

## Minnesota Dual Training Grant Resource Frequently Asked Technical Questions

Each week, the Minnesota Office of Higher Education 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 April 1, 2022. This is in addition to the comprehensive frequently asked questions online here: <http://www.ohe.state.mn.us/sPages/faq.cfm>.

### March 8<sup>th</sup> - March 14<sup>th</sup>, 2022

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#### **1. Are internship stipends reimbursable through the Dual Training Grant?**

NO. Allowable grant expenditures are limited to training provider costs directly required by training providers: tuition, fees, required books, and required materials. See the “Expenditures” section of the current Request for Application for details.

#### **2. Can our application include both a dual trainee who will be *continuing* their dual-training program and a dual trainee who be *starting* their dual-training program?**

YES. One application can be submitted which includes both continuing and new dual trainees. Please note, the Minnesota Office of Higher Education prioritizes awards to previous grantees with continuing dual-trainee populations. Depending upon the application score, an applicant may be awarded grant funds for continuing dual-trainees and not new dual trainees.

#### **3. For Application Document A Dual-Training Program Outline and Application Document B Training Provider Selection, do we answer the questions directly on the templates, or use the documents as resources to write formal letters?**

Applicants must directly use both documents. The documents are designed, so applicants can easily insert responses. Do not create a new document. Standardized application documents are important for facilitating a fair and equitable review committee process.

#### **4. Does an employee need to be employed full-time to be an eligible dual trainee?**

NO. A dual trainee may be employed full-time or part-time by the grantee or grantee employer partner. The Minnesota Office of Higher Education does not require a minimum number of employed hours. However, the dual trainee must be employed while earning regular wages for adequate hours to meet the intent and purpose of a dual-training model.

#### **5. Is the Training Agreement document available now?**

NO. The Training Agreement will be provided to grantees upon award. Information in the Request for Application about the agreement being available online is inaccurate. The Training

Agreement is not due during the application period. The Training Agreement is due prior to executing a grant contract with the Minnesota Office of Higher Education.

**6. How do we address the cost of related instruction when a program with one training provider may be expensive and a program with another training provider may be affordable?**

See the “Selection Criteria and Weight” section of the current Request for Application for details. For Criterion 4, you will explain means in which related instruction costs are minimized for dual trainees. Related instruction costs may be minimized by contributions from employer, financial aid, or other resources. If a program has high related instruction costs, use this section as an opportunity to explain the purpose and need for the program.

## **March 15<sup>th</sup> – March 21<sup>st</sup>, 2022**

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**7. The related instruction program begins in August 2022 and requires payment at the time of registration. Can we pay for the program now, in April 2022, and be reimbursed through the Dual Training Grant?**

NO. 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. See the “Grant Contract” section of the current Request for Application for details.

**8. How does a grantee gain access to information about a dual trainee (schedules, bills, grades) from the training provider?**

The Dual Training Grant requires a Training Agreement to be signed between a grantee and training provider prior to executing a grant contract with the Minnesota Office of Higher Education. However, this agreement is a means of acknowledgement between parties to support a dual-training program. Therefore, a grantee may need to inquire directly with the training provider about additional policies and procedures related to student privacy. Often, a grantee and dual trainee will need to complete additional paperwork. If the training provider is a postsecondary institution, the grantee is encouraged to contact the Third Party Billing department. Some billing contacts are listed on the Dual Training Provider Directory online: <http://www.ohe.state.mn.us/sPages/DTGDir.cfm?sort=div>.

**9. If only one training provider in the geographic area of the applicant provides a specific program, does the applicant need to contact other training providers for the Training Provider Selection document?**

YES. Although, an applicant may only know of one training provider offering a specific program in the geographic area, other training providers may be able to offer the program. Therefore,

the applicant must gather a minimum of three verbal quotes or bids (per occupation) from training providers OR select training providers from the Targeted Vendors List. See the “Training Provider Selection” section of the current Request for Application for details.

**10. During a previous grant round, we partnered with an organization who was the grantee of the Dual Training Grant. This grant round, we will be applying independent from the organization. Is our dual trainee considered a continuing dual trainee for competitive priority purposes since the dual trainee did participate during the previous grant round?**

YES. The purpose of competitive priority is to support the completion of eligible degrees, certificates, and credentials. Although the applicant may become a first-time grantee, the applicant may receive competitive priority based upon having a continuing dual-trainee population.

## **March 22<sup>nd</sup> – March 28<sup>th</sup>, 2022**

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**11. Is a related instruction training program with a combination of instructor-led and self-paced coursework eligible for the Dual Training Grant?**

YES. The training program may include both forms of delivery as long as the program is instructor-led for a majority of the training. See the “Eligible Training” section of the current Request for Application for details.

**12. The applicant is including several occupations for the Dual Training Grant application. For Application Document A Dual-Training Program Outline, could Criteria 2 and 3 be similar for each occupation?**

YES. Due to the nature of the criteria, responses may be similar for each occupation.

**13. How often does the Minnesota Office of Higher Education release the Dual Training Grant Request for Application?**

The Dual Training Grant Request for Application is released annually each spring with an anticipated grant period beginning the upcoming fall. The eleventh request for application deadline is April 12, 2022 with an anticipated grant period beginning fall 2022. Following the current request for application, the twelfth request for application is scheduled to release in spring of 2023 with an anticipated grant period beginning fall 2023.

**14. Is there a process to request that the training provider delay billing of related instruction costs?**

Most Minnesota State Colleges and Universities, University of Minnesota, and registered institutions will allow grantees to setup Third Party Billing agreements. These agreements will allow the dual trainee to carry a balance, and the training provider will bill the grantee at a later date. In addition, there may be options for dual trainees to apply their bookstore charges directly to their financial aid account, so the grantee can also pay at a later date. Grantees should contact training providers directly to learn more about the Third Party Billing process. Some billing contacts are listed on the Dual Training Provider Directory online:

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

**15. Should Third Party Billing calculations be applied prior to or after financial aid?**

Third Party Billing calculations should be applied prior to financial aid. Therefore, other financial aid resources received by the dual trainee may be applied to general cost of attendance. This may result in a dual trainee receiving a financial aid refund from the training provider. If another financial aid resource can only be applied to tuition, the grantee should consult with the Minnesota Office of Higher Education for options.

**March 29<sup>th</sup> – April 1<sup>st</sup>, 2022**

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*Coming up.*