preparing, searching, applying, and paying for college in one place. The college search directory provides Dual Training Grant applicants with options of training providers who are postsecondary institutions. Applicants are not required to partner with the training providers listed on the MyHigherEd Minnesota. The college search directory is a resource for applicants to explore potential training providers.

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>.

Key Elements of OJT:

- Goals of on-the-job training: The OJT program clearly answers the question, “**what** does our OJT plan actually teach our employees?” Answering this question is typically done by first working with education partners to better understand what they intend to cover through related instruction in order to ensure the OJT complements and enhances competencies learned through related instruction.
- Types of on-the-job training: The OJT program outlines **how** the training will be conducted. Job shadowing, mentorship, cohort-based, assignment-based project evaluation, and discussion-based trainings are just some of the most common ways to lead training for employees.
- Tracking on-the-job: The OJT program has a system for **tracking the progress** of the training for the dual trainees. The trainee needs to know how long the program should last and what competencies they will be expected to master. The grantee must ensure that each dual trainee in the program is making progress toward completion of their OJT. Although not required, Minnesota Dual-Training Pipeline offers tools for tracking programs.
- On-the-job training roles are clear: Employees leading the training portions for OJT programs and dual trainees need to **know what their roles in the training are and that they are being supported** throughout the process. Whether it is a single manager or the whole management team, all participants (OJT trainers and dual trainees) should have a point of contact available if they have questions or need help with their progress with the OJT.

Five Common Types of Effective OJT:

- Job Shadowing

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

The following are requirements for eligible OJT:

- OJT must include at least one of the five common types of effective OJT listed above.
- 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.

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.

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

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

1. The dual-training program is robust and complete **(50 Points)**:
 - a) Related instruction supports the occupation and aligns with Minnesota Dual-Training Pipeline dual-training competencies
 - b) On-the-job training supports the occupation and aligns with Minnesota Dual-Training Pipeline dual-training competencies
 - c) Related instruction correlates with on-the-job training
 - d) The dual-training program results in dual trainees earning eligible industry-recognized degrees, certificates, or credentials in a timely fashion
 - e) The applicant validates procedures for tracking and evaluating dual trainee progress
2. 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)**.
3. 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)**
4. Direct costs of related instruction (tuition, fees, books, and materials) are minimized for dual trainees **(10 Points)**
5. Dual trainees will have additional employment opportunities as a result of the dual-training program **(10 Points)**
6. Projected increase in compensation for dual trainees as a result of the dual-training program **(10 Points)**

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.

Technical Assistance

Technical assistance is available for interpreting instructions or preparing proposals by emailing jacquelynn.mol.sletten@state.mn.us. Please review all available materials before emailing your inquiry.

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**.

To ensure fair and equitable processing of proposals, OHE will not review and/or comment on draft proposals.

Proposal Content

Applicants may access proposal content through a secure system portal. Information and the link to the portal is available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>. Applicants must submit all proposal content by the deadline date for OHE to consider the proposal as complete.

Important! Applicants cannot revise grant request amounts, employer partners, industries, occupations, or related instruction training providers after the proposal deadline.

Proposal Information

The Proposal Information section includes the following fields of which some may pre-populate based upon previous sections in the proposal process:

- Applicant Name
 - Street Address, City, State, Zip
- Dual-Training Program Start Date *Enter the date in which dual trainees will begin related instruction coursework and on-the-job training
- Will the applicant be paying a match of 25% toward related instruction?
 - Yes
 - No, applicant will provide financial documents reflecting less than \$25,000,000 in 2023 (Jan. 1, 2023 – Dec. 31, 2023) annual gross revenue.
 - Financial Documents Upload *Please upload financial documents reflecting annual gross revenue of less than \$25,000,000 during the **2023 calendar year**.
- Is the applicant an employer or organization representing employers?
 - Employer
 - Organization of Employers
 - Employer Partner
 - Street Address, City, State, Zip
 - Primary Contact Name

- Primary Contact Email
- Employer Partner
 - Street Address, City, State, Zip
 - Primary Contact Name
 - Primary Contact Email
- Estimated Number of Dual Trainees
- Of the Estimated Number of Dual Trainees, how many are continuing their related instruction program from a previous grant round?
- Total Grant Request Amount for Related Instruction *Related instruction includes coursework costs of tuition, fees, required/recommended books, and required/recommended materials
- Total Grant Request Amount for Trainee Support *Trainee support includes items that support the success of related instruction which include transportation, mileage, lodging, meals, tutoring services, translation services, interpreter services, and accessibility services. The trainee support grant request amount cannot exceed 10% of the related instruction grant request amount.
- Total Grant Request Amount
- Name of Applicant Contact
 - Contact Phone
 - Contact Email
 - Street Address, City, State, Zip
- Applicant Type of Organization
 - Business Entity
 - Nonprofit Organization
 - Political Subdivision
 - State of Minnesota
 - Tribal Sovereign Nation

Related Instruction Training Provider Criteria

Grantees will be required to have training agreements with all training providers, listed on proposals, prior to the execution of grant contracts. Grantees will be provided with training agreement steps after award notification.

To ensure integrity, compliance with conflict of interest requirements, accessibility, equal opportunity and transparency, applicants must follow a training provider selection process that meets the spirit and intent of fair, open, and competitive bidding. No applicant is exempt from the related instruction training provider selection process.

The Related Instruction Training Provider Selection section includes the following fields of which some may pre-populate based upon previous sections in the proposal process:

- Outline criteria for selecting training provider(s) for related instruction. *Applicant determines criteria. Some examples may include competencies, cost, location, and format of delivery.
- List quotes or bids from training providers. * An applicant must submit at least three verbal quotes from eligible training providers. An applicant may elect to select a training provider from the State of Minnesota's Targeted Vendors list. If an applicant selects a training provider from

the Targeted Vendor list, the applicant does not need to formally communicate (mode of communication) with the training provider.

- Quote/Bid 1
 - Related Instruction Training Provider
 - Is this training provider on the Targeted Vendor List?
 - Does training provider meet criteria outlined above?
 - Mode of Communication
 - Email
 - In-Person Meeting
 - Phone
 - Virtual Meeting
 - Date of Quote
 - Additional notes about the training provider
- Quote/Bid 2
 - Related Instruction Training Provider
 - Is this training provider on the Targeted Vendor List?
 - Does training provider meet criteria outlined above?
 - Mode of Communication
 - Email
 - In-Person Meeting
 - Phone
 - Virtual Meeting
 - Date of Quote
 - Additional notes about the training provider
- Quote/Bid 3
 - Related Instruction Training Provider
 - Is this training provider on the Targeted Vendor List?
 - Does training provider meet criteria outlined above?
 - Mode of Communication
 - Email
 - In-Person Meeting
 - Phone
 - Virtual Meeting
 - Date of Quote
 - Additional notes about the training provider
- List two or more people who were part of the decision-making group for reviewing quotes and contributing to the final decision.
 - Name
 - Title
 - Name
 - Title

An applicant may elect to select a related instruction training provider from the State of Minnesota's Targeted Vendors list. If an applicant selects a training provider from the list, the applicant does not need to formally communicate with the training provider.

State of Minnesota's Targeted Vendors

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List <http://www.mmd.admin.state.mn.us/process/search/>
- Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program <https://mnucp.metc.state.mn.us/>
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program <https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central>

While completing the Related Instruction Training Provider Selection process, municipalities must also follow the contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minnesota Statutes 471.345 Uniform Municipal Contracting Law (<https://www.revisor.mn.gov/statutes/cite/471.345>).

While completing the Related Instruction Training Provider Selection process, state agencies must also follow State Procurement Law as defined in Minnesota Chapter 16C (<https://www.revisor.mn.gov/statutes/cite/16C>). State agencies should contact Authority for Local Purchase Management Team (<http://www.mmd.admin.state.mn.us/mn06003.asp>) for technical assistance.

All DTG applicants must not contract with vendors/training providers who are suspended or debarred in Minnesota (<http://www.mmd.admin.state.mn.us/debarredreport.asp>). Applicants must 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. Applicants must follow prevailing wage requirements for projects that include construction work of \$25,000 or more per Minnesota Statutes 177.41 State Projects and State Highway Construction.

Related Instruction Training Provider Selection

Based upon the data collected during the Related Instruction Training Provider Criteria process, the Related Instruction Training Provider Selection section includes the following fields of which some may pre-populate based upon previous sections in the proposal process:

- Training Provider Name
 - Category
 - Standard for Operating Legally in Minnesota
 - Exemption Valid Until
 - Eligibility Status
- Industry
 - Advanced Manufacturing
 - Agriculture
 - Child Care
 - Health Care Services
 - Information Technology
 - Legal Cannabis

- Transportation
- Occupation

Proposal Narrative

The Proposal Narrative section includes the following fields of which some may pre-populate based upon previous sections in the proposal process:

- Training Provider Selection Upload *Please click the link to download a template for identifying the related instruction programs that were selected and will be detailed in the Proposal Narrative
- Proposal Narrative. *Responses provided in the Proposal Narrative will be evaluated by a review committee. Applicants must utilize the corresponding occupational competency model pyramid from the Minnesota Dual-Training Pipeline (<https://www.dli.mn.gov/pipeline>) while completing the Proposal Narrative section. Applicants will consider all industries and occupations as they respond to each Proposal Narrative item.
 - Describe the robust and complete nature of the dual-training program by addressing all of the following components **(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
 - Provide a sample of the on-the-job training plan
 - Directions: Upload a table, chart, or graph to illustrate the on-the-job training plan for each occupation. The plan must include at least one of the five common types of effective on-the-job training:
<http://www.dli.mn.gov/business/workforce/guidance-effective-job-training>.
 - Describe the applicant's ability to recruit, train, and retain dual trainees who are recent high school graduates or who recently passed high school equivalency tests **(10 Points)**.
 - Describe the applicant's ability to recruit, train, and retain dual trainees who are employees of color, American Indian employees, and employees with disabilities **(10 Points)**
 - Explain the mechanisms and resources available for dual trainees to minimize the out-of-pocket costs of related instruction (tuition, fees, books, and materials) **(10 Points)**
 - List and elaborate on the additional employment opportunities dual trainees will have as a result of the dual-training program **(10 Points)**

- Outline the projected increase in compensation dual trainees may have as a result of the dual-training program (**10 Points**)

Applicants may attach minimal graphs and charts to enhance the content of the narrative.

Financial and Applicant Capacity Review

Only applicable to business entities, nonprofit organizations, and political subdivisions.

In alignment with Minnesota Statute §16B.981, Minnesota Session Laws Chapter 62, Article 7, Section 11, Subdivisions 2-5 (<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/62/>), OHE requires applicants who are business entities, nonprofit organizations, and political subdivisions to undergo a risk assessment prior to grant award to determine whether a risk mitigation plan and/or enhanced oversight is required to responsibly award the grant.

Business entities will complete the following review components:

1. Capacity Response
2. Certification of No Felony Financial Crime
3. Certifications of Good Standing with Secretary of State
4. Business Entity Financial Documents

Nonprofit organizations will complete the following review components:

1. Capacity Response
2. Certification of No Felony Financial Crime
3. Certifications of Good Standing with Secretary of State
4. Nonprofit Organization Financial Documents

Political subdivisions will complete the following review components:

1. Certification of No Felony Financial Crime

Applicant Capacity Review

The Applicant Capacity Review section includes the following fields:

Capacity Response

- Describe the applicant's history of performing the work that will be funded by this grant. This includes describing the applicant's current staffing, organization structure, and budget.
- Has the applicant been awarded or have an active grant from the Minnesota Office of Higher Education in the past 5 years?
 - Yes
 - If yes, please list the grant program and fiscal year
 - FY2024 (July 1, 2023 – June 30, 2024)
 - FY2023 (July 1, 2022 – June 30, 2023)
 - FY2022 (July 1, 2021 – June 30, 2022)
 - FY2021 (July 1, 2020 – June 30, 2021)

- FY2020 (July 1, 2019 – June 30, 2020)
 - No
- Has the applicant been awarded or have an active grant from another State of Minnesota Agency in the past 5 years?
 - Yes
 - If yes, please list the grant program and fiscal year
 - FY2024 (July 1, 2023 – June 30, 2024)
 - FY2023 (July 1, 2022 – June 30, 2023)
 - FY2022 (July 1, 2021 – June 30, 2022)
 - FY2021 (July 1, 2020 – June 30, 2021)
 - FY2020 (July 1, 2019 – June 30, 2020)
 - No

Certification of No Felony Financial Crime

- Certify that no current principals have been convicted of a felony financial crime in the last ten years. 16B.981 Subd. 2 (6) requires that no current principals of a grantee have been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used. By signing below, I warrant that no current principal of my organization has been convicted of a felony financial crime in the last 10 years. I certify that this information is true, correct, and reliable. The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me/my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law. *The response must be completed by business entities, nonprofit organizations, and political subdivisions.
 - Signature, Title, Date
 - Please upload an organizational chart or list of principals that you certify with the above statement.

Certification of Good Standing with Secretary of State

- Certify that applicant has filed and is up-to-date with the Secretary of State. OHE will verify applicant's status with the Secretary of State Office. Potential grantee must certify that the organization has a status of "In Good Standing" with the Secretary of State as required by 16B.981 Subd. 2 (3) and as part of the response to this Grant Request for Proposal. Is your organization (for-profit or nonprofit) registered with the Secretary of State and has a status of "In Good Standing"?
 - Yes
 - No

Financial Review

OHE requires applicants to submit financial information as part of the grant proposal process. OHE audit staff will review the applicant's financial documents and perform a risk assessment to ensure the organization is financially stable. The types of financial documents and certifications required by applicants vary by type and size of organizations, as described in the sections below.

Nonprofit Organization Financial Documents

Nonprofit organizations requesting less than \$50,000 in total grant amount will submit the following documents for the **most recently completed year**. Nonprofit organizations requesting \$50,000 or higher in total grant amount will submit the following documents for the **most recently completed three years**:

- IRS Form(s) 990 or Form(s) 990-EZ
- Audited financial statement of a charitable organization which has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per Minnesota Statutes 309.53 (<https://www.revisor.mn.gov/statutes/cite/309.53>)
- If the nonprofit organization is not required to file Form 990 or Form 990-EZ or has not been in existence long enough to have a completed IRS Form 990, Form 990-EZ, or audit, the organization will be required to submit their board-reviewed financial statements, proof of tax-exempt status, and documentation of internal controls.

Business Entity Financial Documents

Business entity requesting less than \$50,000 in total grant amount will submit the following documents for the **most recently completed year**. Business entity requesting \$50,000 or higher in total grant amount will submit the following documents for the **most recently completed three years**:

- Federal and state tax returns
- Financial statements
- If the business entity has not been in business long enough to have filed a tax return, the business will be required to submit documentation of their internal controls and their current financial statements.

A business entity will also certify that the business is not under bankruptcy proceedings and disclosure any liens on assets.

Addressing Substantial Risks

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Based on Minnesota Statute §16B.981, Minnesota Session Laws Chapter 62, Article 7, Section 11, Subdivision 2-5 (<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/62/>), if the risk assessment identifies substantial financial, organizations, capacity, and/or management risks, OHE may:

- Request more information from the applicant for the purpose of satisfying the concerns
- Develop a risk mitigation plan that addresses the concerns and accompanies the grant contract agreement
 - Strategies may include enhanced monitoring, additional reporting, or technical assistance
- Provide enhanced technical assistance and oversight
- Not award the grant

Applicants have 30 business days to respond to requests for additional information and/or work with OHE to develop a risk mitigation plan.

OHE has the authority to not award a competitive grant source. OHE must notify the applicant and provide reasons for not awarding the grant. The applicant may contest the decision to not award within 15 business days. OHE must consider any additional information the applicant provides with an additional 15 business days. As a final decision, OHE may affirm, reverse, or modify the initial decision to not award a grant. If OHE's final decision is not to award the grant, OHE must notify the applicant and the Commissioner of Administration. The applicant may contest OHE's final decision within 30 business days of the agency's notifications about the decision.

Proposal Submission

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. The applicant will incur all costs incurred in applying to this request for proposal. By submission of proposal content, the applicant affirms 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.

Review Process and Timeline

OHE in collaboration with DLI will ensure applicants meet all eligibility requirements. If requirements are not met, the proposal will not be submitted to the review committee.

The review committee will evaluate all eligible and complete proposals received by the deadline.

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

Request for Proposal posted on OHE website: March 12, 2024

Proposal Writing Workshop (9:00 a.m. to 11:00 a.m. central time): March 15, 2024

Technical questions due no later than 4:00 p.m. central time: April 9, 2024

Proposals due no later than 11:59 p.m. central time: **April 22, 2024**

Committee begins review of proposals: April 29, 2024

Committee recommendations submitted to OHE for review: May 22, 2024

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

- Grant documents are due **three weeks prior** to beginning a dual-training program. For example, dual-training programs partnering with Minnesota State Colleges and Universities will be due August 2, 2024 which is three weeks prior to courses beginning on August 26, 2024.

Sign grant contract: August 2024

Optional Dual Trainee Welcome Session (2:00 p.m. to 2:45 p.m. central time): August 8, 2024

Begin dual-training program: August 2024

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest in reference to applicants, reviewers, and administrators per Minnesota Statutes 16B.98 Grants Management Process (<https://www.revisor.mn.gov/statutes/cite/16B.98>) and 08-01 Conflict of Interest in State Grant-Making Policy (<https://mn.gov/admin/government/grants/policies-statutes-forms/>).

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 in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting parties to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Public Data

Per Minnesota Statutes 13.599 Grants (<https://www.revisor.mn.gov/statutes/cite/13.599>),

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened
- All remaining data in proposal responses (except trade secret data as defined and classified in Minnesota Statutes 13.37 General Nonpublic Data (<https://www.revisor.mn.gov/statutes/cite/13.37>)) will be public data after the evaluation

process is completed (for the purposes of this grant, when all grant contract 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 Minnesota Statutes 13.37 General Nonpublic Data (<https://www.revisor.mn.gov/statutes/cite/13.37>)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

Grant Provisions

2023 Minnesota Statutes 136A.246 Dual Training Competency Grants:

<https://www.revisor.mn.gov/statutes/cite/136A.246%20>

This is the thirteenth release of the request for proposal. Based upon current grant utilization among grantees and received appropriations, up to **\$5,000,000** is available for this grant round. The intention is to award as many grants as possible within the means of available funds. Any future grant rounds will be contingent upon available funds.

The maximum individual grant award is \$165,000 per applicant with a \$6,000 per dual trainee maximum.

Office of Grants Management – Grant contract agreement templates are available for review online at <https://mn.gov/admin/government/grants/policies-statutes-forms/>.

Orientation

June 10, 2024 from 1:00 to 3:00 p.m. central time

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.

Dual Trainee Welcome Session

August 8, 2024 from 2:00 to 2:45 p.m. central time

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.

Related Instruction Training Agreement

A grantee must submit a Related Instruction Training Agreement for each related instruction training provider included in the proposal following award notification and prior to executing a grant contract with OHE. A grantee continuing instruction with a training provider, who participated in a previous DTG round, must also submit a new Related Instruction Training Agreement. Agreements are associated with individual grant contracts; therefore, do not carry-forward into future grant contracts.

The Related Instruction Training Agreement is not a legal contract between the applicant and related instruction training provider. The document is a means to acknowledge elements of planning for a dual-training program including, but not limited-to, program availability, student privacy policies, billing procedures, and DTG requirements. Applicants may pursue contracts with training providers, but are not required to do so by the DTG.

Work Plan and Budget

A grantee must complete and submit a Work Plan and Budget document following award notification and prior to executing a grant contract with OHE. The Work Plan and Budget includes detailed information about dual-trainee population, related instruction, on-the-job training, and budget. Once the plan is approved, the grantee has the ability to make changes, but must consult with OHE prior to making changes to the Work Plan and Budget.

Budget Policies and Procedures

A grantee must upload a Budget Policies and Procedures document detailing budget items among the categories of Related Instruction and Trainee Support. Dual trainees must be notified by the grantee of the Budget Policies and Procedures prior to entering the dual-training program.

Dual Trainee Participation Agreement

A dual trainee must complete and submit a Dual Trainee Participation Agreement prior to enrollment in a dual-training program. The purpose of the agreement is to notify dual trainees of their rights and responsibilities, acknowledge release of information among applicable parties, and collect data for evaluation of the program.

Dual Trainee Service Agreement

Dual Trainee Service Agreements are not required by OHE. Upon request, OHE may provide guidance on the use of service agreements but will not provide a standardized format for service agreements. Grantees may elect to implement Dual Trainee Service Agreements in conjunction with the DTG. If the terms of the service agreement are not met, a grantee cannot require a dual trainee to pay back any grant funds that were reimbursed through the DTG.

If a grantee elects to utilize a service agreement, the grantee must provide a copy of the agreement to OHE. The agreement copy is for record purposes only and submission of the agreement does not render the agreement legal, valid, or enforceable. OHE does not advise on legal obligations in relation to service agreements, so grantees are encouraged to consult with legal professionals. Grantees are encouraged to inform dual trainees of known legal implications, and connect them with legal resources.

Financial Aid Applications

A dual trainee attending Federal Pell and/or Minnesota state grants eligible programs must complete the Free Application for Federal Student Aid (FAFSA <https://studentaid.gov/h/apply-for-aid/fafsa>) or Minnesota state financial aid application (<http://www.ohe.state.mn.us/mPg.cfm?pageID=2065>) prior to a grantee receiving reimbursement through the DTG. For the best interest of the dual trainee, financial aid applications should be completed as soon as possible to secure potential funding sources. Dual trainees seeking more information and/or assistance with the financial aid process are encouraged to contact the following:

- Training Provider's Financial Aid Office
- Educational Opportunity Center: <https://minneapolis.edu/student-services/support-services/trio-programs/educational-opportunity-center>
- Minnesota Goes to College: <https://sites.google.com/view/minnesotagoestocollege/home>

If a dual trainee qualifies for grants through financial aid applications, the grantee must still pay the full cost of related instruction before aid, within the means of the grant. This may result in the dual trainee receiving a financial aid refund directly from the training provider. In the circumstance that a dual trainee is receiving financial aid or outside funding that must be applied directly to tuition and fees, please contact OHE to discuss options related to participation through the DTG.

Expenditures

Grantees must review their current employee expenditure policies and determine how those policies will influence and/or interact with allowable expenditures through the DTG. Grantees must have written budget policies and procedures addressing DTG expenditures. Grantees are encouraged to research and inform dual trainees of additional financial and community services that may be available outside the DTG, so dual trainees have minimal out-of-pocket related instruction costs and have access to trainee support services.

The maximum grant request amount for Related Instruction expenditures is \$150,000. A dual trainee may benefit from up to \$6,000 in Related Instruction expenditures. Grantees who had annual gross revenue in the previous calendar year that exceeded \$25,000,000 are required to contribute to at least 25% of Related Instruction expenditures.

The maximum grant request amount for Trainee Support expenditures is up to 10% of the Related Instruction award amount (up to \$15,000). Trainee Support expenditures are allocated to an individual dual trainee, but a dual trainee is not subject to a maximum. In addition, the allocated amount is not

calculated into a dual trainee's lifetime DTG maximum. Grantees are not required to contribute a percentage toward Trainee Support expenditures.

Related Instruction Expenditures

Allowable grant expenditures for **Related Instruction** are limited to costs directly charged and/or required by related instruction training providers. The purpose of the funds is to minimize the direct costs of related instruction for a dual trainee. Below are the allowable expenditures for this budget category:

- Tuition
- Fees
- Required and recommended books
- Required and recommended materials

Allowable grant expenditures categorized as fees extends to instances where an industry governing organization, other than the training provider, must administer examinations and award certificates or credentials. The training provider must ensure dual trainees are connected to governing organizations and follow through with exam procedures.

Books and materials must be either required or recommended by the related instruction training provider. The requirement or recommendation must be documented by the training provider.

Books and materials which are *fully* reimbursed to the grantee through the DTG must remain with the dual trainee. A grantee cannot require a dual trainee to return the books or materials. A grantee cannot utilize the DTG as a means of acquiring a supply of books and/or materials for future use. Books and materials which are *partially* reimbursed, due to the match requirement, to the grantee through the DTG should remain with the dual trainee. Although, a grantee may enter into an agreement with the dual trainee, prior to the dual-training program, detailing circumstances in which a portion, equivalent to or less than the match requirement, of the books or materials may remain with the grantee.

Important! The DTG will not pay a dual trainee directly for any Related Instruction expenditures. A grantee must directly pay for expenditures. Then, the grantee may request reimbursement from the DTG. A grantee cannot reimburse a dual trainee for tuition and fee expenditures and then request reimbursement from the grant. In some instances, a grantee may reimburse a dual for exam fees (with industry governing organization), books, or material expenditures and then request reimbursement from the grant.

Unacceptable grant expenditures for Related Instruction include but are not limited to:

- Test-out fees
- Prior learning credit fees
- Federal or private educational loan fees
- Internship stipends
- Dual trainee wages
- Transportation

- Mileage
- Lodging
- Meals
- On-the-job training infrastructure
- Grantee administrative staff
- Grantee on-the-job training staff

Trainee Support Expenditures

Allowable grant expenditures for **Trainee Support** are limited to costs directly associated with dual trainees and their related instruction programs. The purpose of the funds is to provide additional support to dual trainees leading to the successful completion of their dual-training programs. Below are the allowable expenditures for this budget category:

Transportation: Trainee Support funds may be utilized for dual trainees to obtain ground transportation to and/or from their related instruction programs. A grantee may utilize funds for the following transportation costs:

- Public transportation fees, which may include transit pass programs
- Occasional vehicle rental costs
- Occasional group busing costs
- Gas (only) card purchases

In limited situations, a grantee may appeal to OHE for Trainee Support funds to be utilized for private transportation or ride-share fees.

Mileage: Trainee Support funds may be utilized to reimburse dual trainees for mileage to and/or from their related instruction programs. Mileage costs cannot exceed the current Federal IRS mileage reimbursement rate on the most direct route.

Lodging: Trainee Support funds may be utilized for dual trainees to acquire temporary lodging while attending their related instruction programs which require over-night travel. In limited situations, a grantee may appeal to OHE for Trainee Support funds to be utilized for general on-campus room and board costs associated with a postsecondary institution.

Meals: Trainee Support funds may be utilized for meal costs of dual trainees while they are attending their related instruction programs. In limited situations, a grantee may appeal to OHE for Trainee Support funds to be utilized for general on-campus meal plan costs associated with a postsecondary institution.

Tutoring services: Trainee Support funds may be utilized for dual trainees to receive tutoring services for their related instruction program through a related instruction training provider or an affiliated professional tutoring company.

Translation, interpreter, and/or accessibility services: Trainee Support funds may be utilized for dual trainees to receive services for their related instruction program through a related instruction training provider or an affiliated professional services company.

Expenditures of transportation, mileage, lodging, and meals must occur within Minnesota or the surrounding states of Iowa, North Dakota, South Dakota, or Wisconsin.

Important! The DTG will not pay a dual trainee directly for any Trainee Support expenditures. A grantee must either directly pay for expenditures or reimburse a dual trainee for expenditures. Then, the grantee may request reimbursement from the DTG.

Unacceptable grant expenditures for Trainee Support include but are not limited to:

- Airfare
- Housing (rent or mortgage)
- Utility bills
- Vehicle repairs
- Internet services
- Phone charges
- Dependent care costs
- Grantee-owned vehicle costs
- Tuition, fees, books, or materials
- Career navigator services
- Grantee administrative staff
- Grantee on-the-job training staff

Tax Benefits and Implications

Federal and state income tax filers may be eligible for tax credits, tax deductions, and exclusions from gross income if enrolled in a U.S. Department of Education eligible institution. OHE provides resources related to tax benefits online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=106>. Grantees should give attention to IRS Publication 970 Tax Benefits for Education (<https://www.irs.gov/publications/p970>), Chapter 10 Employer-Provided Educational Assistance (<https://www.irs.gov/pub/irs-pdf/p970.pdf>). Chapter 10 addresses benefits over \$5,250 and Working Condition Fringe Benefits, which may apply to DTG funds. OHE does not advise on tax benefits or obligations, so grantees are encouraged to consult with tax professionals. Grantees are encouraged to inform dual trainees of known tax implications, and connect them with tax resources.

Business with the State

A grantee must register as a vendor with the State of Minnesota's SWIFT System (<https://mn.gov/mmb/accounting/swift/>) prior to executing a grant contract with OHE. The grantee's federal tax identification number is required to complete registration. Contracts and grant reimbursement will be processed through the SWIFT vendor portal. Grantees who are already registered

as vendors but do not remember information, should contact Minnesota Management and Budget (MMB) vendor helpline at (651) 201-8106 or efthelpline.mmb@state.mn.us.

Grant Contract

A grantee must have an effective contract prior to the start of a dual-training program. All necessary grantee and OHE staff must sign the grant contract through an electronic system as determined by OHE. The grant becomes effective when the grant contract agreement is fully executed, the contract has reached the effective date, and the State's Authorized Representative has notified the grantee that work may commence. Grantees can only incur eligible expenditures upon the grant contract effective or execution date, whichever is later. Expenditures incurred prior are not eligible for reimbursement through the grant.

Accountability and Reporting

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.

OHE will reimburse grantees only for eligible Related Instruction and Trainee Support expenditures. 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 through the grant period.

Grantees must submit requests for reimbursement **no later than 45 days** after the end of a term or set of courses. The submission process will be determined by OHE and include the following items:

- Invoice
 - Dual trainee name
 - Related instruction course names
 - Related instruction total cost
 - If applicable, 25% of related instruction cost covered by grantee
 - If applicable, related instruction cost covered by dual trainee
 - Related instruction cost charged to the grant
- Supporting Documents
 - Invoice from training provider to grantee
 - Dual trainee course schedule
 - Dual trainee detailed bill
 - Proof of payment from grantee to training provider

OHE reserves the right to request additional documentation for verification prior to approval for reimbursement. Grantees must respond and complete follow-up items within 15 days of receiving a request for additional documentation from OHE. OHE will issue payment to a grantee within 30 days of a completed and approved reimbursement request.

OHE may approve alternative method of payment, if a grantee is unable to pay the training provider in advance based upon documentation of financial limitation. The related instruction training provider must also be capable and willing to invoice OHE. Please contact OHE for further details.

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). In the instance of a grant extension, a grantee may be required to submit reports multiple times throughout the grant contract period. The estimated report deadline is **September 2024**. The submission process will be determined by OHE and communicated to grantees within a reasonable amount of time to allow for successful completion of the report.

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

Grant Monitoring

Minnesota Statutes 16B.97 Grants Management (<https://www.revisor.mn.gov/statutes/cite/16B.97>) and Office of Grants Management Policy 08-10 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.

OHE reserves the right to select additional grantees for monitoring who may not be addressed in the above scenarios. OHE will notify such grantees within a reasonable amount of time to allow preparation for the monitoring process. OHE will also consider requests from grantees to conduct monitoring services.

OHE will base monitoring schedules upon the availability of all parties who are required to be in attendance. To the extent possible, monitoring will be conducted at the location of the grantee and will occur within six months of the contract effective date.

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

Audits

Per Minnesota Statutes 16B.98 Grants Management Process, Subdivision 8

(<https://www.revisor.mn.gov/statutes/cite/16B.98>), 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

- 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 (Minnesota Statute 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 (<https://www.revisor.mn.gov/rules/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 Minnesota Statutes 201.162 Duties of State Agencies

(<https://www.revisor.mn.gov/statutes/cite/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 Request for Proposal, please contact:

Jacquelynn Mol Sletten
Assistant Manager of Grants and Workforce Initiatives
Minnesota Office of Higher Education
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