



## Dual Training Grant

# Application Writing Seminar

Presented by: Jacquelynn Mol Sletten

# Minnesota's Education Attainment Goal

[http://www.ohe.state.mn.us/sPages/educ\\_attain\\_goal\\_2025.cfm](http://www.ohe.state.mn.us/sPages/educ_attain_goal_2025.cfm)

Working to increase the percent of Minnesotans age 25 to 44 who have attained a postsecondary certificate or degree to ...

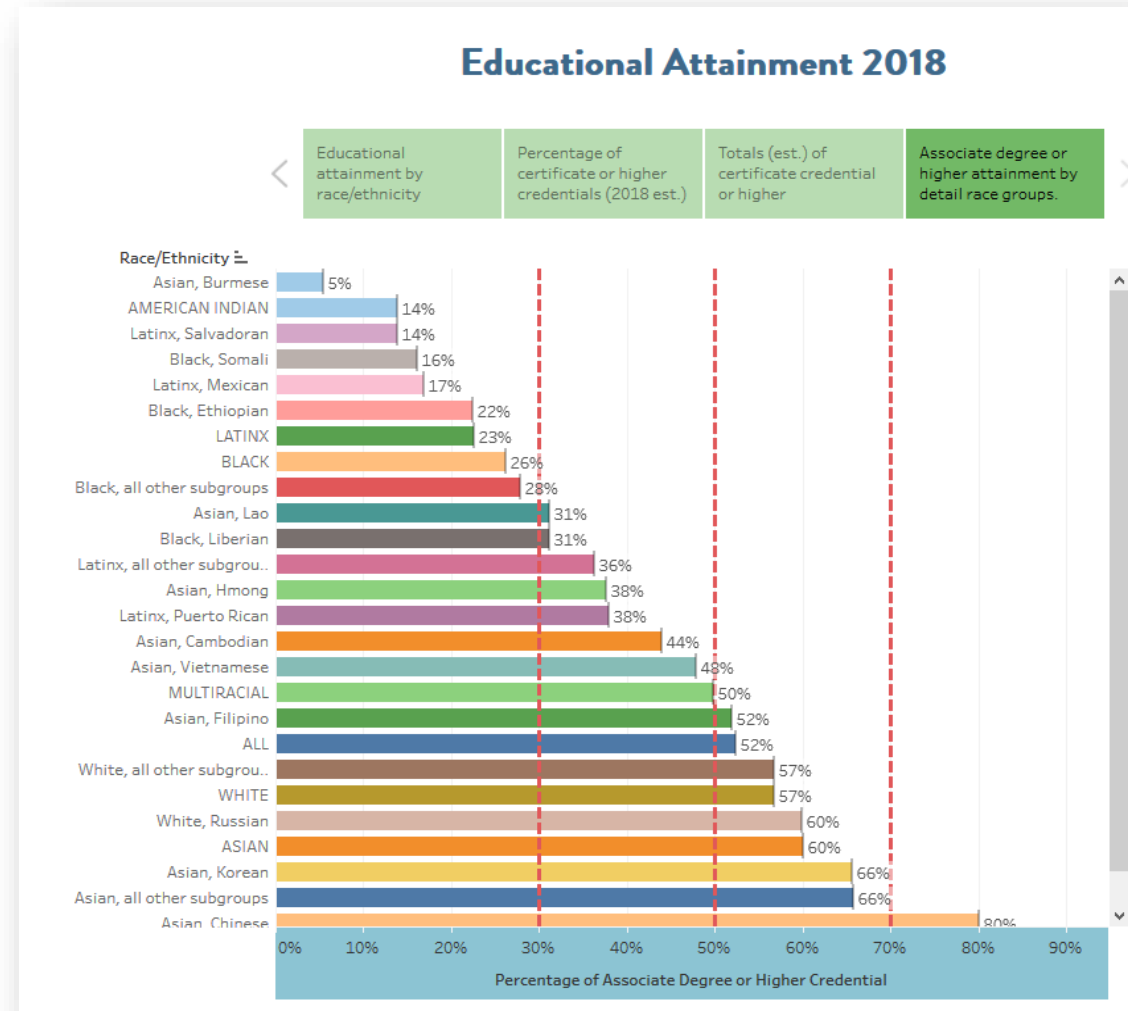
**70% by 2025.**

2015 Minnesota Legislature

<https://www.revisor.mn.gov/statutes/cite/135A.012>

County Profiles:

<http://www.ohe.state.mn.us/sPages/CoHigherEduProfile.cfm>



# Seminar Agenda

**9:00 – 9:20**

Welcome, Introductions & Initial Questions

**9:20 – 9:45**

Dual Training Grant Overview

**9:45 – 10:00**

Online Application

**10:00 – 10:20**

Related Instruction Training Provider

RITP Inventory

RITP Selection

RITP Training Agreement

RITP Exemption Request

**10:20 – 10:45**

Letter of Intent

Financial Review Process

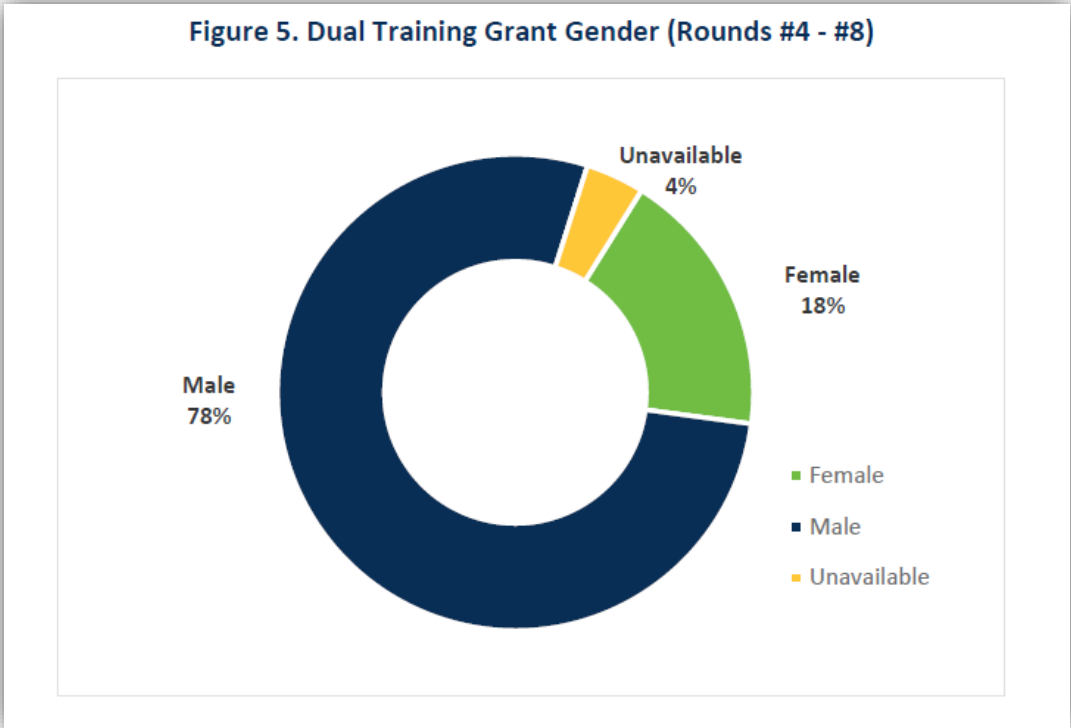
**10:45 – 11:00**

Questions & Closing



# Did You Know ...

During Round 8, the number of female dual trainees more than doubled, with an increase of 123 dual trainees from last year. 56% of female dual trainees trained in health care services and 27% trained in advanced manufacturing.



# Dual Training Grant Overview

## Dual-Training Pipeline

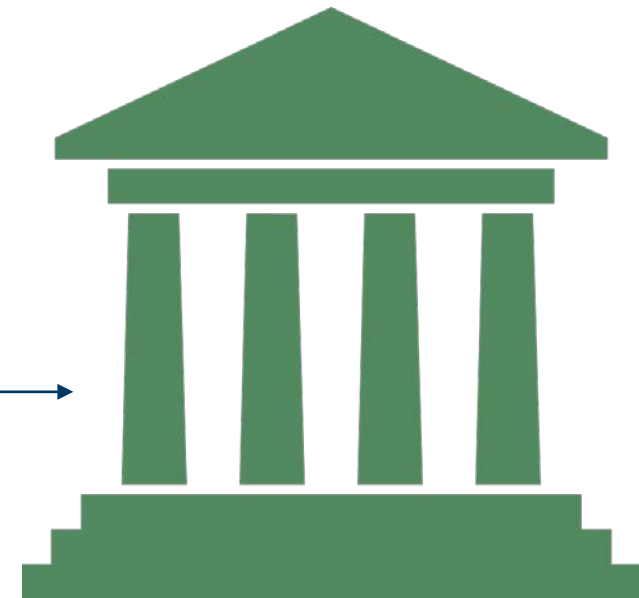


**mn** DEPARTMENT OF  
LABOR AND INDUSTRY

2019 Minnesota Statute 175.45:  
<https://www.revisor.mn.gov/statutes/cite/175.45>



## Dual Training Grant



**mn** OFFICE OF  
HIGHER EDUCATION

2019 Minnesota Statute 136A.246:  
<https://www.revisor.mn.gov/statutes/cite/136A.246>

# Dual Training Grant Overview



**Thank You** to Art Unlimited, Cerenity Senior Care, Design Ready Controls and Seneca Foods:

<https://www.youtube.com/watch?v=yBh1jKdjQ-g&feature=youtu.be>

# Dual Training Grant Overview

Great time to apply because here are some application improvements:

- Request for Application available earlier
- Simplified online application
- Fillable PDF format for select application documents
- MDHR Workforce Certificate now encouraged, not required

# Dual Training Grant Overview

Request for Application OPEN: **March 23<sup>rd</sup>**

Request for Application CLOSE: **May 8<sup>th</sup>**

Award Notices ISSUED: **June 15<sup>th</sup>**

Important: Incomplete applications will not progress to the Review Committee!



# Dual Training Grant Overview

- Website: <http://www.ohe.state.mn.us/mPg.cfm?pageID=2160>
- Request for Application: <http://www.ohe.state.mn.us/mPg.cfm?pageID=2196>
- Archive: <http://www.ohe.state.mn.us/mPg.cfm?pageID=2186>
- Frequently Asked Questions: <http://www.ohe.state.mn.us/sPages/faq.cfm>
- 2020 Report: [http://www.ohe.state.mn.us/pdf/DTG/DTG\\_AnnualReport2020.pdf](http://www.ohe.state.mn.us/pdf/DTG/DTG_AnnualReport2020.pdf)

# Dual Training Grant Overview

- **\$2,700,000 available Round 9**
- Up to \$150,000/year per grantee
  - Up to \$6,000/year per dual trainee
- Related instruction tuition, fees, required books/materials
- Reimbursement model
- 25% match required for employers with annual revenue exceeding \$25 million

# Dual Training Grant Overview

## Who is Eligible?

To be considered for this competitive grant opportunity, applicants must meet all of the following:

- Be an employer or organization of employers
- Have or will have a dual-training program aligned with [MN Dual-Training Pipeline](#) industries and occupations
- Employ or will employ a dual trainee who meets all of the following:
  - physically works at a permanent work location within Minnesota
  - has not attained occupational competency standard(s) prior to commencement of training
  - will earn an industry-recognized degree, certificate, or credential upon completion of dual-training program
- Enter into agreement with one or more qualified related instruction training provider(s)

# Dual Training Grant Overview

## What Related Instruction Training Providers are Eligible?

To enter into an agreement with a related instruction training provider for this competitive grant opportunity, a training provider must meet all of the following:

- Be registered, licensed or exempt by the Minnesota Office of Higher Education
  - [Registered](#) training providers
  - [Licensed](#) training providers
  - [Exempt](#) training providers
    - Minnesota public institutions including University of Minnesota and Minnesota State Colleges and Universities are exempt but are not included on an exemption list.
- Provide *instructor-led* related instruction aligned with MN Dual-Training Pipeline occupations
  - [Standards of Instructors](#) as defined by Minnesota Administrative Rule 4880.1900
- Be authorized to award industry-recognized degrees, certificates, and/or credentials aligned with MN Dual-Training Pipeline occupations

<https://www.ohe.state.mn.us/ssl/DTG/>



Application OPEN! Deadline for submission is May 8<sup>th</sup>

## Dual Training Grant Application

This application MUST be completed in entirety prior to submission. Partial applications cannot be saved and returned to at a later date. Prior to completing the application, carefully read the 9th Round Request for Application.

Note: Cannot save and return to application

# Related Instruction Training Provider

## RITP Inventory

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

**DEPARTMENT OF LABOR AND INDUSTRY**

APPRENTICESHIP AND DUAL TRAINING

- Apprenticeship
- Minnesota Dual-Training Pipeline
  - Advanced manufacturing
  - Agriculture
  - Dual-Training grants
  - Health care services
  - Information technology
  - Minnesota Dual-Training Pipeline tools
  - Pipeline events
  - Pipeline partner employers
  - Pipeline Related Instruction Inventory**

For business » Apprenticeship and dual training » Minnesota Dual-Training Pipeline

### PIPELINE RELATED INSTRUCTION INVENTORY

The Minnesota Dual-Training Pipeline Related Instruction inventory is a starting point for employers to develop a dual-training program. This inventory includes education and training program options for approved dual-training occupations. Employers are not required to partner with the training providers on the list – these are simply some options.

[Access the Related Instruction Inventory](#)

An education or training provider that would like to be Competency Mapping Instructions.

**Questions?**  
Contact us at [PIPELINE.Program@state.mn.us](mailto:PIPELINE.Program@state.mn.us).

### PIPELINE RELATED INSTRUCTION INVENTORY

This tool contains an inventory of the training programs that lead to credentials recognized by the PIPELINE Dual Training Program. This list is not comprehensive and does not represent a good snapshot of the training available to dual trainees in your organization. After selecting your industry and occupation, click "Search" to get a list of training programs and some details about those training programs.

This tool can list programs by industry and occupation as well as by location. If you are interested in finding training programs in a specific city, try searching by city title.

If you have any questions about training programs or additional programs you'd like to see, please reach out to our team at [PIPELINE.Program@state.mn.us](mailto:PIPELINE.Program@state.mn.us) or 651.284.

Industry: Agriculture

Select occupation: ALL

[Search](#)

## OHE College Search

<http://www.ohe.state.mn.us/sPages/instMap.cfm>

### Search for Colleges and Career Schools in Minnesota

Find where Minnesota's 128 college campuses are located. Find where the Twin Cities' 56 college campuses are located.

Click on a college to open a college's website.

Search the state. Filter options are on the right.

**Institution Type**

- Private For-profit
- Private Nonprofit
- ▲ Public

**Institution Name**

(All)

**City**

(All)

**County**

(All)

**Award Level Offered**

(All)

Go to Twin Cities Metro map to view colleges in Twin Cities counties and cities.

# Related Instruction Training Provider

## Part 2 – Supporting Application Documents

### RITP Selection

- Determine and document related instruction training provider selection criteria (examples: competencies, costs, location, format)
- Gather a minimum of three verbal quotes or bids (per occupation) from related instruction training providers OR select related instruction training providers from a Targeted Vendor List below
- Select related instruction training providers based upon documented criteria. The selection process must be completed by a group of two or more organization applicant members
- Submit a statement of selection process, including the list of selection criteria, signed by the Authorized Representative with DTG application ([Appendix B](#))

# Related Instruction Training Provider

## Part 2 – Supporting Application Documents

### RITP Training Agreement

- ❖ 1 Agreement per RITP
- ❖ Be sure the RITP contact understands billing process
- ❖ Be sure the RITP contact is authorized to sign the document

Minnesota Dual Training Grant Training Agreement 2020 (Page 1 of 4) (1 Training Agreement per Related Instruction Training Provider)		mn OFFICE OF HIGHER EDUCATION	
MN Dual Training Pipeline Industry (check all that apply to this Related Instruction Training Provider)			
<input type="checkbox"/> Advanced Manufacturing <input type="checkbox"/> Agriculture <input type="checkbox"/> Health Care Services <input type="checkbox"/> Information Technology			
MN Dual Training Pipeline Occupation(s) (list all that apply to this Related Instruction Training Provider)			
Degrees, Certificates, and/or Credentials (list all to be earned upon completion of the dual-training program)			
<b>Employer (or Organization of Employers) Name</b>			
Employer Address (Street, City, State, Zip)			
Authorized Representative Name			
Title	Telephone Number	Email Address	
<b>Related Instruction Training Provider Name</b>			
Related Instruction Training Provider Address (Street, City, State, Zip)			
Authorized Representative Name			
Title	Telephone Number	Email Address	
Please check the box next to the type of qualified related instruction training provider			
<input type="checkbox"/> Registered by Minnesota Office of Higher Education ( <a href="http://www.ohe.state.mn.us/sPages/PIRInsts.cfm">http://www.ohe.state.mn.us/sPages/PIRInsts.cfm</a> )			
<input type="checkbox"/> Licensed by Minnesota Office of Higher Education ( <a href="http://www.ohe.state.mn.us/sPages/141Insts.cfm">http://www.ohe.state.mn.us/sPages/141Insts.cfm</a> )			
<input type="checkbox"/> Exempt by Minnesota Office of Higher Education			
<input type="checkbox"/> Valid exemption on file <input type="checkbox"/> Will submit for exemption <input type="checkbox"/> Minnesota public institution			



# Related Instruction Training Provider

## Part 2 – Supporting Application Documents

### RITP Licensing or Registration Exemption Request

Begin at Question 1, clearly check boxes next to all applicable exemptions, and attach supporting documentation

1.  Are all of your educational programs 16 or fewer hours?
  - a.  If yes, sub question: Does your institution's name include the word "academy", "institute", "college", or university?
    - i.  Yes, go on to the next question
    - ii.  If no, "Your institution is exempt from licensure under Minn. Stat. 136A.833(14). In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
  - b.  If No, go on to next question.
2.  Are all of your educational programs designed to teach avocational, recreational, or remedial subjects? Remedial subjects are literacy or basic math skills.
  - a.  If yes, sub question: Does your institution's name include the word "academy", "institute", "college", or university?
    - i.  If yes, go on to the next question
    - ii.  If no, sub question: Does your institution advertise, market, or list on your website that a benefit of your programs is related to employment or employability?
      1.  If yes, go on to the next question
      2.  If no, "Your institution is exempt from licensure under Minn. Stat. 136A.833(9) In order for this exemption to be valid, you must submit this form and receive a formal acknowledgment from OHE of your exempt status."
  - b.  If no, go on to the next question

Exempt Institution	Renew by date	Expiration date	Contact Person	Address	DTG
TrainingByGwen,LLP (formerly: GCT Services)	11/22/2019	2/15/2020	Gwendolyn Townsend	186 21st St NW, Owatonna, MN 55060	
Barber Computer Consultants	11/27/2019	2/27/2020	Margie Barber	119 South Newton, Albert Lea, MN 56007	
Project for Pride in Living	12/26/2019	3/26/2020	May Xiong	1035 East Franklin Ave, Mpls, MN 55404	
Cross-Cultural Communications	2/20/2020	5/1/2020	Marjorie Bancroft	10015 Old Columbia Road, Set. B-215, Columbia, MD 21046	
International Institute of Minnesota	2/18/2020	5/18/2020	Kate Raleigh	1694 Como Ave, St Paul, MN 55108	
APICS Twin Cities Chapter	2/25/2020	5/23/2020	Natalie Dietz	15137 Yellow Pine Street NW, Andover, MN 55304	
Horizon Commercial Pool Supply	3/12/2020	6/12/2020	Ms. Jen Vojtech	2125 Energy Park Drive, St. Paul, MN 55106	
Managed Design	4/19/2020	7/19/2020	James Kozlowski	7200 Metro Blvd, Edina, MN 55439	
Alignx Inc	4/19/2020	7/19/2020	Lisa Bianchi-Rossie	7200 Metro Blvd, Edina, MN 55439	
CAD Technology Center, Inc	4/26/2020	7/26/2020	Leanne Grummert	6101 34th Ave Suite 100 Bloomington, MN 55425	
QC Training Services, Inc	5/3/2020	8/3/2020	Eva Andrews	3800 American Blvd, West, Suite 1500 Minneapolis, MN 55431	
CAE	5/26/2020	8/22/2020	Richard Shiarella	4 Apollo Drive, Whippany, NJ 07981	
Lab Team Assistants Training	6/7/2020	9/7/2020	Lisa Wylie	1501 E Burnsville Parkway #316 Burnsville, MN 55337	
RMC Learning Solutions	6/13/2020	9/13/2020	Jan Navratil	10953 Bren Road East Minnetonka, MN 55343	
Berlitz Language, Inc.	7/4/2020	10/4/2020	Carol Vu	7 Roszel Rd, Princeton, NJ 08540	
FilmNorth	7/4/2020	10/4/2020	Andrew Peterson	550 Vandalia Street, Suite 120 Saint Paul, MN 55114	
Beyond Brink	7/5/2020	10/5/2020	Brandy Brink	101 Country Club Drive, Mankato, MN 56001	
Clary Sage College	8/14/2020	11/14/2020	Christina Szeuart	4242 S Sheridan Rd, Tulsa, OK 74145	
MN Center for the Alexander Technique	10/10/2020	1/10/2021	Brian McCullough	5301 Logan Ave, Minneapolis, MN 55419	
CRC, Conflict Resolution Center	10/17/2020	1/17/2021	Paula Faraci	2101 Hennepin Ave S, Minneapolis, MN 55405	
Beyond the Data	10/23/2020	1/23/2021	Dave Mathias	5201 Sequoia Dr, Minnetonka, MN 55345	
Prime Time Medical Training LLC	11/13/2020	2/13/2021	LuVessie Jones	6240 Hwy 65, Fridley, MN 55432	
New Brookwood Labor College	12/6/2020	3/6/2021	Dave Kampfer	10015 Hampshire Terrace N Brooklyn Park, MN 55445	
Center for Coaching	1/4/2021	4/3/2021	Cathy Liska	1677 Deverly Dr Laleland, FL 33801	
ONLC Training Center	1/9/2021	4/9/2021	Drea Procaak	505 Carr Rd, Suite 100 Wilmington, DE 19809	
Mediation Center	2/13/2021	5/13/2021	Sunday Harholdt	7400 Lyndale Ave S, Suite 150 Richfield, MN 55423	
Hexagon Metrology, Inc	2/15/2021	5/15/2021	Phillip Grant	250 N Circuit Drive North Kingstown, RI 02852	X
Flexo Tech	2/16/2021	5/16/2021	Shawn Ostien	600 Hoover St, NE Suite 500 Minneapolis, MN 55413	X
Paulson Training Programs, Inc.	2/16/2021	5/16/2021	Ted Chrzanowski	3 Inspiration Lane Cheshire, CT 06412	
PTM Incumbent Training Program	2/17/2021	5/17/2021	Tim Walker	3457 Veteran St, PO Box 850 Presque Lakes, MN 56472	X
Sedation Consult, LLC	2/20/2021	5/20/2021	Allan Schwartz, DDS	6202 Signature Ridge, Columbia, MO 65201	X
Global Knowledge Training LLC	2/29/2021	5/29/2021	Brian Holland	9000 Regency Parkway, Suite 400 Cary, NC 27518	X
Mechanical Systems	2/29/2021	5/29/2021	Aaron Perronne	800 Weaver Lane Suite A Dundas, MN 55019	X
Dale Carnegie Training	3/7/2021	6/7/2021	Holly Connolly	4938 Lincoln Drive, Edina, MN 55436	
Elasticsearch	3/20/2021	6/20/2021	Ryan Anson	800 W. El Camino Real, Ste 350, Mountain View, CA 94040	X
MN Life College	4/17/2021	7/17/2021	Ms. Amy Gudmestad	7501 Logan Ave S, Suite 2A, Richfield, MN 55423	
Structural Building Component Assoc (SBCA)	4/23/2021	7/23/2021	Trish Kutz	6300 Enterprise Lane Madison, WI 53719	
School of Voiceover	4/23/2021	7/23/2021	Sarah Jones-Larson	5821 Cedar Lake Road South, Suite 101, St. Louis Park, MN 55416	
Collaborative Leadership Team	4/30/2021	7/30/2021	Angela Johnson	1600 Ulrica Ave S, Suite 100, St. Louis Park, MN 55416	
Pryor Learning Solutions, Inc.	5/5/2021	8/5/2021	Sheryl McTeet	5700 Broadmoor Street, Suite 300, Mission, KS 66202	
Minnesota CLE	5/16/2021	8/16/2021	Lise Wall	2550 University Ave W, Suite 160-S, St Paul, MN 55114	
Daire Success Coaching	5/16/2021	8/16/2021	Mary Lundblad	635 Grove Ave, Shoreview, MN 55126	
Midway Vo-Tech	6/4/2021	9/4/2021	Sabrina Kirby	1101 Snelling Ave N #200, St. Paul, MN 55108	
General Assembly	6/23/2021	9/23/2021	Brigitta Vieyra	902 Broadway, 4th Floor, New York, NY 10010	
Prototek Engineering	6/23/2021	9/23/2021	Dave Meyer	5465 Carmel Lane, Carver, MN 55315	
Becker Professional Education	6/23/2021	9/23/2021	David Nichols	3005 Highland Parkway, Downers Grove, IL 60515	
The Idea Circle	8/25/2021	11/25/2021	Mary Eaton	4111 Technology Drive NW, Suite 290, Bemidji, MN 56601	X
The International Dermal Institute	8/26/2021	11/26/2021	Gabriela Gaspar	1535 Beachy Place, Carson, CA 90746	
York Solutions	9/3/2021	12/3/2021	Silvia Hinton	7100 Northland Circle N, Suite 202, Brooklyn Park, MN 55428	
Vision One	9/3/2021	12/3/2021	Josh Kluever	3800 American Blvd, West, Suite 1500 Minneapolis, MN 55431	
Appetite for Change	9/4/2021	12/4/2021	Amy Shanafelt	1200 W. Broadway Ave Ste 250 Minneapolis, MN 55411	
Confederation of Somali Community	9/5/2021	12/5/2021	Robin Wetzel	1507 S 6th St Minneapolis, MN 55454	
Global Language Institute	10/14/2021	1/14/2022	Dr. Sheila Hoffman-Hill	340 Cedar St #25 St Paul, MN 55101	
Mid-Minnesota EMS Education, Inc.	10/24/2021	1/24/2022	Wayne Stephens	P.O. Box 122 Brandon, MN 56315	

Current as of 1/24/2020

\*DTG column indicates whether the Exempt Institution has or does provide related instruction for a grantee of the Dual Training Grant.

RED Highlight: Exemption certificate expires prior to Dual Training Grant award notifications and must apply for renewal prior to June 15th, 2020.

ORANGE Highlight: Exemption certificate expires shortly after Dual Training Grant award notification and must take timely action to renew certification.

YELLOW Highlight: Exemption certificate expires during Dual Training Grant contract period and must take timely action to renew certification.

Renewal of exemption certificate must begin 90 days prior to expiration date.

Please contact Kate McCartan, Institutional Monitoring Specialist, at [kate.mccartan@state.mn.us](mailto:kate.mccartan@state.mn.us)

Minnesota public institutions including University of Minnesota and Minnesota State Colleges and Universities are exempt but are not included on an exemption list. For a list and information about Minnesota State Colleges and Universities, please visit <https://www.minnstate.edu/guide/index.html>

## Appendix A: Letter of Intent Template

[Applicant Letterhead]

[Month, Day, Year]

Dual Training Grant Review Committee  
MN Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108

Dear Dual Training Grant Review Committee,

[Applicant] write this letter as a reply to the Dual Training Grant Round #9 Request for Application. We are applying for a total of [\$ Grant Amount] toward the following program(s):

- [Industry]: [Occupation]
  - [Degree, Certificate, or Credential]
  - [Degree, Certificate, or Credential]
- [Industry]: [Occupation]
  - [Degree, Certificate, or Credential]
  - [Degree, Certificate, or Credential]

<<Brief summary about applicant. If applicable, highlight progress with dual-training programs funded through prior Dual Training Grants>>

<<Description of MN Dual-Training Pipeline competencies associated with related instruction>>

Review the Competency Model Pyramid for the intended occupation associated with dual-training program. Provide an overview of the competencies in which you expect your current or new employees to become proficient through related instruction. The WHITE and GOLD portions of the pyramid typically list these competencies.

<<Description of MN Dual-Training Pipeline competencies associated with on-the-job training>>

Review the Competency Model Pyramid for the intended occupation associated with dual-training program. Provide an overview of the competencies in which you expect your current or new employees to become proficient through on-the-job training. The BLUE portions of the pyramid typically list these competencies.

<<Illustrate anticipated on-the-job training setup through a table, chart, or graph>>

# Letter of Intent

## Part 2 – Supporting Application Documents

# Financial Review Process

## Part 3 – Applicable Application Materials

### *All Applicants*

- All organizations applying for DTG with annual revenue **below \$25,000,000** during the previous calendar year and choosing not to participate in 25% related instruction cost match, must submit financial documentation to the Office of Higher Education for review. Examples of documentation are recent certified audit 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 Policy on the Financial Review of Nongovernmental Organizations ([https://mn.gov/admin/assets/08%2006%20grants%20policy%20revision%20Dec%202016%20final\\_tcm36-265656.pdf](https://mn.gov/admin/assets/08%2006%20grants%20policy%20revision%20Dec%202016%20final_tcm36-265656.pdf)), 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.



# Thank You!



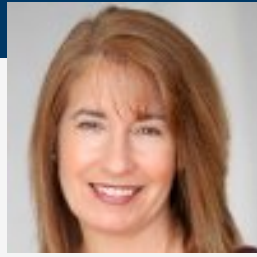
Annie Welch,  
Program Manager  
651.284.5353

[annie.welch@state.mn.us](mailto:annie.welch@state.mn.us)



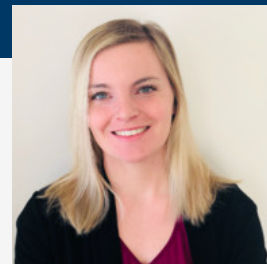
Dan Solomon,  
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