

Dual Training Grant 2024 Reports Workshop

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

Welcome & Introductions



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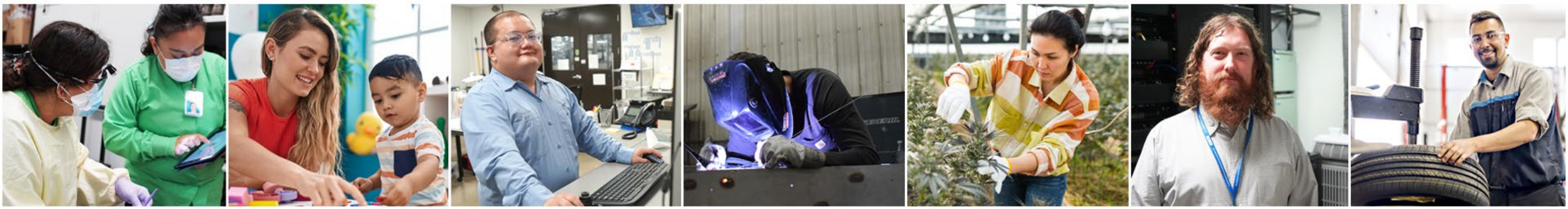


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Agenda

- Report Types & Purpose
- Report Timeline
- Progress Reports
- Monitoring Visit & Report
- Grantee Performance Evaluation
- Annual Legislative Report
- DTG Portal Demonstration
- Upcoming Events





Report Types & Purpose

Report Types & Purpose

Progress Reports

- Inform OHE about the progress of the dual-training program and status of the Dual Training Grant
- Celebrate successes and identify challenges
- Opportunity for OHE to provide support

Monitoring Visit & Report

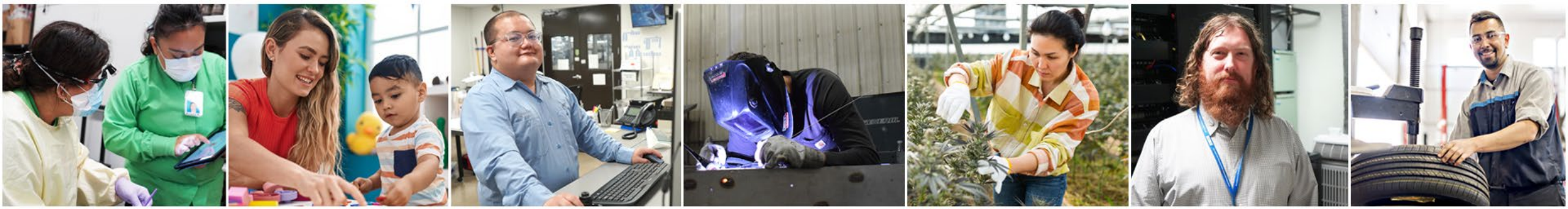
- OHE to visit and meet administrators and dual trainees
- OHE to learn more about the daily work of the grantee
- OHE and grantee to discuss sustainability of dual-training program

Grantee Performance Evaluation

- OHE to review the grant period
- OHE to report on performance
- OHE to closeout the grant period
- OHE to consider performance for subsequent awards




Annual Legislative Report

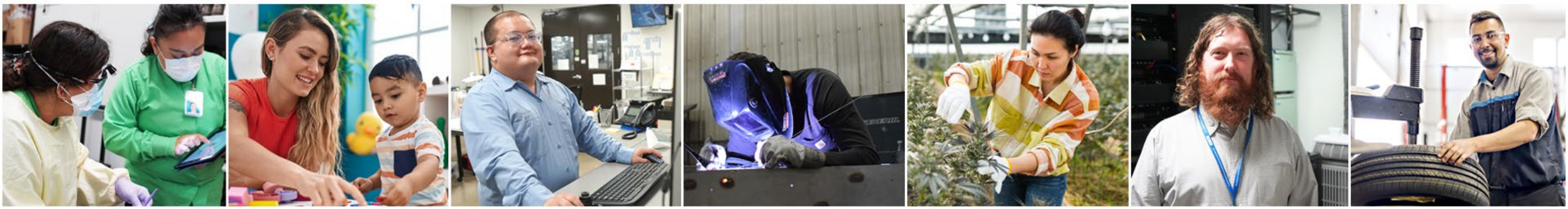
- OHE to inform the Minnesota Legislature about the progress of the Dual Training Grant
- Celebrate successes and identify challenges
- Provide recommendations



Report Timeline

Report Timeline

February	Interim Progress Report	<ul style="list-style-type: none">Responsible Party: GranteeReport Published: DTG Portal	
March – May	Monitoring Visit (DTG Contract \$50,000+)	<ul style="list-style-type: none">Responsible Parties: OHE, Grantee & Dual TraineesLocation: Grantee Location or Virtual	
May	Monitoring Report (DTG Contract \$50,000+)	<ul style="list-style-type: none">Responsible Party: OHEReport Published: DTG Portal	
September	Final Progress Report	<ul style="list-style-type: none">Responsible Party: GranteeReport Published: DTG Portal	
November	Grantee Performance Evaluation	<ul style="list-style-type: none">Who: OHEReport Published: DTG Portal & MN Department of Administration	
*February 1 st	Annual Legislative Report	<ul style="list-style-type: none">Responsible Party: OHEReport Published: MN Legislature & Online	



Progress Reports

Progress Reports



Due Dates

- Interim Progress Report in **February 2025**
 - Grant progress from time of contract effective date through January 2025
- Final Progress Report in **September 2025**
 - Grant progress from time of contract effective date through August 2025

Content

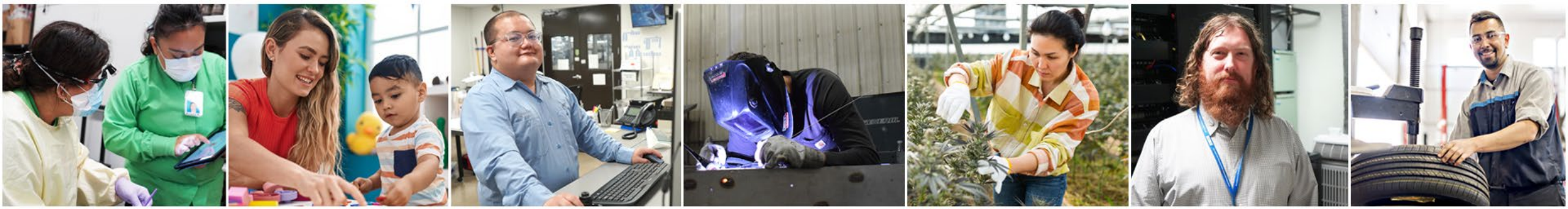
- DTG Administration
- DTG Progress
- DTG Challenges
- DTG Best Practices
- DTG Testimony
- DTG Additional Topics

Process

- Grantee completes report within DTG Portal at <https://gwi-ohe.intelligrants.com/>
- OHE reviews report and follows-up with grantee

Use of Reports

- If applicable, the Interim Progress Report is utilized to inform and facilitate the Monitoring Visit and Report
- Both reports are utilized to inform the Annual Legislative Report and Grantee Performance Evaluation
- Reports are not published publicly, but are public documents. Reports may be provided upon request
 - Only include dual trainee names, if grantee has permission from dual trainees



Monitoring Visit & Report

Monitoring Visit



Applicable only to grantees with DTG contracts of \$50,000 or higher.

Due Date

- **March – May 2025**

Content

- Meet administrators and dual trainees
 - Optional: Meet related instruction training provider(s)
- Learn about daily work of grantee
- Discuss Interim Progress Report
- Discuss sustainability of dual-training program
- If available, tour of organization

Process

- Grantee and OHE setup date/time for visit
- Grantee hosts visit for OHE and DLI to attend
 - Meeting
 - Tour

Use of Visit

- Visit informs the Monitoring Report, Annual Legislative Report, and Grantee Performance Evaluation
- Visit notes are not published publicly, but the Monitoring Report is a public document

Monitoring Report



Due Date

- **May 2025**

Content

- Report Publication Date and Author
- Type of Visit
- Grantee Authorized Official
- Grantee Staff participating in monitoring
- State Staff conducting monitoring
- State Staff participating in monitoring
- Financial Reconciliation Summary
- DTG Occupations
- DTG Related Instruction Training Providers
- DTG Administration
- DTG Progress
- DTG Challenges
- DTG Best Practices
- DTG Testimony
- DTG Additional Topics

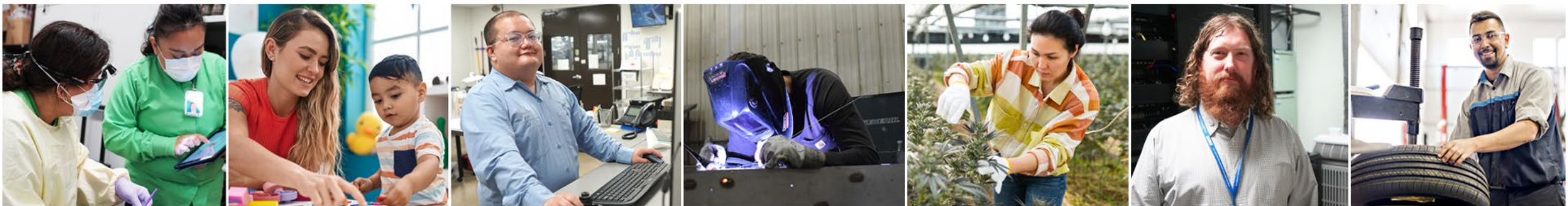
Applicable only to grantees with DTG contracts of \$50,000 or higher.

Process

- OHE writes and finalizes report
- OHE publishes report within DTG Portal at <https://gwi-ohe.intelligrants.com/>

Use of Report

- Report is utilized to inform the Annual Legislative Report and Grantee Performance Evaluation
- Report is not published publicly, but is a public document. Report may be provided upon request



Grantee Performance Evaluation

Grantee Performance Evaluation



Due Date

- **November 2025**

Content

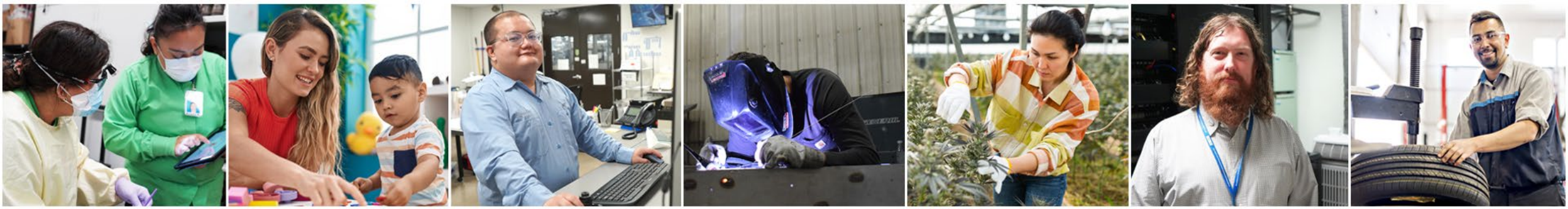
- Grantee name, grant award amount, and amount of grant paid to grantee
- The start and end dates of the grant, including all amendments
- Description and purpose of the grant and proposed grant outcomes
- Description of actual grant outcomes
- If applicable, additional conditions specified in the grant contract agreement as a result of the pre-award risk assessment process
- Compliance with reporting requirements
- Monitoring and financial reconciliation results
- Any fraud, waste, or abuse concerns
- Any unresolved issues or concerns, or if the grant was terminated for cause
- Agency's satisfaction with the grantee's timeliness, quality of work, and overall performance

Process

- OHE writes and finalizes report
- OHE publishes report within DTG Portal at <https://gwi-ohe.intelligrants.com/>
- OHE submit report online to Minnesota Department of Administration (Admin)
 - Starting with 2025 grantees
- Admin reviews and publishes report online

Use of Evaluation

- Evaluation is utilized to inform the Annual Legislative Report and subsequent awards
- 2024 Grantee Evaluation is not published publicly, but is a public document. Evaluation may be provided upon request
- 2025 Grantee Evaluation will be published publicly



Annual Legislative Report

Annual Legislative Report



Due Date

- **February 1, 2025**

Content

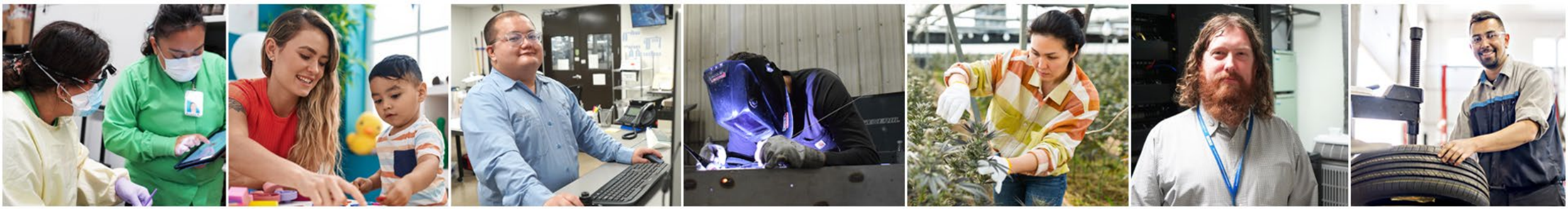
- Executive Summary
- Introduction
- Financial Overview
- Grantees
- Dual Trainees
- Related Instruction
- On-the-Job Training
- Testimonials
- Participant Outcomes Analysis
- MN Dual-Training Pipeline Accomplishments

Process

- Data from the following documents is utilized to inform the report:
 - Dual Trainee Participation Agreement
 - Statewide Longitudinal Education Data System (SLEDs)
 - Work Plan & Budget
 - Reimbursement Requests
 - Progress Reports
 - Monitoring Visit and Report
 - Grantee Performance Evaluation
- OHE writes and finalizes report
- OHE submits report to the MN Legislature
- OHE publishes the report online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2160>

Use of Report

- Report informs MN Legislature
- Report guides future decisions about the grant
- Report is published publicly



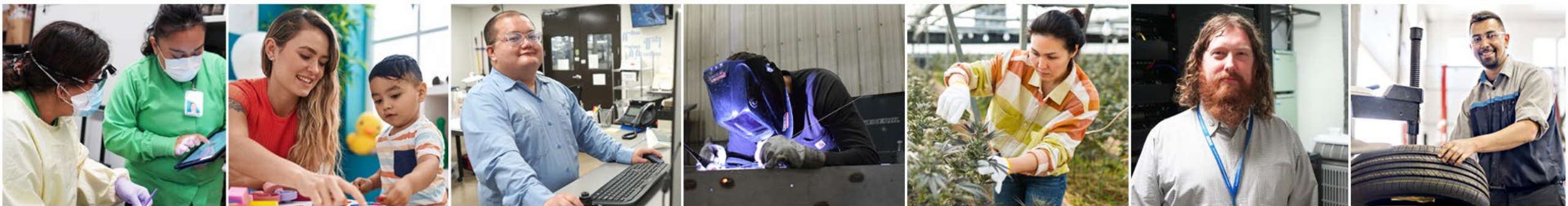
DTG Portal Demonstration

DTG Portal Demonstration

DTG Portal Login at <https://gwi-ohe.intelligrants.com/>

- Progress Reports
 - Interim
 - Final
- Monitoring Report

Grantee Performance Evaluation section is still being developed



Upcoming Events

Upcoming Events

2025 DTG Request for Proposal

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>

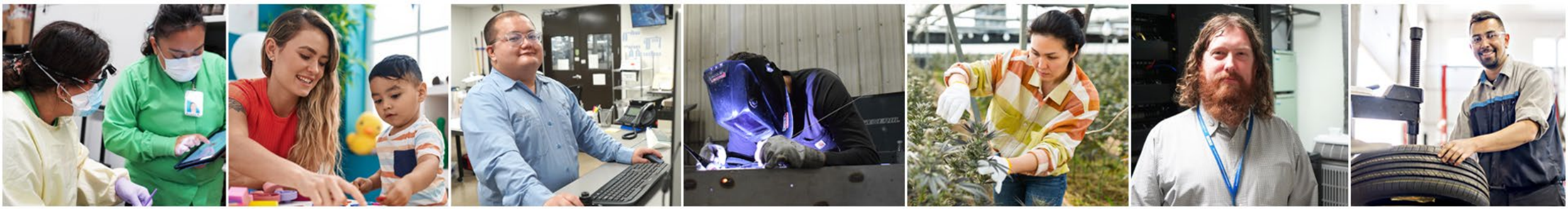
Tentative Timeline

- Request for Proposal Opens: **March 4, 2025**
- Proposal Writing Workshop: TBD
 - Potentially some in-person workshops
 - Potentially a re-fresher workshop
- Technical Question Deadline: TBD
- Request for Proposal Closes: **April 15, 2025**
- Applicants Notified about Awards: May 23, 2025
- Grantees Publicly Announced: May 27, 2025

Reminders

Grantees with DTG Contract \$50,000+ ... January 2025: Schedule DTG Monitoring Visit

All Grantees ... February 2025: Complete & Submit Interim Progress Report



Thank you!