

Frequently Asked Questions

Frequently Asked Questions available online <http://www.ohe.state.mn.us/sPages/faq.cfm>

Applicant

1. Does our business need to be based in Minnesota?

NO. The grant may be awarded to a non-Minnesota based business, but the dual trainee must physically work at a permanent work location within Minnesota.

2. Can an applicant also be an eligible training provider?

YES. Review the “Eligibility” section of the most recent Request for Application for further details.

3. Does an exam leading to a certificate or credential need to be administered by the same training provider who provides the related instruction?

NO. There are instances where different governing organizations must administer and award certificates or credentials. The training provider must ensure that dual trainees are connected to governing organizations and follow through with exam procedures.

4. What if related instruction costs less than \$6,000 per dual trainee?

Applicants are encouraged to work with training providers to keep costs manageable. Applicants are welcome to train more dual trainees for less cost. Applicants should consider administrative capacity when determining the number of dual trainees.

5. How do we apply for the grant if dual trainees are among multiple industries?

The applicant will submit one application per industry due to technology limitations for submitting applications. However, the two applications will be scored together as one application. An individual dual trainee must be assigned only one industry. Industries cannot be added to application after the deadline.

6. How do we apply for the grant if dual trainees are among multiple occupations?

The applicant will submit one application listing detailing the multiple occupations. An individual dual trainee must be assigned only one occupation. Occupations cannot be added to applications after the deadline.

7. How do we apply for the grant if dual trainees are among multiple training providers?

The applicant will submit one application listing and detailing the multiple training providers. Training providers cannot be added to applications after the deadline. Grantees will be required to enter into agreements with training providers prior to executing a grant contract.

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8. Do we need to provide the names of dual trainees on the application?

NO. If awarded funds, grantees will provide detailed dual trainee information via the Work Plan and Budget document.

9. Should we provide the names of dual trainees on the application?

NO. To protect the privacy of dual trainees and avoid conflicts of interest, an applicant should not include any dual trainee names or identifiable information.

10. Can we submit our application early?

YES. Applicants are encouraged to submit applications early. Applicants must submit all application content by the deadline date for OHE to consider the application as complete. Early submission of an application will not result in an early score or notice of award.

11. Will we be able to see the scores of the review committee?

YES. Applicants will be sent application scores and comments.

Grantee

12. Are there tax implications for the grant award amount?

The Office of Higher Education is not authorized to provide tax advice. Grantees should consult with tax professionals.

13. Are we penalized if we identify less dual trainees than originally stated on our application?

NO. A grantee should continuously review their dual trainee population to determine if they will utilize all grant funds. A grantee may request an amended contract to decrease the grant award. Unused grant funds will be reallocated into the grant for future application rounds.

14. For the 25% employer paid portion of related instruction, can we use our allocated tuition reimbursement and/or scholarship funds or do we need to pay this directly and not as a result of any other program?

YES. A grantee may use their internal tuition reimbursement and/or scholarship program, if the funds are paid directly to the training provider. A dual trainee cannot pay for 25% of the related instruction cost and then be reimbursed by the grantee.

15. Who completes the Training Agreement?

The training agreement document is completed by authorized representatives of the grantee and training provider. The authorized representative for a training provider may be, but is not limited to, third party billing staff, admission leadership, or program administrators. The agreement must be complete prior to executing a grant contract.

Dual Trainees

16. Can an employee become a dual trainee anytime during the grant period?

YES. There are some timing considerations, so the grantee must consult with OHE prior to adding dual trainees to the grant.

17. Does the dual trainee need to be a Minnesota resident?

NO. Review the “Eligibility” section of the most recent Request for Application for further details.

18. Can a dual trainee be a high school student?

YES. The high school student must be employed for the duration of the dual-training program, and the grantee must incur a cost for the related instruction. There is no cost to the grantee, if the dual trainee’s related instruction is paid for under Postsecondary Enrollment Options (PSEO) or another concurrent enrollment program. Important – Employers must follow all child labor laws for dual trainees under the age of 18 years old.

19. Can a dual trainee be an intern or seasonal employee?

YES. The dual trainee must be employed for the duration of the dual-training program. The dual trainee cannot be a contractor or temporary employee that is either independent or from a staffing agency. If the dual trainee is an intern, any internship coursework is considered related instruction. Also, an intern must earn regular wages during on-the-job training tasks.

20. Can a dual trainee be a part-time employee?

YES. The dual trainee must be employed for the duration of the dual-training program. OHE does not require a minimum number of working hours per week to be eligible for the DTG. However, related instruction and on-the-job training must coincide within the same timeframe, so grantees need to ensure adequate working hours.

21. When do dual trainees attend related instruction?

Dual trainees may attend related instruction during and/or outside regular work hours. Grantees must be transparent with dual trainees about expectations and responsibilities for related instruction.

22. When do dual trainees perform on-the-job training tasks?

Dual trainees must perform on-the-job training tasks during work hours while earning regular wages.

23. How much time does a dual trainee have to complete related instruction?

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. An applicant would need to re-apply for the grant each year. Applicants are acknowledging that the dual trainee will earn an industry-recognized degree, certificate, or credential by the end of the dual-training program.

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Review the “Competitive Priorities” section of the most recent Request for Application for further details.

24. If a dual trainee is attending a 2-year program, do we need to apply for the grant each year?

YES. Review the “Competitive Priorities” section of the most recent Request for Application for further details.

25. May a dual trainee earn multiple industry-recognized degrees, certificates, and/or credentials?

YES. A dual trainee may earn several industry-recognized degrees, certificates, and/or credentials throughout the dual-training program.

26. What happens if the dual trainee drops a course and/or does not complete the related instruction?

The grantee must notify OHE. A grantee may receive reimbursement from the grant as long as the grantee has paid for the related instruction. If the training provider issues a refund for the related instruction and the grantee has already received reimbursement from the grant, the grantee will need to return funds to the Office of Higher Education. Revision as of May 2022: If a dual trainee is required to retake a course due to withdrawal, not earning a sufficient grade, or failing a course, the grant may reimburse the grantee for the retaken course.

27. What happens if the dual trainee’s employment ends or is terminated?

The grantee must notify OHE. As of the date when employment ends, the dual trainee is no longer eligible to benefit from the grant. A grantee may receive reimbursement from the grant as long as the grantee has paid for the related instruction, which occurred prior to the dual trainee leaving employment.

28. Can the dual trainee transfer the grant to a new employer?

NO. The grant is awarded to the grantee and cannot transfer with a dual trainee.

29. Can we require dual trainees to sign a service agreement to participate in the grant?

YES. The grant does not include a service agreement requirement and OHE does not advise on service agreements. If the terms of a service agreement are not met, a grantee cannot require a dual trainee to pay back any related instruction that was paid for through the grant.

30. Can we require employment to be contingent upon the completion of the dual-training program?

NO. Dual trainees must be employed by the grantee or employer partnering with the grantee. Future employment cannot be contingent upon completion of the dual-training program.