

# Dual Training Grant

## 2024 Grantee Reimbursement Workshop

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

# Welcome & Introductions



Jacquelynn Mol Sletten  
MN Office of Higher Education  
Assistant Manager  
651.355.0609  
[jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us)



Grace Ferdinandt  
MN Office of Higher Education  
Program Administrator  
651.259.3926  
[Grace.Ferdinandt@state.mn.us](mailto:Grace.Ferdinandt@state.mn.us)



Dan Solomon  
MN Dept. of Labor & Industry  
Program Manager  
651.284.5355  
[dan.solomon@state.mn.us](mailto:dan.solomon@state.mn.us)



Kathleen Gordon  
MN Dept. of Labor & Industry  
Program Consultant  
651.284.5388  
[kathleen.gordon@state.mn.us](mailto:kathleen.gordon@state.mn.us)



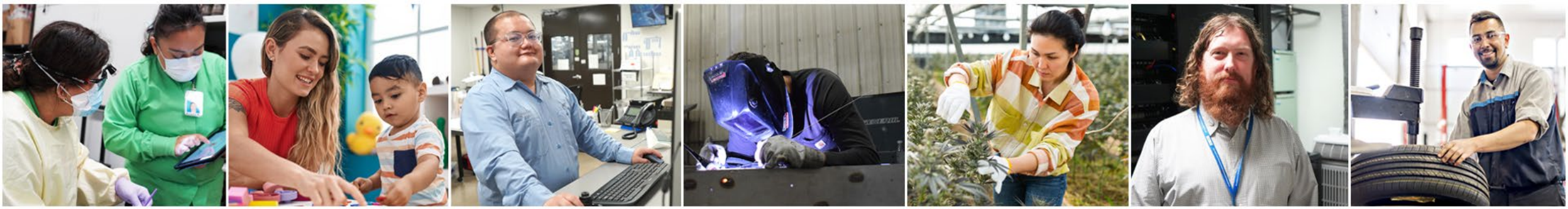
Erik Holtan  
MN Dept. of Labor & Industry  
Program Consultant  
651.284.5082  
[erik.holtan@state.mn.us](mailto:erik.holtan@state.mn.us)



Madolyn Martini  
MN Dept. of Labor & Industry  
Program Consultant  
651.284.5088  
[Madolyn.martini@state.mn.us](mailto:Madolyn.martini@state.mn.us)

# Agenda

- Prior to Initiating a Reimbursement Request
  - Budget Policies & Procedures
  - Related Instruction Training Agreement(s)
  - Work Plan and Budget
- Expenditures
  - Related Instruction Expenditures
  - Trainee Support Expenditures
- Reimbursement Request
- Reimbursement Resources
- Miscellaneous
  - Tax Benefits & Implications
  - Progress Reports & Grant Monitoring
  - Communication
- Reimbursement Request Demonstration



# Prior to Initiating a Reimbursement Request

# Budget Policies & Procedures

## **New for 2024 (Round 13)** **Budget Policy & Procedures Document**

A grantee must email a Budget Policies & 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.

Grantees must have written budget policies and procedures addressing DTG expenditures.

# Budget Policies & Procedures

## Examples to Get You Started

### ☐ Provide Policy Introduction

#### ❖ Heading Examples

- Purpose of Policy
- Responsible Party (Employee or Department)
- Definitions
- Policy Statement

### ☐ Identify Procedures Other Pertinent Policies

#### ❖ Heading Examples

- Reporting and Compliance
- Records Management

### ☐ Provide a Timeline/Explanation of Roles Throughout Grant Cycle.

#### ❖ Heading Examples

- Grant Preparation
- Grant Application
- Grant Implementation
  1. Employee Eligibility Criteria
  2. Employee Application
  3. Employee Selection
  4. Training Program Development
  5. Partnership Management
  6. Trainee Support Costs
  7. Budget and Fund Management
  8. Monitoring and Evaluations

# Budget Policies & Procedures

## **Purpose** [example]

To establish a structured approach for managing the Dual Training Grant received by < *Insert Organization Name* >, ensuring compliance with grant requirements and effective utilization of funds to enhance workforce skills through dual training programs.

## **Responsibility**

<*Insert Responsible Party*>

## **Definitions** [example]

- Grant coordinator – person designated to oversee the administration of the grant, ensuring compliance with grant requirements, timely grant reporting, and effective utilization of funds.
- Grant cycle– the period for each Dual Training Grant, aligned with the standard school year, spanning from the fall semester through the summer semester of the following year.
- Instruction costs – costs that include tuition, fees, books, and materials.
- Trainee support costs – costs that may include transportation, mileage, lodging, meals, tutoring services, translation services, interpreter services, and/or accessibility services.

# Policies & Procedures

## 1. Grant Preparation [example]

The Grant Coordinator develops detailed training program plans in collaboration with the Education department, department leaders, partner schools, and potential trainees.

## 2. Grant Application [example]

The application will include detailed information about the training programs, partner schools, the number of trainees, and how the training will meet industry standards.

## 3. Grant Implementation [example]

The Grant Coordinator, in collaboration with relevant departments, will prepare and submit the annual grant application to the Minnesota Office of Higher Education.

### 1. Employee Eligibility Criteria [example]

Employees must be in job roles that align with the training program, meet the criteria set by the Dual Training Grant, and pursue an eligible career path that aligns with career opportunities available within *<Insert Organization Name>*.

# Related Instruction Training Agreement(s)

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.

## Training Agreement Checklist

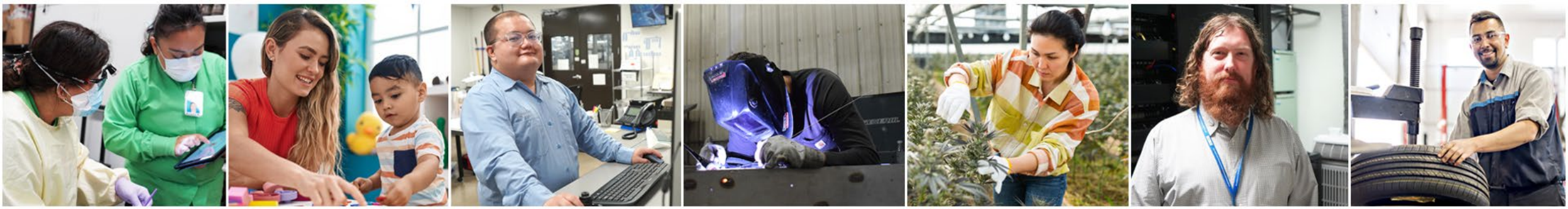
- ☐ A Training Agreement has been uploaded for each training provider in the portal
- ☐ Each Training Agreement has these sections complete:
  - ☐ Minnesota Dual Training Pipeline Industry(s), Occupation(s), Degrees, Certificates, and/or Credentials
  - ☐ Grantee Name/Info
  - ☐ Related Instruction Training Provider Name/Info
  - ☐ Standard for Operating Legally in Minnesota
  - ☐ Acknowledgement of Dual Training Grant Partnership
    - ☐ Must acknowledge by checking each box
  - ☐ Grantee Authorized Representative Signature/Date
  - ☐ Related Instruction Training Provider Authorized Representative Signature/Date

# 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.

## WPB Checklist

- ☐ A Work Plan & Budget is complete for each trainee in the portal
  - ☐ Individual Trainee
  - ☐ Employment Information
  - ☐ Related Instruction Program
    - ☐ Upload current course schedule
    - ☐ Competencies
  - ☐ On the Job Training (OJT)
    - ☐ Upload individualized OJT plan
    - ☐ Competencies



# Expenditures

# Dual Training Grant 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.

# Related Instruction Expenditures

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.

**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.

## Related Instruction Expenditures

Allowable grant expenditures for Related Instruction are limited to costs directly charged and/or required by related instruction training providers which includes:

- 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.

**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

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.

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

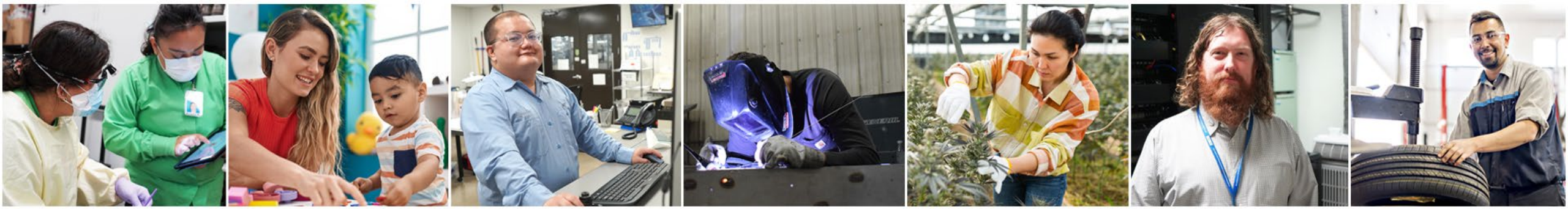
**Unacceptable grant expenditures for Trainee Support** include but are not limited to: airfare, housing (rent or mortgage), utility bills, vehicle repairs, internet services, phone charges, dependent care costs, grantee-owned vehicle costs, tuition, fees, books, materials, career navigator services, 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 which includes:

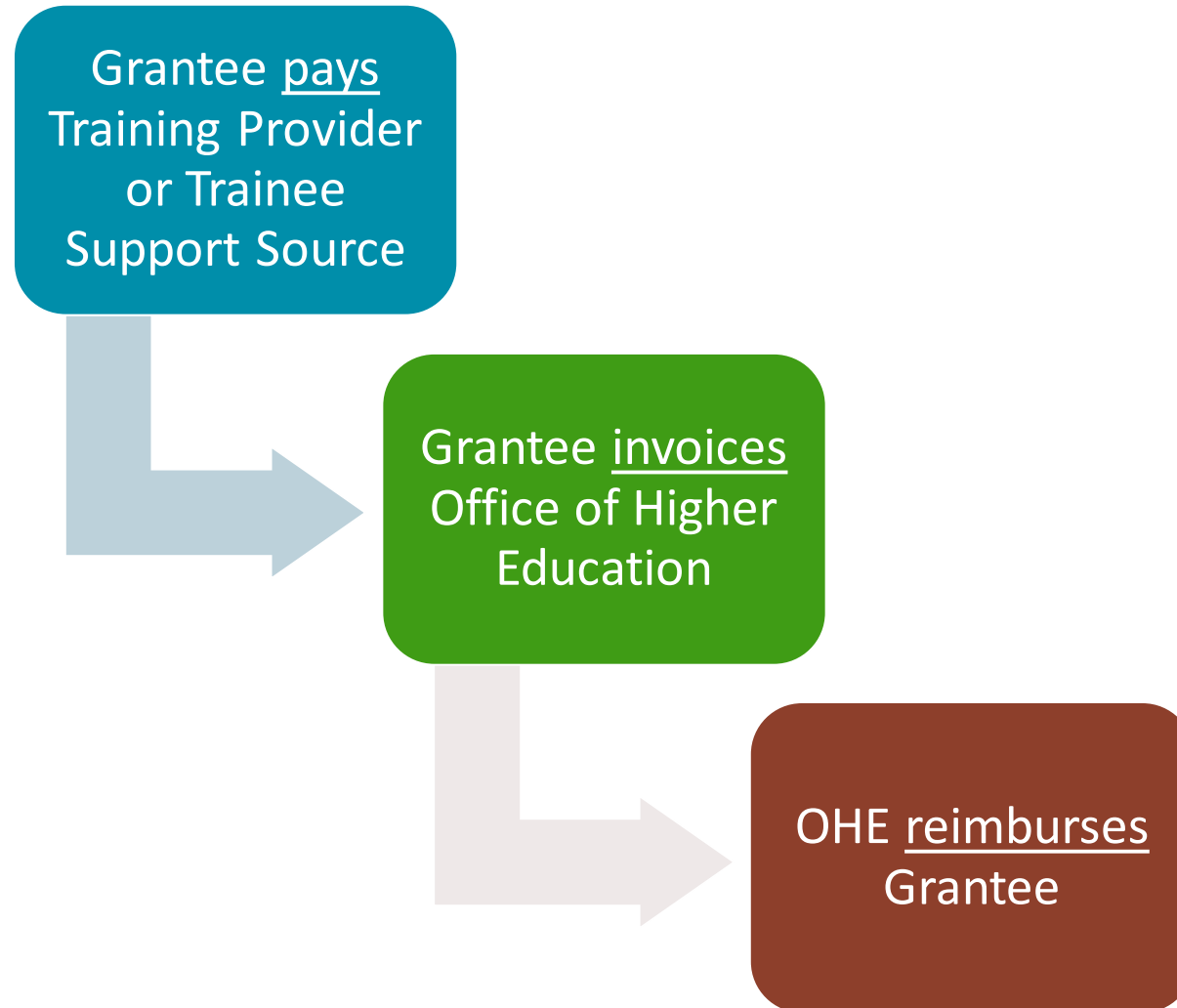
- Transportation
  - Public transportation fees, which may include transit pass programs
  - Occasional vehicle rental costs
  - Occasional group busing costs
  - Gas (only) card purchases
- Mileage
- Lodging
- Meals
- Tutoring Services
- Translation, interpreter, and/or accessibility services

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



# Reimbursement Request

# Reimbursement Request



# Reimbursement Request

New! Grantee will utilize the portal to initiate and complete reimbursement requests.

- **Portal Link:** <https://gwi-ohe.intelligrants.com/>

Reimbursement Status	Reimbursement Role
Reimbursement in Process	Grantee
Dual Training Information Data Entry	Grantee
Submit Reimbursement	Grantee
Reimbursement in Review	Office of Higher Education
Modifications Required for Reimbursement	Grantee
SWIFT Payment Submission	Office of Higher Education

Note: Once SWIFT is integrated with the portal, additional status steps will occur between Modifications and SWIFT Payment Submission and be the responsibility of OHE. Integration is scheduled to be complete by the end of 2024.

Tools
Landing Page
Add/Edit People
Status History

## Document Status History

Status	Date/Time
Reimbursement in Process	9/23/2024 3:01:59 PM
Dual Trainee Information Data Entry	9/23/2024 3:03:28 PM
Submit Reimbursement	9/23/2024 3:11:11 PM
Reimbursement in Review	9/23/2024 3:11:11 PM

# Reimbursement Request

Must request reimbursement **no later than 45 days** after the end of a term or set of courses.

Training Cost **Match Requirement** for Large Employers: If annual gross revenue exceeded \$25,000,000 in the previous calendar year (2023), the grantee must pay for at least 25% of the training provider's charges for related instruction. Wages and/or in-kind contributions cannot be considered as part of the 25% contribution.

## Related Instruction per Dual Trainee

\$6,000 Maximum Dual Training Grant  
\$2,000 Maximum grantee contribution  
\$8,000 maximum total

## Trainee Support per Dual Trainee

- No maximum from Dual Training Grant
- No grantee contribution
- Must remain within contract budget

## Example

Fall Term: \$3,750 (cost) - \$937.50 (match) - \$0.00 (trainee) = \$2,812.50 (grant)

Spring Term: \$4,800 (cost) – 1,062.50 (match) - \$550.00 (trainee) = \$3,187.50 (grant)

Total Year: \$8,550 (cost) - **\$2,000** (match) - \$550 (trainee) = **\$6,000** (grant)

# Reimbursement Request

## Documents to upload for Reimbursement Request

- **Related Instruction**

- ☐ Invoice from training provider to grantee
- ☐ Dual trainee bill (if data is not included on dual trainee schedule)
- ☐ Proof of payment from grantee to training provider

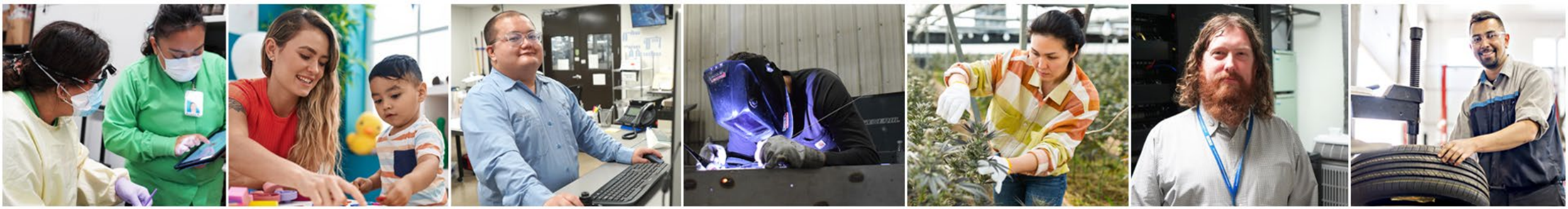
- **Trainee Support**

- ☐ Original receipt
- ☐ Proof of payment from grantee to trainee support source
- ☐ Proof of receipt from grantee to dual trainee

### **Books or materials purchased outside of Training Provider:**

- ☐ Documentation of requirement or recommendation
- ☐ Original receipt
- ☐ Proof of reimbursement from grantee to trainee

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.



# Reimbursement Resources

# Reimbursement Resources

Reimbursement Request “Live” in portal **October 1, 2024**

## **DTG Workshop Archive**

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2428>

- Reimbursement Workshop recording **October 20, 2024**
- Short portal “How To” videos **October 20, 2024**
- DTG Budget Policies & Procedures template **October 31, 2024**
- Portal Manual **October 31, 2024**

# Reimbursement Resources

## 2024 Dual Training Grant Request for Reimbursement

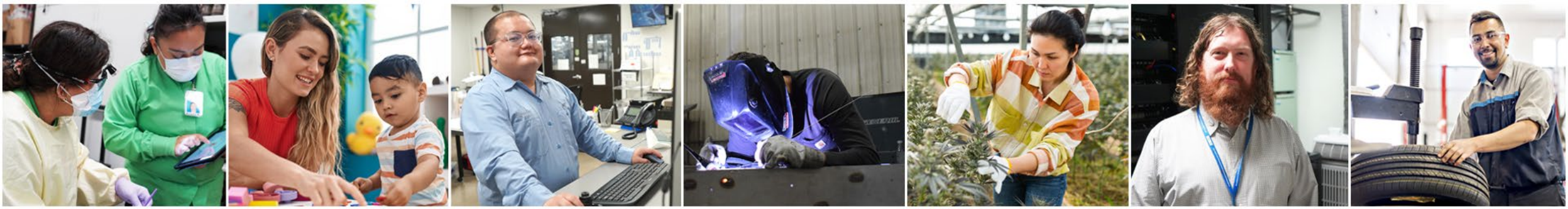
- <https://www.ohe.state.mn.us/mPg.cfm?pageID=2186>
- [https://www.ohe.state.mn.us/Documents/Dual%20Training%20Grant/FY2024/DTG%20Round%2013%20Request%20for%20Application\\_ADA.pdf](https://www.ohe.state.mn.us/Documents/Dual%20Training%20Grant/FY2024/DTG%20Round%2013%20Request%20for%20Application_ADA.pdf)

## Dual-Training Program (OJT) Tracking Templates

- <https://www.dli.mn.gov/business/workforce/pipeline-tools>

## Financial Aid

- Federal Student Aid: <https://studentaid.gov/>
- State Financial Aid: <https://www.ohe.state.mn.us/mPg.cfm?pageID=1296>



# Miscellaneous

# Tax Benefits & Implications

## Tax Benefits & 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.

# Progress Reports & Grant Monitoring

## Progress Reports

Workshop coming in November!

- DTG Administration
- DTG Progress
- DTG Challenges
- DTG Best Practices
- DTG Testimony
- DTG Additional Topics

### Grantee Calendar Reminders:

- ☐ **January 31<sup>st</sup>**: Setup DTG Monitoring Visit
- ☐ **February 3<sup>rd</sup>**: DTG Progress Report due end of February
- ☐ **September 1<sup>st</sup>**: DTG Final Progress Report due end of September

Progress Report due **February 2025**

Final Progress Report due **September 2025**

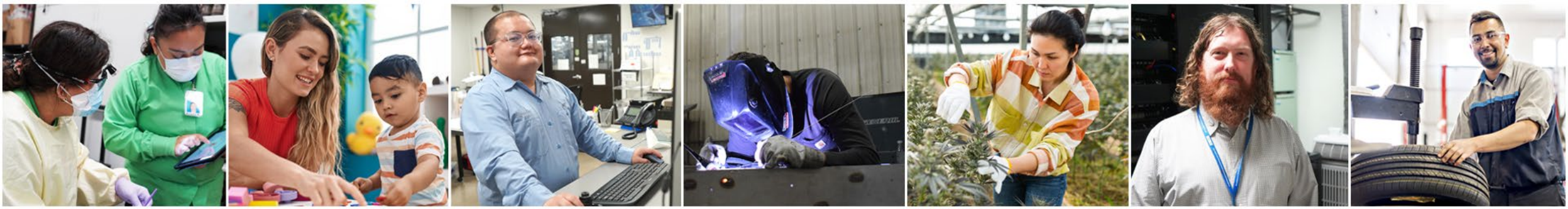
## Grant Monitoring

Applies to grantees with contract of \$50,000 and higher

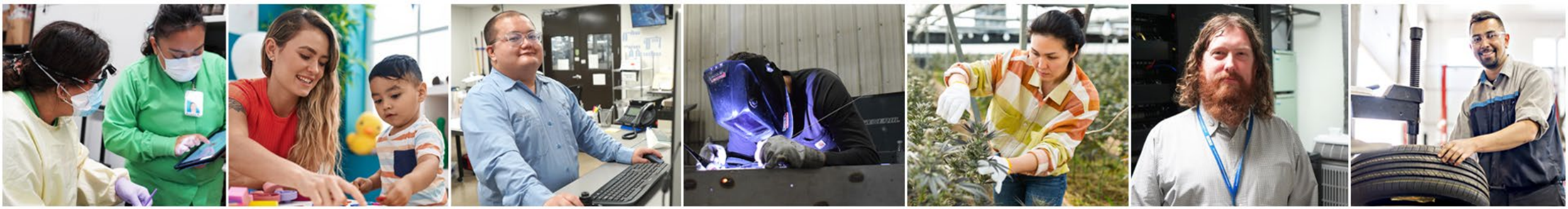
In-person (2 hours) or virtual (1 hour) visits

February – April 2025

Is the Grantee Authorized Representative receiving communication from the Minnesota Office of Higher Education?



# Reimbursement Request Demonstration



# Questions?

Thank you!