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**REQUEST FOR APPLICATION  
DUAL TRAINING GRANT  
MINNESOTA STATUTES 136A.246**

**IMPORTANT DATES**

Application Open – March 1, 2023

Application Deadline – April 3, 2023

Award Notice to Applicants – May 9, 2023

**PROGRAM PERIOD**

August 2023 – August 2024

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# REQUEST FOR APPLICATION: DUAL TRAINING GRANT

MINNESOTA STATUTE 136A.246

## Grant Overview

In support of Minnesota Dual-Training Pipeline (<http://www.dli.mn.gov/pipeline>) and in response to Minnesota employers, the 2015 Minnesota Legislature established the Dual Training Competency Grants (DTG) program (<https://www.ohe.state.mn.us/mPg.cfm?pageID=2160>). The Minnesota Office of Higher Education (OHE) is responsible for administering the DTG program while working in consultation and collaboration with the Minnesota Department of Labor and Industry (DLI) who is responsible for administering Minnesota Dual-Training 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 DTG program is a funding source that generates collaborative and strategic educational solutions between employers and training providers across Minnesota. The dual-training model pairs on-the-job training with formal related instruction to create a robust learning environment resulting in skilled employees and enhanced company culture. Registered apprenticeship programs have a long history in Minnesota, and the DTG program can successfully act as a gateway to registered apprenticeship by leveraging many of the techniques utilized in apprenticeship models to help employers upskill their workforce.

Employers or organizations of employers may apply for DTG funds to train employees (dual trainees) in occupations for which Minnesota Dual-Training Pipeline has identified competency standards among the four industries of Advanced Manufacturing, Agriculture, Health Care Services and Information Technology. The DTG reimburses grantees for related instruction costs of tuition, fees, required books, and required materials of their dual trainees. Related instruction supported by the DTG must result in a completion of an industry-recognized degree, certificate, or credential.

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 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

Total appropriation for DTG during fiscal year 2023 was \$2,000,000. Of the appropriation, up to an allocation of \$100,000 is for agency administrative costs. The total amount remaining for grant awards is \$1,900,000.

This is the twelfth release of the request for application. Based upon current grant utilization among grantees and received appropriations, up to **\$3,219,000** 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.

**NEW for 2023:** OHE may elect to provide potential awards beyond the available funds amount noted above. Potential awards are dependent upon the utilization of current grant contracts. Potential awards would be announced at the same time of general awards. Potential awards are not guaranteed, and recipients would be notified by the end of **July 2023** about whether potential awards will become effective for the twelfth grant round. For more information about potential awards, read the [Selection Process](#) section of this request for application.

The maximum individual grant award is **\$150,000** per applicant with a **\$6,000** per dual trainee maximum. Awards can only be used toward the costs of related instruction (tuition, fees, required books, and required materials). Any related instruction costs over \$6,000 per dual trainee will be the responsibility of the grantee and/or dual trainee. Each dual trainee may only benefit from the DTG for a maximum of **four years** in a lifetime. The years of participation do not need to be consecutive.

In addition, a dual trainee cannot be included in coinciding grant rounds. For example, if a dual trainee is participating in a grant round that operates from September to August, the dual trainee cannot also participate in a separate grant round that operates from January to December because several months would overlap.

A committee representing content and community specialists with regional knowledge will review and score applications through a competitive process. OHE will notify applicants and announce grantees in **May 2023**. 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 coursework and charges cannot begin until the grant contract is effective. OHE is not permitted to make an exception to this rule.

## **Eligibility**

### **Eligible Applicant**

An eligible applicant must meet all of the following:

- Be an employer or organization of employers, which include the following categories:
  - For-Profit Organization: an organization formed for the purpose of earning a profit.
  - Non-Governmental (Non-Profit) Organization: a nonprofit, also known as a charitable organization, which 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 Minnesota Statutes 390.50 Solicitation of Charitable Funds, Subdivision 4 (<https://www.revisor.mn.gov/statutes/cite/309.50#stat.309.50.4>) and meets the definitions defined in the Internal Revenue Service code, with the most common type being a 501 (c) (3).
  - Municipality: a county, town, city, school district, or other municipal corporation or political subdivision of the state. The organization meets the definition in Minnesota Statutes 471.345 Uniform Municipal Contracting Law, Subdivision 1

(<https://www.revisor.mn.gov/statutes/cite/471.345>). Municipality includes Minnesota State Colleges and Universities system.

- State Agency: any state officer, employee, board, commission, authority, department, entity, or organization of the executive branch of state government. The organization meets the definition in Minnesota Statutes 16B.01 Definitions, Subdivision 2 (<https://www.revisor.mn.gov/statutes/cite/16B.01>).
- Tribal Sovereign Nation: any Indian tribe 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 a training provider
- If annual gross revenue exceeds \$25,000,000 in the previous calendar year, pay for at least 25% of the training provider's charges for the eligible training
  - The maximum 25% contribution is \$2,000 per dual trainee
  - Wages and/or in-kind contributions cannot be considered as part of the 25% contribution
- If a current or prior DTG recipient, be in good standing on all grant requirements
- If a recipient of other Minnesota State grant programs, be in good standing on all grant requirements

## Eligible Dual Trainee

An eligible dual trainee must meet all of the following:

- Employed (new hire or incumbent) 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 Training

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 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

OHE does not require a minimum number of related instruction credits and/or hours to be eligible for the DTG. However, the dual trainee should be able to complete related instruction within the four-year grant maximum.

## Eligible 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 must operate legally in Minnesota, but do not need to be based or located in Minnesota. Unique circumstances may result in an eligible applicant also being an eligible training provider. If you have questions about the eligibility of a training provider, please contact staff listed in the [Technical Assistance](#) section of this request for application. Below are three avenues for exploring potential 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.

### ***Dual Training Provider Directory***

Online Link: <http://www.ohe.state.mn.us/sPages/DTGDir.cfm?sort=div>

OHE hosts and maintains a Dual Training Provider Directory as a resource for applicants of the Dual Training Grant. Contacts listed for each training provider have voluntarily provided their contact information and are prepared to answer questions about dual-training programs. A training provider being listed on the directory does not automatically mean they have previously or are currently

participating in a Dual Training Grant. A training provider being listed means they look forward to working with applicants on a Dual Training Grant. Applicants are not required to partner with the training providers listed on the directory. The directory is a resource for applicants to better connect with potential training providers.

### ***MyHigherEd Minnesota College Search***

Online Link: <https://myhighered.mn.gov/colleges>

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 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

Certificate of completion programs, continuing education credits, individual courses, and professional development training are not eligible for DTG funds.

### **Eligible Industries & Occupations**

All corresponding competency model pyramids for eligible industries and occupations are located online with Minnesota Dual-Training Pipeline at <http://www.dli.mn.gov/pipeline>. Any occupation followed by an asterisk (\*) was recently added or significantly updated in 2023. Eligible industries and occupations include:

#### ***Advanced Manufacturing***

- Computer Numerical Control (CNC) Programmer
- Coordinate Measuring Machine (CMM) Programmer
- Extrusion Molding Technician
- Flexo Technician
- Industrial Production Manager\*
- Injection Molding Technician
- Logistics and Supply Chain Manager
- Machinist/Tool and Die Maker
- Machinist/CNC Operator
- 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)

### ***Health Care Services***

- Certified Nursing Assistant (CNA)
- 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 (EMT) 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 (LPN)
- Long-Term Care Facility Culinary Manager\*
- Medical Assistant
- Medical Laboratory Assistant
- Medical Laboratory Scientist
- Medical Laboratory Technician
- Occupational Therapist\*
- 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 (RN)
- Respiratory Therapist
- Surgical Technologist
- Wound, Ostomy and Continence Nurse (WOC)

### ***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
- IT Project Planner/Manager
- Network Engineer
- Software Engineer/Developer
- Testing and Quality Assurance Analyst
- Web Developer – Back End
- Web Developer – Front End

If an applicant wants 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 On-the-Job Training

On-the-job training 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 on-the-job training: <http://www.dli.mn.gov/business/workforce/guidance-effective-job-training>. Below are key elements and common types of on-the-job training:

Key Elements of On-the-Job Training:

- Goals of on-the-job training
- Types of on-the-job training
- Tracking on-the-job training
- On-the-job training roles are clear

Five Common Types of Effective On-the-Job Training:

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

The following are some specifics for DTG on-the-job training:

- Dual trainees must earn regular wages during on-the-job training
- Instructors of related instruction cannot also provide direct supervision of on-the-job training tasks
- On-the-job training 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 on-the-job training plans. OHE does not require a minimum number of on-the-job training hours to be eligible for the DTG. However, on-the-job training must include at least one of the five common types of effective on-the-job training. Also, on-the-job training tasks must help dual trainees learn occupation-specific competencies which correlate with related instruction coursework.

## 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 four years in a lifetime. The years of participation 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

Applicant collaboration is permissible when an organization of employers is applying for the grant on behalf of multiple employers. The organization should collaborate with various employers to ensure feasibility and accuracy of dual-training program details. The organization is responsible for submitting all application documents and meeting all responsibilities detailed in this request for application. Examples of organizations include but are not limited to industry membership organizations, economic development organizations, and chambers of commerce.

Applicants and training providers may collaborate on the content of the application. Applicants must write and submit applications.

## Selection Criteria

A review committee of community experts convenes to review and utilize a rubric to evaluate applications 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 (20/50 Points)
  - b) On-the-job training supports the occupation and aligns with Minnesota Dual-Training Pipeline dual-training competencies (20/50 Points)
  - c) Related instruction correlates with on-the-job training (10/50 Points)
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 effort to recruit, train, and retain dual trainees who are of diverse populations and populations experiencing inequities and/or disparities. Diverse populations may include racial and ethnic communities, including American Indians; LGBTQI communities, disability status, veterans, and geographic diversity within and across Minnesota **(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 dual training **(10 Points)**
6. Projected increase in compensation for dual trainees as a result of dual training **(10 Points)**

## Selection Process

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

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

**Step 2:** Applications are organized based upon application evaluations (100-point scale). Awards are granted to applicants with the highest application evaluations. All available funds are awarded during this step.

**Step 3:** Applications 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:** Applications are again organized based upon application evaluations. OHE may elect to provide potential awards to applicants beyond the available funds amount that is awarded in the previous step. Potential awards are not guaranteed. All potential funds are awarded during this step.

**Step 5:** Applications remain organized based upon application 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 applications by emailing [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us). Please review all available materials and responses to frequently asked technical questions before emailing your inquiry.

Each week, OHE will post responses to frequently asked 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 **March 20, 2023**. This is in addition to the comprehensive frequently asked questions online here: <http://www.ohe.state.mn.us/sPages/faq.cfm>.

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

## **Application Content**

Applicants must submit all application content by the deadline date for OHE to consider the application as complete. OHE does not discriminate on the basis of preference in the admission or access to, or treatment or employment, in its programs or activities. OHE will provide applicants with application materials in an alternative format.

### **Part 1 - Application**

The Application is available online: [https://www.ohe.state.mn.us/ssl/DTG/ind\\_app.cfm](https://www.ohe.state.mn.us/ssl/DTG/ind_app.cfm).

The format and content of the Application is available online: <http://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

Applicants are required to provide general information on the application. Applicants may submit an application for multiple occupations. However, applicants applying for multiple industries must submit

one application per industry. Applicants cannot revise industries, occupations, or training providers after the application deadline.

## **Part 2 - Application Documents**

Applicants are required to complete and submit (1) Dual-Training Program Outline and (2) Training Provider Selection documents.

### ***Dual-Training Program Outline***

The format and content of the Dual-Training Program Outline is available online:

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

The Dual-Training Program Outline is essential to the application process. The outline directly correlates with the selection criteria. Applicants should be clear and concise in their responses.

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

### ***Training Provider Selection***

The format and content of the Training Provider Selection is available online:

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

Grantees will be required to have training agreements with all training providers, listed on applications, prior to the execution of grant contracts. Applicants cannot revise training providers after the application deadline.

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. Documentation supporting the training provider selection process must accompany all DTG applications.

LIMITED EXCEPTION WITH APPROVAL: Only previous grantees with dual-trainee populations who are continuing their dual-training programs with the **same** training providers for completion of their **same** programs are exempt from this requirement. Applicants must contact OHE prior to submitting applications to obtain approval for this exception.

Training provider selection process requirements are listed below based upon applicant's type of employer or organization of employers:

#### **For-Profit Organization, Non-Governmental Organizations and Tribal Sovereign Nations**

For-profit Organizations, Non-Governmental (non-profit) Organizations and Tribal Sovereign Nation applicants must complete all of the following:

**Step 1** - Determine and document training provider selection criteria (examples: competencies, costs, location, format)

**Step 2** - Gather a minimum of three verbal quotes or bids (per occupation) from training providers OR select training providers from the Targeted Vendors List

- 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>

**Step 3** - Select training providers based upon documented criteria. The selection process must be completed by a group of two or more organization applicant members

**Step 4** - Submit application document: Training Provider Selection

### **Municipalities**

Municipalities include Minnesota State Colleges and Universities system. Municipality applicants must complete all of the following:

**Step 1** - Determine and document training provider selection criteria (examples: competencies, costs, location, format)

**Step 2** - 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>)

**Step 3** - Submit application document: Training Provider Selection

Municipalities are encouraged to use Targeted Vendor Lists and/or utilize procurement from economically disadvantaged persons as defined in Minnesota Statutes 471.345 Uniform Municipal Contracting Law, Subdivision 8 (<https://www.revisor.mn.gov/statutes/cite/471.345>).

### **State Agency**

State Agency applicants must complete all of the following:

**Step 1** - Determine and document training provider selection criteria (examples: competencies, costs, location, format)

**Step 2** - Follow State Procurement Law as defined in Minnesota Chapter 16C (<https://www.revisor.mn.gov/statutes/cite/16C>). Contact Authority for Local Purchase Management Team (<http://www.mmd.admin.state.mn.us/mn06003.asp>) for technical assistance.

**Step 3** - Submit application document: Training Provider Selection

## **ALL Applicants**

All applicants must:

- Not contract with vendors/training providers who are suspended or debarred in MN:  
<http://www.mmd.admin.state.mn.us/debarredreport.asp>
- 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
- 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  
(<https://www.revisor.mn.gov/statutes/cite/177.41>)

## **Part 3 - Applicable Application Documents**

Additional application documents are reserved for applicants with annual gross revenue below \$25,000,000 during the previous calendar year, applicants who are non-governmental organizations (non-profits), and/or applicants with training providers who operate legally in Minnesota through an exemption.

### ***Financial Review Process***

#### **Applicants with Annual Gross Revenue below \$25,000,000**

All applicants with annual gross revenue below \$25,000,000 during the previous calendar year and choosing not to participate in providing 25% toward training providers' charges for training, must submit financial documentation to OHE for review. Documentation must clearly show dates of **January 1, 2022 through December 31, 2022**. Examples of documentation are recent certified audits or accounting records signed by accounting management.

#### **Non-Governmental Organizations**

All Non-Governmental Organizations (non-profit) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of **\$25,000** and higher. In order to comply with Office of Grants Management Policy 08-06, Financial Review of Nongovernmental Organizations, please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of **under \$50,000**, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of **\$50,000 or more and less than \$750,000** should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of **over \$750,000** should submit their most recent certified financial audit.

## ***Application for Exemption from Licensure***

All training providers must operate legally in Minnesota. Please review the [Eligible Training Provider](#) section of this request for application for a list of legal operation statuses. This is a State statute governed through administrative rules in an effort to ensure consumer protection for those individuals participating in training and safeguard funding provided by the State. More information to determine status is available online at <http://www.ohe.state.mn.us/mPg.cfm?pagelD=197>.

Training providers who do not have a valid exemption certificate and who may be exempt from licensing requirements are required to obtain an Application for Exemption from Licensure 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)

Training providers with valid exemption certificates do not need to take further action.

## **Application Submission**

OHE must receive all application content no later than 11:59 p.m. central time, on April 3, 2023.

Late or incomplete applications will not be considered. The applicant will incur all costs incurred in applying to this request for application. By submission of application 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.

Submit application content via email: [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us)

## **Review Process and Timeline**

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

The review committee will evaluate all eligible and complete applications 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 Application posted on the OHE website: March 1, 2023

Application Writing Workshop (10:00 a.m. to 12:00 p.m. central time): March 8, 2023

Application Writing Workshop (1:00 p.m. to 3:00 p.m. central time): March 9, 2023

Technical questions due no later than 4:00 p.m. central time: March 20, 2023



Applications due no later than 11:59 p.m. central time: April 3, 2023

Committee begins review of applications: April 12, 2023

Committee recommendations submitted to OHE for review: May 1, 2023

Applicants notified: May 9, 2023

Grantees publicly announced: May 15, 2023

Mandatory Grantee Orientation (10:00 a.m. to 12:00 p.m. central time): May 25, 2023 OR

Mandatory Grantee Orientation (1:00 p.m. to 3:00 p.m. central time): June 1, 2023

Prepare grant documents: June through July 2023

- 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 July 31, 2023 which is three weeks prior to courses beginning on August 21, 2023.

Sign grant contract: August 2023

Optional Dual Trainee Welcome Session (2:00 p.m. to 2:45 p.m. central time): August 10, 2023

Begin dual-training program: August 2023

## **Conflicts of Interest**

OHE takes steps 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 Conflict of Interest Policy for State Grant-Making ([http://www.mn.gov/admin/images/grants\\_policy\\_08-01.pdf](http://www.mn.gov/admin/images/grants_policy_08-01.pdf)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to OHE 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 grantees or applicants 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) will be public data after the evaluation process is complete (for the purposes of this grant, when all grant agreements have been fully executed).

## Grant Provisions

2022 Minnesota Statute 136A.246; 175.45: <https://www.revisor.mn.gov/statutes/cite/136A.246%20>

Total appropriation for DTG during Fiscal Year 2023 was \$2,000,000. Of the appropriation, up to an allocation of \$100,000 is for agency administrative costs. The total amount remaining for grant awards is \$1,900,000.

This is the twelfth release of the request for application. Based upon current grant utilization among grantees and received allocations, up to **\$3,219,000** is available for this grant round. Any future grant rounds will be contingent upon available funds. The intention is to award as many grants as possible within the means of available funds. The maximum individual grant award is \$150,000 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/>.

## Frequently Asked Questions

The online Frequently Asked Questions (<http://www.ohe.state.mn.us/sPages/faq.cfm>) provides an overview of some of the requirements, terms, and conditions of this funding opportunity.

Refer to the [Review Process and Timeline](#) section of this document for dates of Application Writing Workshop hosted virtually by OHE.

## Expenditures

Allowable grant expenditures are limited to training provider costs directly required by training providers:

- Tuition
- Fees
- Required books

- Required 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 expenditures include but are not limited to:

- Test-out fees
- Prior learning credit fees
- Internship stipends
- On-the-job training
- Mileage reimbursement
- Lodging
- Meals
- Dual-training program infrastructure
- Grant administrative staff
- Grant on-the-job training staff

## Orientation

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 encouraged but not required to attend orientation. The purpose of orientation is to prepare grantees for the grant process and encourage strategic planning.

## Dual Trainee Welcome Session

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.

## Training Agreement

The format and content of the Training Agreement is available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

A grantee must submit a Training Agreement for each training provider included in the application 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 Training Agreement. Training Agreements are associated with individual grant contracts; therefore, do not carry-forward into future grant contracts.

The Training Agreement is not a legal contract between the applicant and 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, report data, 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.

## Dual Trainee Participation Agreement

A dual trainee must complete and submit a Dual Trainee Participation Agreement prior to enrollment in a dual-training program. OHE will provide grantees with a link to the form to be distributed to dual trainees. The first purpose of the agreement is for a dual trainee to acknowledge and approve the release of information among the grantee, training provider, and OHE. The second purpose of the agreement is to gather data for evaluation of the program.

The Dual Trainee Participation Agreement does request Social Security number information. Disclosure of the Social Security number is voluntary; however, failure to submit the Social Security number may prevent further processing of the agreement. A dual trainee cannot continue with a dual-training program through the DTG without a valid Dual Trainee Participation Agreement.

## Financial Aid Applications

A dual trainee attending a 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.

## **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](mailto:efthelpline.mmb@state.mn.us).

## **Grant Contract**

A grantee must have an effective contract prior to the start of a dual-training program. The authorized representative of the grantee and financial services staff of OHE must sign the grant contract through an electronic system as determined by the Agency. 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 expenditures of related instruction costs of tuition, fees, required books, and required materials not to exceed the grant award and \$6,000 annual limit per dual trainee. 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 the following items to request reimbursement **no later than 30 days** after the end of a term or set of courses:

- 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 of reimbursement. Grantees must respond and complete follow-up items within 60 days of requesting reimbursement. OHE will promptly issue payment to a grantee within 30 days of receiving all required reimbursement documents.

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. Also, the training provider must 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**. OHE will inform grantees of the report content and format.

IMPORTANT - Grant reimbursement and future DTG application eligibility is contingent upon fulfillment of reporting requirements.

## Grant Monitoring

Minnesota Statutes 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.

In circumstances of OHE not being required to monitor a grantee based upon the above scenarios, OHE will consider requests from grantees to conduct monitoring services.

OHE will base monitoring schedules upon the availability of staff and grantee. 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 application 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**

Jacquelynn Mol Sletten  
Financial Aid Administrator

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
Saint Paul, MN 55108  
Email: [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us)  
Phone: (651) 355-0609

## **Application Documents Available Online**

All application documents are available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

- A. Dual-Training Program Outline
- B. Training Provider Selection