



Dual Training Grant 2022-2023 Grant Monitoring

Presented by: Jacquelynn Mol Sletten
in collaboration with the Minnesota Dual-Training Pipeline Team



Welcome



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Monitoring Requirements

Monitoring Requirements

Purpose of Grant Monitoring:

- Review and ensure progress against the grant's goals
- Address any problems or issues before the end of the grant period
- Build rapport between the state agency and the grantee



Monitoring Requirements

Based upon Minnesota Statutes 16B.97 and 16B.98, the Minnesota Department of Administration Office of Grants Management requires grant monitoring based upon Policy 08-10 (https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf):

- 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.

Monitoring Requirements

In circumstances of OHE not being required to monitor a grantee based upon the scenarios in the previous slide, 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.

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



Monitoring Timeline

Monitoring Timeline

Nov. 14th

Training

- Attend virtual training about the monitoring process
- Test login to the online monitoring report system
- Submit dates/times that work best for in-person meeting



Now –
Jan. 20th

Online Report

- [DTG Monitoring Report \(state.mn.us\)](http://state.mn.us)
- Due January 20th or prior to in-person meeting, whichever is first



Jan. –
Apr.

In-Person Meeting

- At grantee location
- Grantee, employers partnering with grantee, and some dual trainees must attend
- Training providers are welcome but not required to attend



Apr. –
Jun.

Final Report

- Written by Office of Higher Education
- Grantee will have opportunity to review
- Final report is a public document





Online Report

Online Report

Link to Online Report: <https://www.ohe.state.mn.us/ssl/dtg/grantmonitoringreport.cfm>

❖ Grantee Representative should complete online report

Dual Training Grant Monitoring Report

Select Grantee

Select



Email address of person submitting the report.

Link to save and continue the report and summary of the report will be sent to this email address.

Continue

If you save and need to return to the report, select “Resend Email” to receive a login code.

Dual Training Grant Monitoring Report

Email Sent.

Enter Code

Submit

Resend Email

Dual Training Grant Monitoring Report

Welcome jacquelynn.mol.sletten@state.mn.us.
Grantee ZZZ Test!

Please complete each section with corresponding questions below. You are also welcome to upload any supporting documents. Submission of the report will be followed-up by an in-person meeting with the MN Office of Higher Education and MN Department of Labor & Industry. The meeting will include the grantee, employers partnering with the grantee, and some dual trainees. Related instruction training providers are welcome, but not required, to attend the meeting.

The Dual Training Grant Monitoring Report is required of all grantees receiving more than \$50,000 per contract period. Failure to submit the report or follow-through with a monitoring meeting will result in loss of eligibility for the Dual Training Grant. The Office of Higher Education will also not process pending and future grant payments.

- **Grantee Information**
- **Monitoring Questions**
 - **Dual Training Grant Progress**
 - **Dual Training Grant Outcomes**
 - **Dual Training Grant Challenges**
 - **Dual Training Best Practices**
 - **Dual Training Additional Topics**
- **Upload Supporting Documents**

Download Report

Submit Report

*note: Once you submit this report, you will not be able to make updates. If you need assistance after submitting the report, email jacquelynn.mol.sletten@state.mn.us.

Online Report

- ✓ Can save and return to report later
- ✓ Once report is submitted, no changes can be made
- ✓ Once report is submitted, can still login to download report

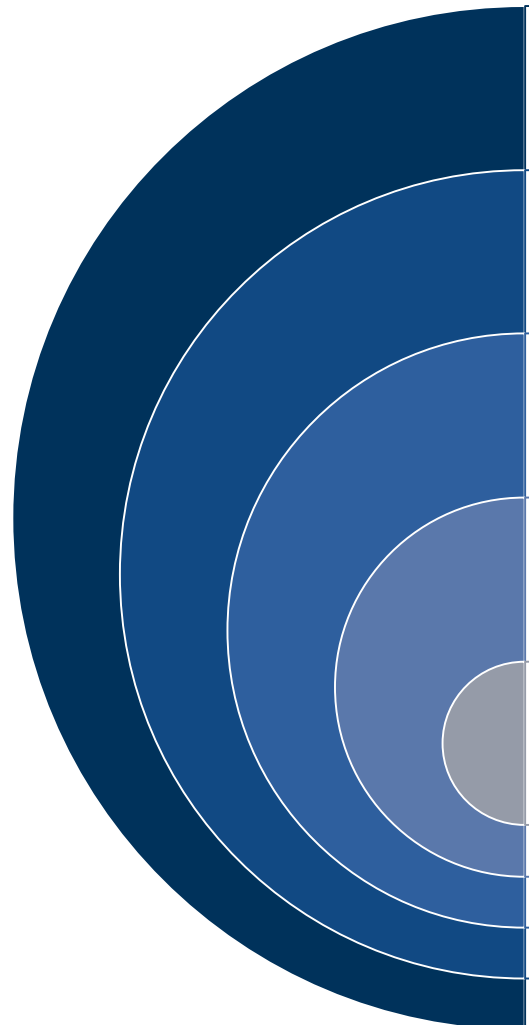
Examples of Supporting Documents to Upload

- Related instruction timeline
- Tracking templates of on-the-job training
- Language of dual trainee agreements with employers
(may include service agreements)
- Dual trainee testimony



In-Person Meeting

In-Person Meeting



Who	<ul style="list-style-type: none">• Grantee• Employers partnering with grantee• Dual trainees (some, not all)
What	<ul style="list-style-type: none">• In-person meeting to discuss the progress of the dual-training program and status of the Dual Training Grant• If a first visit, tour of organization
Where	<ul style="list-style-type: none">• At grantee or partnering employer location
When	<ul style="list-style-type: none">• January through April• 2 hours
Why	<ul style="list-style-type: none">• Gather feedback from grantee• Better understand the experiences of dual trainees• Learn about the grantee and workforce needs

In-Person Meeting

Provide monitoring visit availability information online through Microsoft Forms at:

<https://forms.office.com/Pages/ResponsePage.aspx?id=RrAU68QkGUWPJriclVmCjDgr8oApls1JqbtI6OEqW49URUxBRFdFMDNGOU4zVkZWQ0JDNDZVWUpWMy4u>





Upcoming Dual Training Grant Items to Note

Upcoming Dual Training Grant Items to Note

Dual Trainee Success Profiles

Coming early 2023

Dual Training Competency Grant Annual Report

Posted online by February 1st

Dual Training Grant Request for Application (Round 12)

Opens March 1st and Closes April 3rd

Check the grant page for updates:

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2160>

Check the Pipeline page for other events:

<http://www.dli.mn.gov/business/workforce/pipeline-events>





Questions?

Please schedule your in-person meeting as soon as possible. Thank You for attending!