

# Dual Training Grant

## Dual Training Grant: Legal Cannabis Industry

### 2025 Request for Proposal Writing 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)



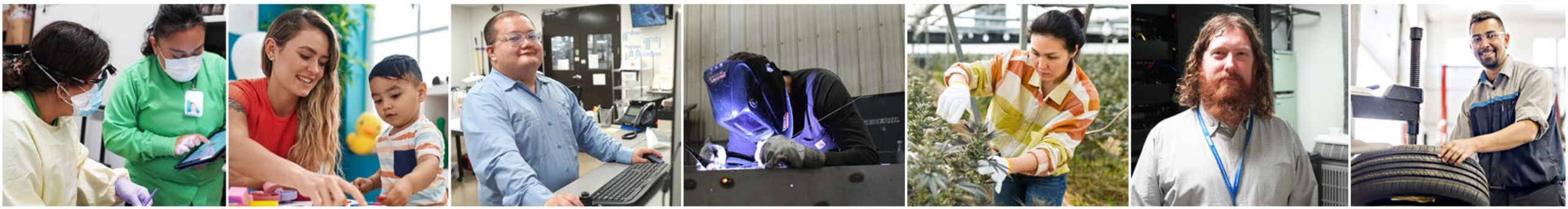
Erik Holtan  
MN Dept. of Labor & Industry  
Program Consultant  
651.284.5082  
[erik.holtan@state.mn.us](mailto:erik.holtan@state.mn.us)



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

# Agenda

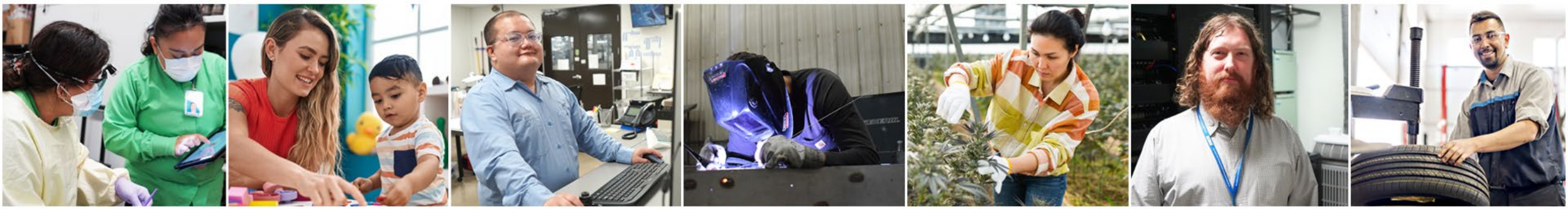
- Enjoy Lunch & Welcome
- Current Grantee Introduction
  - North Memorial Health (St. Paul) OR Center for Alcohol & Drug Treatment (Bemidji)
- Dual Training Grant Overview
- Navigating Websites
- Request for Proposal
  - Funding Availability
  - Eligibility
  - Selection Criteria & Process
  - Bidding to Select Training Provider
  - Financial & Applicant Capacity Review
  - Proposal Content
- Grants Management System Demonstration (Portal)
- Current Grantee Best Practices, Lessons Learned & Outcomes
- Grantee Planning
- Questions & Closing



# Current Grantee Introduction

Welcome, **North Memorial Health** to our St. Paul Workshop  
Welcome, **Center for Alcohol & Drug Treatment** to our Bemidji Workshop





# Dual Training Grant Overview

# Dual Training Grant Overview



2024 MN Statute 175.45: Standards for Dual Training <https://www.revisor.mn.gov/statutes/cite/175.45>

2024 MN Statute 136A.246: Dual Training Competency Grants <https://www.revisor.mn.gov/statutes/cite/136A.246>

2023 MN Law Chapter 63 Transfers: Dual Training Grant: Legal Cannabis Industry <https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/63/>

# Dual Training Grant Overview



MINNESOTA DUAL-TRAINING  
PIPELINE

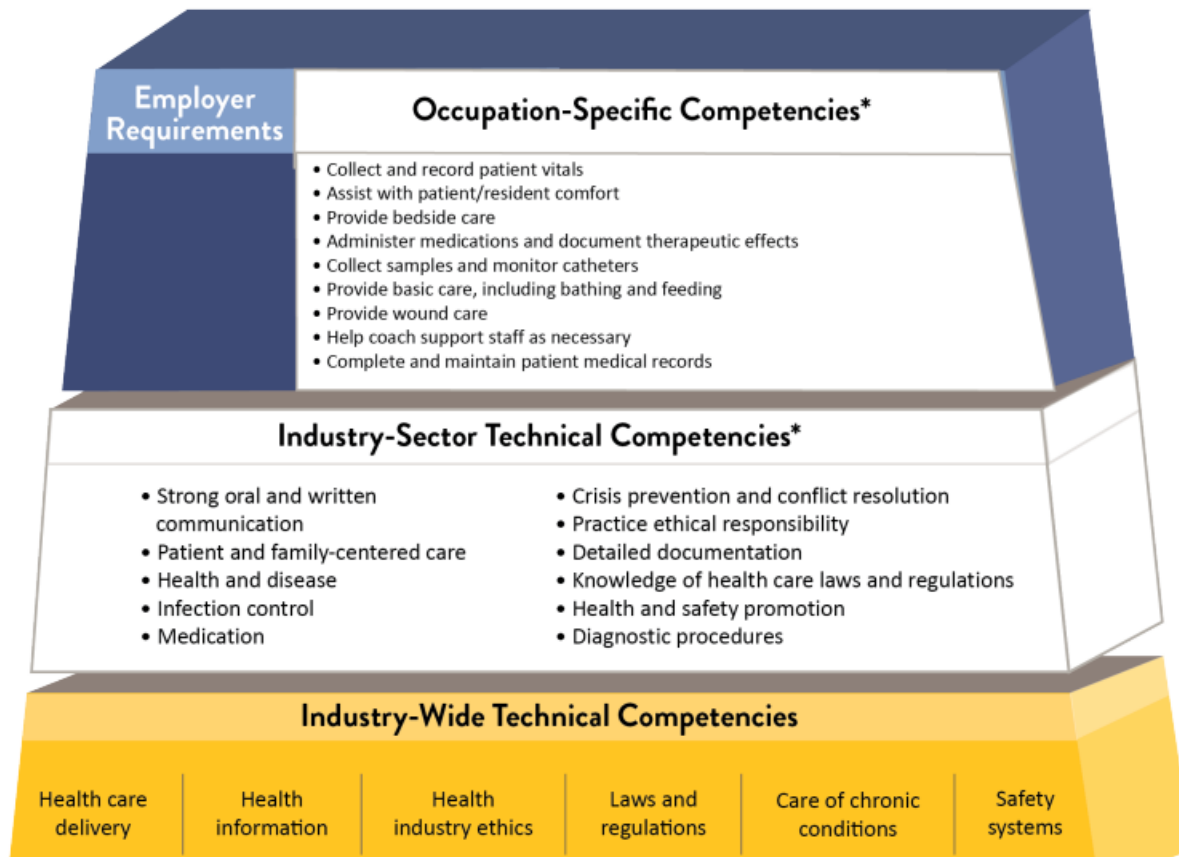
**m** DEPARTMENT OF  
LABOR AND INDUSTRY

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

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

# Dual Training Grant Overview

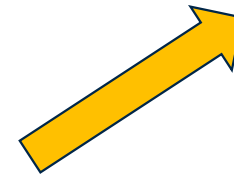
## Minnesota Dual-Training Pipeline Competency Model for Health Care Services Occupation: Licensed Practical Nurse



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



Competencies learned through related instruction with the training provider.





# Dual Training Grant Overview



DUAL TRAINING  
GRANT

**m1** OFFICE OF  
HIGHER EDUCATION

## What is the role of the Dual Training Grant Team?

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

# Dual Training Grant Overview

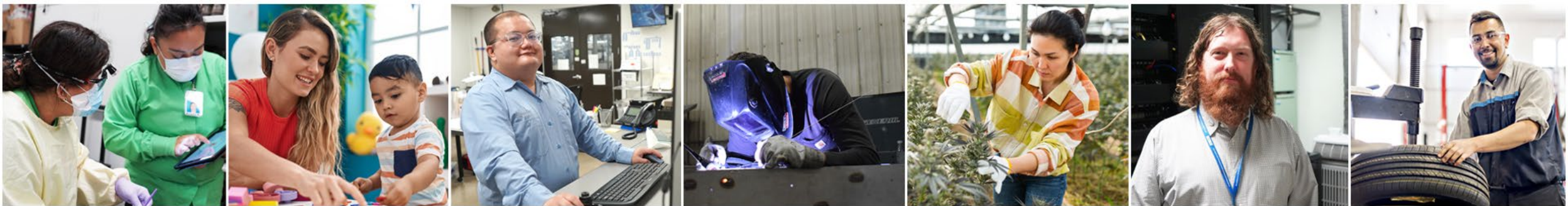
## Dual Training Grant Handout

[https://www.ohe.state.mn.us/Documents/Dual%20Training%20Grant/DTG%202025\\_V4\\_ADA.pdf](https://www.ohe.state.mn.us/Documents/Dual%20Training%20Grant/DTG%202025_V4_ADA.pdf)

## Dual Training Grant Success Profiles

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





# Navigating Websites

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Minnesota Department of Labor & Industry

## **Minnesota Dual-Training Pipeline**

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

### ■ Pipeline Industries

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

### ■ Pipeline Tools

- <http://www.dli.mn.gov/business/workforce/minnesota-dual-training-pipeline-tools>
- Guidance for developing effective on-the-job training
- Dual-training program tracking templates

### ■ Pipeline Related Instruction Inventory

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

# Navigating Websites

Minnesota Office of Higher Education

## **Dual Training Grant**

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

## **Dual Training Grant: Legal Cannabis Industry**

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2620>

- DTG Request for Proposal
  - <http://www.ohe.state.mn.us/mPg.cfm?pageID=2196>
- DTG Workshops & Training Opportunities
  - <https://www.ohe.state.mn.us/mPg.cfm?pageID=2427>
- DTG Workshop Archive
  - <https://www.ohe.state.mn.us/mPg.cfm?pageID=2428>



# Navigating Websites

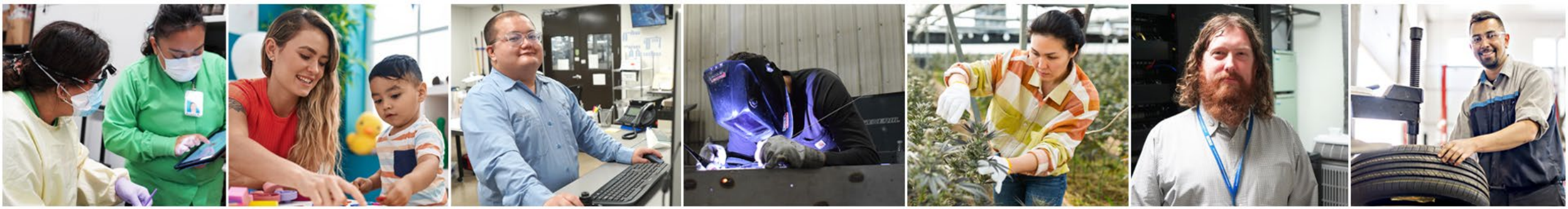
Minnesota Office of Higher Education

## **Grants Management System**

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

All proposal content is submitted through a secure online grants management system. The grants management system requires user registration. OHE reviews and approves each user registration within three business days. User registrations submitted after **April 9, 2025** may not be reviewed and approved prior to the proposal deadline.

The Grants Management System link can be located at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.



# Request for Proposal Funding Availability

# Funding Availability

## 2025 <sup>(14<sup>th</sup>)</sup> Dual Training Grant Request for Proposal

**\$5,000,000** available in grant funds

## 2025 <sup>(2<sup>nd</sup>)</sup> Dual Training Grant: Legal Cannabis Industry Request for Proposal

**\$1,880,000** available in grant funds

Proposal Period: March 4 – April 15, 2025

Grant Period: August 2025 – August 2026

Legal Cannabis Industry Employers  
may apply for both DTG LC and DTG.

Proposals may be partially funded depending on the availability of funds and/or budget efficiency. Any future grant rounds will be contingent upon available funds. Applicants will be notified about award decisions on **May 23, 2025**.

# Funding Availability

Budget Category	Grantee Maximum Amount	Grantee Match Required	Expenditures	Dual Trainee Maximum Amount
Related Instruction Costs	\$150,000	<p>25% match required, if annual gross revenue exceeded \$25,000,000</p> <p>Maximum: \$50,000 (\$2,000 per dual trainee)</p>	<ul style="list-style-type: none"> <li>• Tuition</li> <li>• Fees</li> <li>• Required &amp; recommended books</li> <li>• Required &amp; recommended materials</li> </ul>	\$6,000
Trainee Support Costs	10% of related instruction costs, up to \$15,000	None	<p>Associated with Related Instruction:</p> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Mileage</li> <li>• Lodging</li> <li>• Meals</li> <li>• Tutoring services</li> <li>• Translation, interpreter, and/or accessibility services</li> </ul>	None

# Funding Availability

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

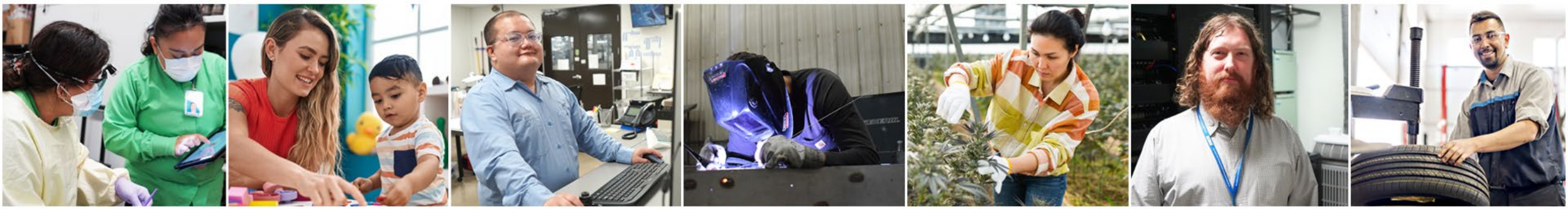
A dual trainee may benefit from a maximum of **\$24,000** in DTG Related Instruction funds during a lifetime.

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.





# Request for Proposal Eligibility

## Eligibility Components

A DTG proposal must include information about all the following eligibility components:

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

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

## Eligible Industries & Occupations

An eligible dual trainee must be an employee who is in or is to be trained to be in one of the following occupations:

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

## Eligible Applicant

An eligible applicant must meet all the following:

- Be an employer or organization of employers, which include the following types:
  - Business Entity
  - Nonprofit Organization
  - Political Subdivision
  - State of Minnesota
  - Tribal Sovereign Nation
- Have or will have a dual-training program
- Employ or will employ an eligible dual trainee
- Have or will enter into agreement with a related instruction training provider

Cannabis Employers must operate legally as:

- Approved Medical Cannabis Laboratory
- Licensed Cannabis Business
- Registered Medical Cannabis Manufacturer
- Tribal Sovereign Nation

## Eligible Applicant (continued)

- If annual gross revenue exceeds \$25,000,000 in the previous calendar year, pay for at least 25% of related instruction costs
  - The maximum 25% contribution is \$2,000 per dual trainee
  - Wages and/or in-kind contributions cannot be considered as part of the 25%
- If a current or prior DTG recipient, be in good standing on all grant requirements
- If a current or prior recipient of other Minnesota State grant programs, be in good standing on all grant requirements.



## Eligible Applicant (continued)

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

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

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

## Eligible Dual Trainee

An eligible dual trainee must meet all the following:

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

## **Eligible Dual Trainee (continued)**

A dual trainee cannot be contracted through another entity like a staffing agency or third-party employer.

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

Information that would identify a dual trainee must 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 officially select dual trainees

## Eligible Related Instruction

Related instruction is formal education completed with an eligible related instruction training provider to learn the fundamental competencies necessary to succeed in an occupation. An eligible related instruction program must meet all the following:

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

## Eligible Related Instruction (continued)

Eligible related instruction may be facilitated through in-person or virtual modes. Within those modes, a qualified instructor, employed or contracted by the eligible training provider, **must be delivering content in an instructor-led, real-time, synchronous format for a majority (more than 50%) of the related instruction program.** A related instruction program that includes a majority of courses that are asynchronous, self-paced learning, video content, or has an instructor available only for support is not eligible for DTG funds. If a related instruction program consists of only one course, then a majority of the course must have an instructor-led, real-time, synchronous format.



## **Eligible Related Instruction (continued)**

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

If a program qualifies based only upon being a certificate, diploma, or degree issued by a postsecondary institution, then the program must be accredited.

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

Degrees, certificates, and credentials must be tangible, transferable, and recognized by the industry or professional association on a universal level. Programs that result only in the following are not eligible for DTG funds:

- Certificate of completion
- Certificate of participation
- Continuing education credit or unit
- Fundamental credit hours
- Non-accredited academic credit
- Course audit

## Eligible Related Instruction Training Provider

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

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

## Eligible Related Instruction Training Provider (continued)

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

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

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

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

## Eligible Related Instruction Training Provider (continued)

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

### Minnesota Dual-Training Pipeline Related Instruction Inventory

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

### MyHigherEd Minnesota College Search

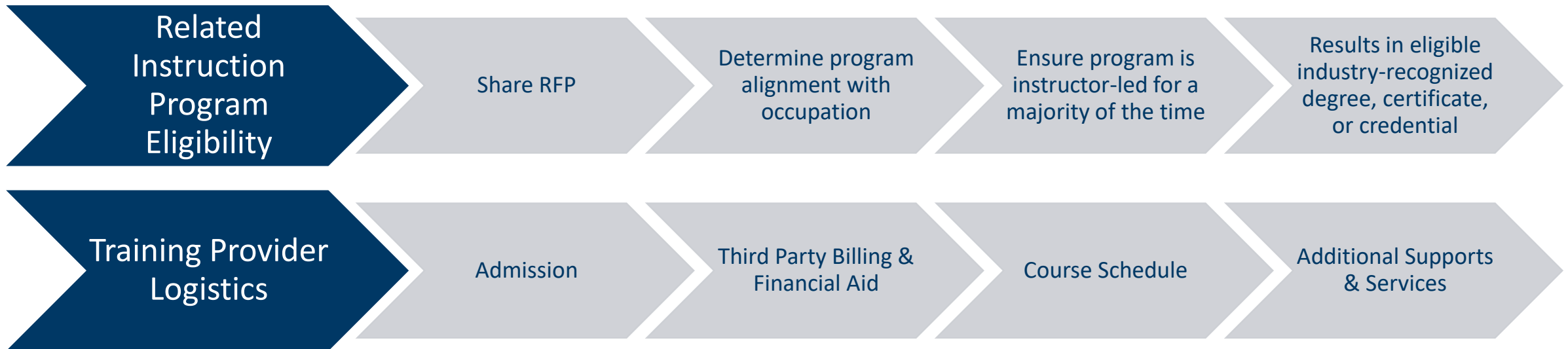
- <https://www.myhighered.mn.gov/index.php/>

Important! Related instruction programs may change and not be eligible for DTG. Therefore, applicants are responsible for collaborating with related instruction training providers and ensuring they and their programs meet grant eligibility requirements.



## Eligible Related Instruction Training Provider (continued)

Contact Related Instruction Training Provider to review and determine the following:



## Eligible Related Instruction Training Provider (continued)

Questions for Related Instruction Training Provider:

- I am a [insert industry] employer looking for training opportunities for my employees. I have the opportunity to apply for a Minnesota Dual Training Grant, which will help our company cover the costs of tuition, fees, books and materials for our employees. Can we meet to make sure the [insert program] is an eligible program for the grant?
- Is the related instruction program delivered in a synchronous format for a majority of the time?
- Being a certificate program, can you confirm that the certificate is not a certificate of completion or participation?
- Since the credit being earned is considered academic credit, can you confirm that the program is accredited?
- At the end of the program, you as the training provider, will assist my employees in earning their degree, certificate, or credential, correct?

## Eligible On-the-Job Training

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

### Common Types (Modes) of Effective OJT

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

## Eligible On-the-Job Training (cont.)

An eligible on-the-job training plan must meet all the following:

- Be administered and tracked by grantee and/or employer partnering with grantee for each dual trainee
- Align with Occupation Competency Model and identify OJT competencies
- Include trainer title
- Include at least one of the five common types (modes) of effective OJT
- Include timeline or dates
- Include required and completed number of OJT hours
- Be conducted during paid time (earning regular wages)
- Be conducted in support of related instruction coursework
- Be in addition to related instruction coursework

## Eligible On-the-Job Training (cont.)

OJT cannot be administered by instructors of related instruction coursework.

Related instruction coursework is separate from and cannot be considered as eligible OJT. Related instruction courses with labels of practicum, clinical, internship, externship, or teaching experience are considered related instruction coursework and not eligible OJT. These courses are often for credit, are associated with costs from the training provider, required to complete program, and/or required by governing organizations for licensing or registration. If a related instruction program includes these types of courses, the OJT plan for DTG must include other OJT opportunities aside from the related instruction courses.

OJT associated with a Registered Apprenticeship may be considered eligible OJT for DTG if the OJT meets eligible on-the-job training standards.

OHE does not require a minimum number of OJT hours to be eligible for the DTG. However, a dual trainee must participate in adequate OJT hours to learn competencies while also learning through related instruction.

## Eligible On-the-Job Training (cont.)

### Dual-Training Program Tracking Templates

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

DLI hosts and maintains Dual-Training Program Tracking Templates as a resource for applicants to develop and track dual-training programs for their dual trainees. The templates can be an effective way to ensure all dual trainees participating in the dual-training program are meeting their required trainings and mastering required competencies.

Applicants are not required to use a Dual-Training Program Tracking Template. The templates are a potential resource for applicants to demonstrate on-the-job training plans.

## Competitive Priorities

OHE prioritizes awards to previous grantees with continuing dual-trainee populations 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 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.

DTG: Legal Cannabis Industry: OHE prioritizes grant awards to applicants who are, or who are training dual trainees who are, Social Equity Applicants per <https://www.revisor.mn.gov/statutes/cite/342.17>.

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



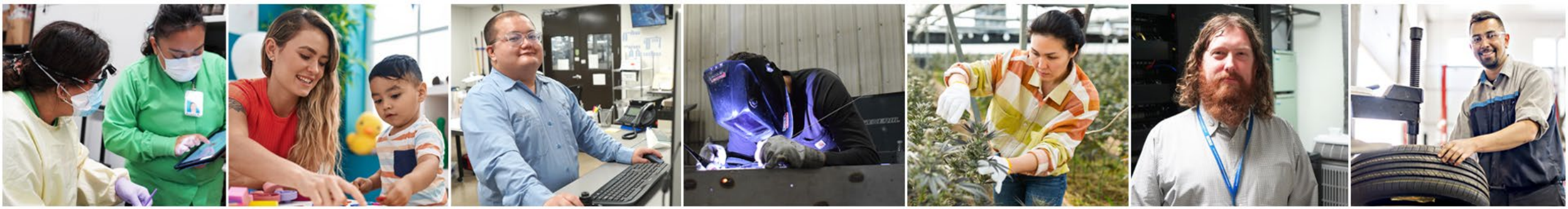
## Collaboration

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

Applicants and related instruction training providers may also collaborate on the content of the proposal.

Applicants must write and submit proposals.

Training providers do not have user accounts for the grants management system.  
Only applicants have user accounts and are allowed to write and submit proposals.



# Request for Proposal Selection Criteria & Process

## Selection Criteria

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

- Related instruction programs support eligible occupations and align with Minnesota Dual-Training Pipeline Competency Models **(20 Points)**.
- On-the-job training plans support eligible occupations and align with Minnesota Dual Training Pipeline Competency Models **(20 Points)**.
- The applicant demonstrates the ability to recruit, train, and retain dual trainees who are recent high school graduates or who recently passed high school equivalency tests **(10 Points)**.
- The applicant demonstrates the ability to recruit, train, and retain dual trainees who are employees of color, American Indian employees, and employees with disabilities **(10 Points)**.

## Selection Criteria (continued)

- The applicant outlines plans for monitoring and documenting dual trainee progress (**5 Points**).
- The applicant outlines plans for evaluating the success of the dual-training program (**5 Points**).
- The applicant describes how direct costs of related instruction (tuition, fees, books, and materials) are minimized for dual trainees (**10 Points**).
- The applicant identifies and elaborates on additional employment opportunities dual trainees will have because of the dual-training program (**10 Points**).
- The applicant details the projected increase in compensation dual trainees will have because of the dual-training program (**10 Points**).

## Selection Criteria (continued)

OHE will convene to review and weight proposals based upon the following factors:

- 2025 Dual Training Competency Grants available funds
- Dual-training program serving diverse populations
- Previous performance as a grantee, if applicable

# Selection Process

## Selection Process

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

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

**Step 2:** Proposals are organized based upon proposal evaluations (100-point scale). Awards are granted to applicants with the highest proposal evaluations.

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

**Step 4:** Proposals are organized based upon weight factors. Awards are granted based upon available funds, serving diverse populations, and previous grantee performance.

**Step 5:** Proposals are again organized based upon proposal evaluations. All available funds are awarded during this step. The remaining applicants will not be granted awards.

After OHE publicly announces grantees, all applicants will have access to their evaluation records.

# Selection Process

## Selection Process (continued)

A committee representing content and community specialists with regional knowledge will review and score proposals through a competitive process. OHE will notify applicants and announce grantees at the end of **May 2025**. If selected, a grantee may only incur eligible expenditures when the grant contract is fully executed, and the grant has reached its effective date. Related instruction costs and trainee support costs cannot be incurred by any party until the grant contract is effective. OHE is not permitted to make an exception to this rule.

Applicants notified: May 23, 2025

Grantees publicly announced: May 27, 2025

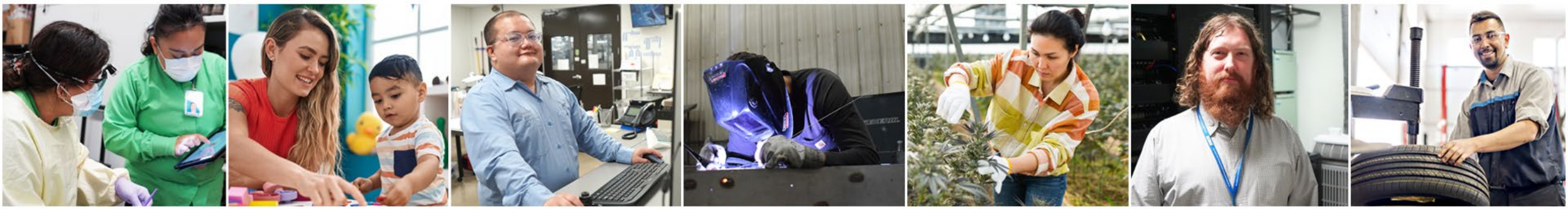
Mandatory Grantee Orientation (12:00 p.m. to 2:00 p.m. central time): May 29, 2025

Prepare grant documents: June through July 2025

- 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 4, 2025, which is three weeks prior to courses beginning on August 25, 2025.

Sign grant contract: August 2025





# Request for Proposal

## Bidding to Select Training Provider

# Bidding to Select Training Provider

## Bidding to Select Related Instruction Training Provider

To ensure integrity, compliance with conflict-of-interest requirements, accessibility, equal opportunity and transparency, all applicants must follow a related instruction training provider selection process that meets the spirit and intent of fair, open, and competitive bidding. Each applicant must verbally consult with or receive a bid from a **minimum of three** potential related instruction training providers. Verbal consultations or bids must be recent and occur prior to submitting the Request for Proposal.

An applicant must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications are selected when possible. If an applicant selects a related instruction training provider from the list, the applicant does not need to verbally consult with or receive a bid from the training provider.

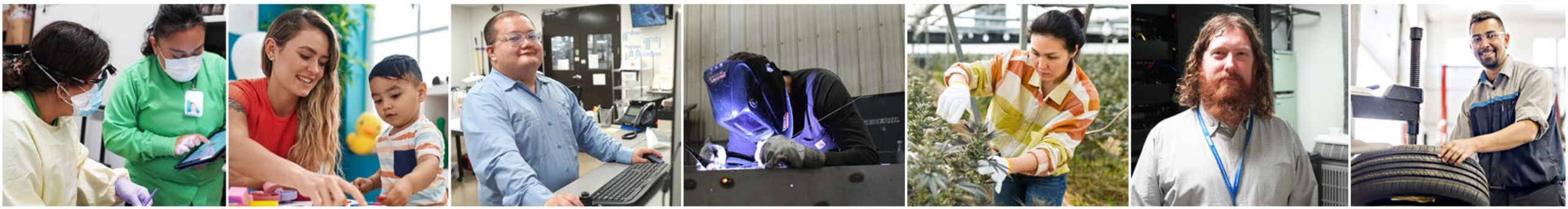
Applicants must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

# Bidding to Select Training Provider

## **Bidding to Select Related Instruction Training Provider (continued)**

Based upon the related instruction training provider selection process, applicants must establish and identify a partnership with one or more eligible related instruction training providers. The related instruction training provider should be well-informed about the DTG and dual-training program. The applicant, in collaboration with the related instruction training provider, are responsible for ensuring the eligibility of the training provider and industry-recognized degree, certificate, or credential.

Upon award notification, 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 a training agreement template.



# Request for Proposal

## Financial & Applicant Capacity Review

# Financial & Applicant Capacity Review

## Financial & Applicant Capacity Review

**Only applicable to business entities, nonprofit organizations, and political subdivisions.** Tribal Sovereign Nations, University of Minnesota and Minnesota State Colleges and Universities are not subject to the financial and applicant capacity review.

### **Business** entities will complete:

- Capacity Response
- Certification of No Felony Financial Crime
- Certifications of Good Standing with Secretary of State
- Business Entity Financial Documents

### **Nonprofit** organizations will complete:

- Capacity Response
- Certification of No Felony Financial Crime
- Certifications of Good Standing with Secretary of State
- Nonprofit Organization Financial Documents

### **Political** subdivisions will complete:

- Capacity Response
- Certification of No Felony Financial Crime

# Financial & Applicant Capacity Review

## Financial & Applicant Capacity Review

Applicants who are required to submit financial documents as part of the review process, must adhere to the following based upon requested grant amount:

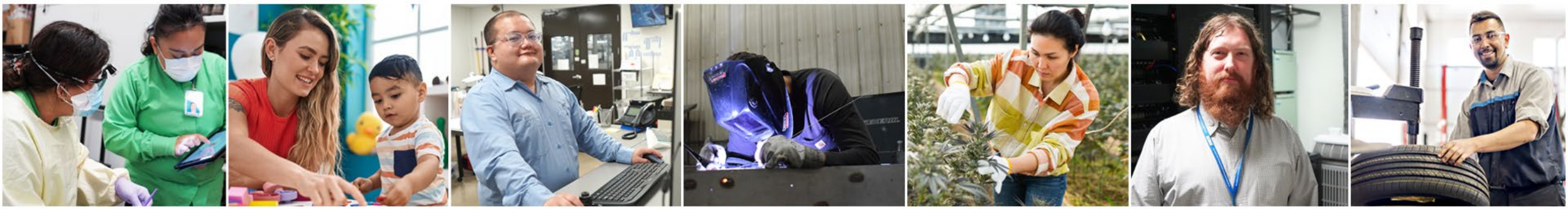
Grant Request Amount: Less than \$50,000

- Financial documents representing most recently completed year (1 year total)

Grant Requested Amount: \$50,000 or higher

- Financial documents representing most recently completed three years (3 years total)





# Request for Proposal

## Proposal Content



# Proposal Content

The Dual Training Grant Request for Proposal is available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

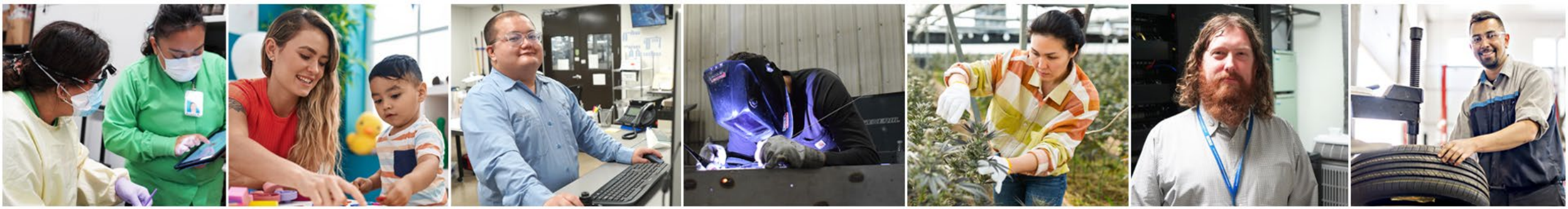
All proposal content is submitted through a secure online grants management system at <https://gwi-ohe.intelligrants.com/>.

The grants management system requires user registration. OHE reviews and approves each user registration within three business days. User registrations submitted after **April 9, 2025**, may not be reviewed and approved prior to the proposal deadline.

Applicants must submit all proposal content by **4:00 p.m. central time, on April 15, 2025**, 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.





# Grants Management System Demonstration (Portal)

# Grants Management System Demonstration

Grants Management System: <https://gwi-ohe.intelligrants.com/>.

**Proposal Information:** Applicants must provide general information about their origination and dual-training program.

**Related Instruction Match:** Applicants must determine whether they are required or exempt from contributing 25% toward the cost of related instruction (tuition, fees, books, materials).

**Training Provider Criteria:** Applicants must list their *preliminary* considerations for partnering related instruction training providers.

**Training Provider Selection:** Applicants must list their *final* selections for partnering related instruction training providers.

**Proposal Narrative:** Applicants must detail their dual-training program. The Proposal Narrative is the primary form utilized by the review committee for evaluating the proposal.

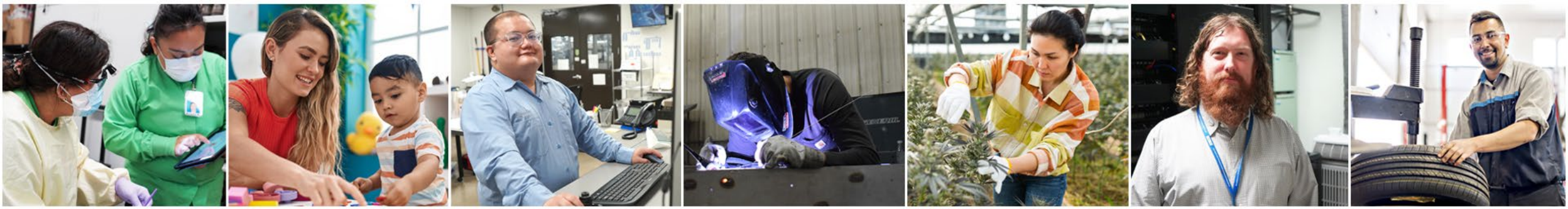
**Financial & Applicant Capacity Review:** Applicants must describe and acknowledge components of their organization, list other grant funds, and/or provide financial documentation.

# Grants Management System Demonstration

## Proposal Submission

OHE must receive a complete proposal within the grants management system (<https://gwi-ohe.intelligrants.com/>) no later than **4:00 p.m. central time, on Tuesday, April 15, 2025**.

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.

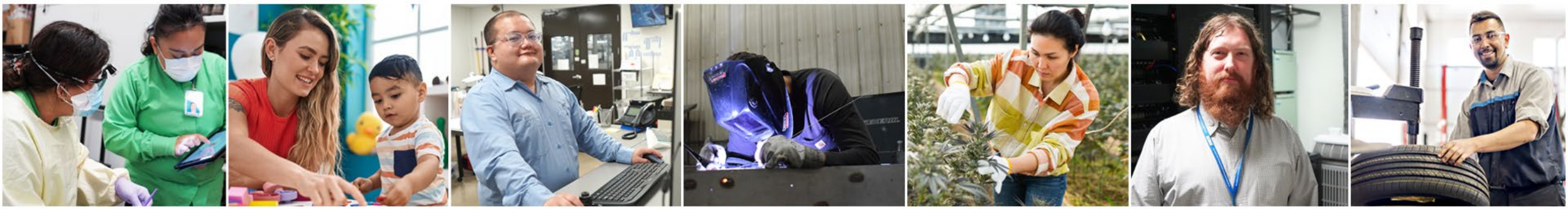


# Current Grantee

## Best Practices, Lessons Learned & Outcomes

**North Memorial Health, St. Paul Workshop  
Center for Alcohol & Drug Treatment, Bemidji Workshop**





# Grantee Planning

## **Mandatory Orientation**

May 29, 2025 from 12:00pm to 2:00pm

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

## **Optional Dual Trainee Welcome Session**

August 7, 2025 from 2:00pm to 2:45pm

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



# Grantee Planning

**Related Instruction Training Agreement:** A grantee must submit a Related Instruction Training Agreement for each related instruction training provider, selected in the proposal, following award notification and prior to executing a grant contract with OHE.

**Work Plan and Budget:** A grantee must complete and submit a Work Plan and Budget document for each dual trainee following award notification and prior to executing a grant contract with OHE. The Work Plan and Budget includes detailed information about a dual trainee's related instruction, on-the-job training, and budget.

- Policies and Procedures: A grantee must submit a Policies and Procedures document detailing at minimum budget items among the categories of Related Instruction and Trainee Support.

**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. If a grantee elects to utilize a service agreement, the grantee must submit a copy of the general agreement to OHE.

# Grantee Planning

**Financial Aid Applications:** A dual trainee attending a Federal Pell and/or Minnesota state grants eligible program must complete the Free Application for Federal Student Aid (FAFSA) or Minnesota state financial aid application prior to a grantee receiving reimbursement through the DTG. For the best interests of the dual trainee, financial aid applications should be completed as soon as possible to secure potential funding sources.

- 2025-2026 FAFSA at <https://studentaid.gov/h/apply-for-aid/fafsa>
- 2025-2026 Dream Act at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2065>

**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
- Trainee Support Expenditures
- Tax Benefits and Implications

# Grantee Planning

**Business with the State:** A grantee must register and complete setup 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 finalized within the SWIFT vendor portal. Grantees who are already established 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](mailto: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.

# Grantee Planning

**Grant Payments:** Per Office of Grants Management Policy 08-08, OHE will process payment requests through a method of reimbursement. Grantees must provide a general ledger report or other similar documentation that reflects expenses included in the reimbursement request. OHE will review each reimbursement request along with supporting documentation against the approved work plan, budget, expenditures to-date, and latest grant progress report prior to approving reimbursement. Grant payments shall not be made on grants with past due reports unless OHE has given the grantee a written extension.

Grantees must submit reimbursement requests through the grants management system at <https://gwi-ohe.intelligrants.com/>. Grantees must submit reimbursement requests **no later than 45 days** after the end of a term.

**Grant Financial Reconciliation:** All grantees are required to undergo Financial Reconciliation for expenditures at least once during the grant period before final payment is made. Financial Reconciliation may be conducted on a more frequent basis. The process involves reconciling a grantee's reimbursement request for a given period with supporting documentation for that request, such as purchase orders, receipts and payroll records.

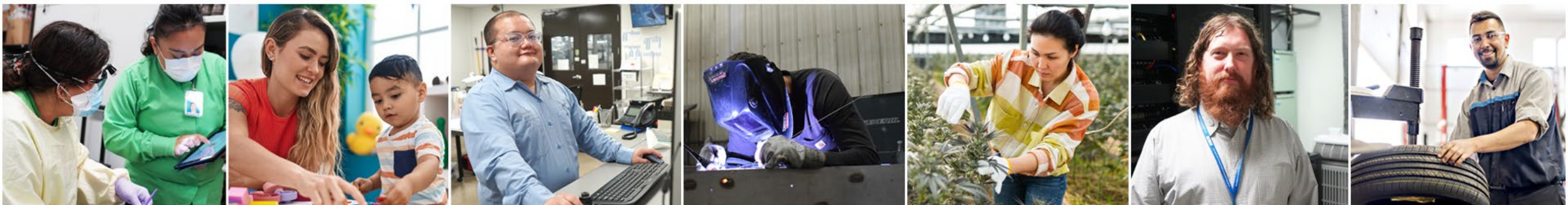
# Grantee Planning

**Grant Reporting:** All grantees are required to submit two progress reports. The Interim Progress Report is due end of **February 2026**, and the Final Progress Report is due end of **September 2026**. Grant reimbursement and future DTG proposal eligibility is contingent upon fulfillment of Grant Reporting requirements.

**Grant Monitoring:** One monitoring visit during the grant period on all grants of \$50,000 and higher. OHE reserves the right to select additional grantees for monitoring who may have a grant less than \$50,000. 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.

**Grantee Performance Evaluation:** Prior to closeout of the grant, OHE will evaluate the performance of all grantees.

**Important!** Grant reimbursement and future DTG proposal eligibility is contingent upon fulfillment of reporting, monitoring, and performance components.



# Questions & Closing

Applications due **April 15, 2025** (4:00PM CT)

Technical assistance is available for interpreting instructions or preparing proposals by emailing [gwi.ohe@state.mn.us](mailto:gwi.ohe@state.mn.us).  
Each week, OHE will post responses to technical questions online here: <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.  
Technical questions must be submitted no later than 4:00 p.m. central time, on **April 3, 2025**.