

## Dual Training Grant

### 2025 Request for Proposal Technical Questions

Technical assistance is available for interpreting instructions and preparing proposals by emailing [gwi.ohe@state.mn.us](mailto:gwi.ohe@state.mn.us). Please review all available materials before emailing your inquiry.

Each week, the Minnesota Office of Higher Education will post responses to technical questions online at <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**.

To ensure fair and equitable processing of proposals, the Office of Higher Education will not review and/or comment on draft proposals.

#### **If a dual trainee is currently participating in the Dual Training Grant, does the grantee need to reapply for the dual trainee to continue the program into the next year?**

**Yes.** 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 Dual Training Grant funds 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. **Important!** On the Proposal Information form in the online grants management system, you must answer “Of the Estimated Number of Dual Trainees, how many are continuing their related instruction program from a previous grant round?” More information about Competitive Priorities can be found on page 11 and more information about Proposal Information can be found starting on Page 16 of the Request for Proposal.

#### **Does an applicant need to verbally consult with or receive a bid from three related instruction training providers for each occupation?**

**No.** Each applicant must verbally consult with or receive a bid from a minimum of three potential related instruction training providers in total. The number of occupations is not a factor in the bidding process. 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 targeted list, the applicant does not need to verbally consult with or receive a bid from the training provider. More information about the Required Bidding to Select Related Instruction Training Provider can be found starting on Page 13 of the Request for Proposal.

**Does a dual-training program for a given occupation need to be finalized and implemented prior to the Request for Proposal deadline? Can a grantee continue to develop the dual-training program after being notified of an award?**

**No** – First Question. **Yes** – Second Question. An applicant must have a plan for a dual-training program. The Request for Proposal process requires an applicant to identify and outline components of the dual-training program. Applicants cannot revise grant request amounts, employer partners, industries, occupations, or related instruction training providers after the proposal deadline. Upon receiving an award, a grantee may further develop their dual-training program and then official implement the program for their organization. More information about Proposal Content can be found starting on page 16 of the Request for Proposal.

**If a grantee is awarded Dual Training Grant funds for a four-year degree program, can the grantee elect to allocate funds for only the last two years of the degree program?**

**Yes.** A grantee can incorporate policies and procedures that are in addition to Dual Training Grant requirements. An employee would not become a dual trainee until the last two years of the degree program. A dual trainee is only considered a continuing dual trainee, for competitive priority purposes, if they have previously received Dual Training Grant funds. Therefore, if a dual trainee attends the first two years of the degree program and becomes a dual trainee for their third year, the dual trainee is considered a new dual trainee for the third year. As a reminder, future grant rounds will be contingent upon available funds. More information about Competitive Priorities can be found on Page 11 of the Request for Proposal.

**A current dual trainee, who is receiving Dual Training Grant funds, will graduate with their two-year degree during the grant period. The dual trainee would like to enroll and finish their four-year degree for the upcoming grant period. Is the dual trainee considered a continuing dual trainee for competitive priority purposes?**

**Yes.** A dual trainee is considered a continuing dual trainee from the time they benefit from one dollar of Dual Training Grant funds until they reach the \$24,000 lifetime maximum. During their time as a dual trainee, they may earn multiple eligible industry-recognized degrees, certificates, and credentials. More information about Competitive Priorities can be found on Page 11 of the Request for Proposal.

**Is the Related Instruction Match determination based upon the organization as a whole or based upon an individual location within the organization?**

The Related Instruction Match is based upon the Eligible Applicant, organization as a whole. If the Eligible Applicant had annual gross revenue which exceeded \$25,000,000 in the previous calendar year (2024), the applicant would be required to pay for at least 25% of the related instruction costs. More information about Related Instruction Match can be found of Page 6 of the Request for Proposal.

### **Why are the State of Minnesota Targeted Vendors lists comprised primarily of business entities and not colleges or universities?**

The State of Minnesota Targeted Vendors lists are comprised of entities who may provide goods and services to the State of Minnesota. The lists are not created or maintained by the Minnesota Office of Higher Education. The Minnesota Office of Higher Education is required by the Minnesota Department of Administration to include the lists in all competitive grant Request for Proposals. The lists are not specific to colleges or universities. Eligible Training Providers for the Dual Training Grant may not be on any of these lists. More information about State of Minnesota Targeted Vendors can be found on Page 13 of the Request for Proposal.

### **Is preliminary licensure for a legal cannabis business sufficient to be an Eligible Applicant for Dual Training Grant: Legal Cannabis Industry?**

**No.** Preliminary notice about licensure is not sufficient for being an eligible applicant. More information about an Eligible Applicant can be found starting on Page 5 of the Dual Training Grant: Legal Cannabis Industry Request for Proposal.

### **If the State of Minnesota does not have licensed cannabis businesses by the Dual Training Grant: Legal Cannabis Industry Request for Proposal deadline, what applicants are eligible to apply for the grant?**

An employer or organization of cannabis employers who are operating legally within the cannabis industry may apply for the grant: approved medical cannabis laboratory, licensed cannabis business, registered medical cannabis manufacturer, or tribal sovereign nation. More information about an Eligible Applicant can be found starting on Page 5 of the Dual Training Grant: Legal Cannabis Industry Request for Proposal.

### **When will Licensed Cannabis Businesses have the next opportunity to apply for Dual Training Grant: Legal Cannabis Industry?**

Future grant rounds will be contingent upon available funds. More information will be available after the end of the 2025 Minnesota Legislative Session. More information about Funding Availability can be found on Page 2 of the Dual Training Grant: Legal Cannabis Industry Request for Proposal.

### **What is the Training Provider Agreement and when does this step occur in the grant process?**

The Related Instruction Training Agreement is a document signed by both the grantee and the training provider to acknowledge elements of planning for a dual-training program including, but not limited to, program availability, student privacy policies, billing procedures, and Dual Training Grant requirements. The agreement is not a legal contract. Grantees may pursue contracts with training providers but are not required to do so for purposes of the Dual Training Grant. The agreement process will be detailed following award notification. The agreement process must be complete prior to executing a grant contract with the Minnesota Office of Higher Education. More information about the Related Instruction Training Agreement can be found on page 26 of the Request for Proposal.

**Will a grantee need to submit a Related Instruction Training Provider Agreement, if the training provider was listed in the proposal and deemed eligible by the Minnesota Office of Higher Education?**

**Yes.** 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 the Office of Higher Education. A grantee continuing instruction with a training provider, who participated in a previous Dual Training Grant 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. More information about the Related Instruction Training Agreement can be found on page 26 of the Request for Proposal.

**Can a related instruction training provider apply for the Dual Training Grant on behalf of employers?**

**No.** A related instruction training provider is not an eligible applicant and cannot apply for the grant on behalf of employers. More information about an Eligible Applicant can be found starting on Page 5 of the Request for Proposal.

**If an applicant has an established partnership with a related instruction training provider, does the applicant need to consult with the provider again to meet the bidding requirements?**

**Yes.** Verbal consultations or bids must be recent and occur prior to submitting the Request for Proposal. With having an established partnership, this is an opportunity for the applicant and training provider to plan for the upcoming dual-training program. More information about Required Bidding to Select Related Instruction Training Provider can be found starting on Page 13 of the Request for Proposal.