

# PIPELINE Project Dual Training Grant Request for Applications & Instructions

## Overview

The PIPELINE Project was established in 2014 to expand dual training programs in Minnesota. The 2015 Minnesota Legislature provided funding for Dual Training Competency Grants, under statute [136A.246](#), for the Minnesota PIPELINE Project in the 2016-2017 fiscal years. Under the program, the Minnesota Office of Higher Education (OHE) will provide grants to train employees to achieve industry-recognized competency standards that have been identified by the Minnesota Department of Labor Industry (DLI) under the Minnesota PIPELINE Project.

Dual training programs should include structured on-the-job training and related instruction through a training institution/program in one of the following areas:

- Advanced manufacturing
- Agriculture
- Health care service
- Information technology industries

OHE requests applications from employers who have developed a dual training program in collaboration with a training institution/program to deliver the related instruction to specified students/employees. The employer must employ the students/employees participating in the PIPELINE Project Dual Training Program.

## Eligible Industries, Occupations and Competency Standards

Minnesota statutes [175.45, subd. 2](#) define a competency standard as the specific knowledge and skills necessary for a particular occupation.

DLI has identified competency standards for the following industries and occupations. For the current grant award cycle, you may only use dual training grants to meet competency standards in the following industries and occupations:

Industry	Occupations				
Advanced Manufacturing	Machinist/CNC Operator	Maintenance and Repair Worker	Mechatronics Technician	Welder	
Agriculture	Agronomist		Mechanic, Industrial Truck (agriculture)	Swine manager	
Healthcare Services	Health Support Specialist		In-Patient Psychiatric/Mental Health Technician	Out-Patient Psychiatric/Mental Health Technician	
Information Technology	Security analyst	Service Desk/ Front Line Support	Software Developer	Back End Web Developer	Front End Web Developer

DLI has created planning guides detailing competency standards for each of the above industries and occupations to help employers and training institutions/programs develop the dual training program that will be delivered. The planning guides are available at the following links:

[Advanced Manufacturing Occupations Planning Guide](#)

[Agriculture Occupations Planning Guide](#)

[Healthcare Services Occupations Planning Guide](#)

[Information Technology Occupations Planning Guide](#)

As additional competencies are approved by DLI, the industries and occupations eligible for dual training grants will be expanded for future grant award cycles.

## Funding Availability

The total amount of funding available in state fiscal year 2016 is \$970,000.

The maximum individual grant award is \$150,000 per employer/organization and \$6,000 per student/employee. Grants for each student/employee must be reduced by any amount of federal Pell grant and Minnesota State Grant the student/employee is eligible to receive while participating in the related instruction. Student/employees receiving training at a postsecondary institution must apply for these grants as a condition of payment of this grant. Each student/employee must file a Free Application for Federal Student Aid at <https://fafsa.ed.gov>.

## Eligible Applicants

An employer or an organization (representing a group of employers) is eligible to apply for a grant to train an individual who they employ and if all of the following apply:

1. The employer has an employee(s) who will be trained in one of the above occupations for which competency standards have been identified by DLI.
2. The employee has not attained the competency standard(s) prior to the commencement of the planned training.
3. The employee's location of employment is in Minnesota.
4. The employer has an agreement with a training institution/program detailing the competencies being met. Training must be provided by an institution/program with qualified trainers to instruct on the competency standard. Training need not address all components of a competency standard and may address only the competencies that an employee is lacking. The Training Agreement is provided in Appendix II of this application.

## Required Employer Match

A large employer, whose annual revenue exceeds \$25,000,000 in the previous calendar year as defined by Minnesota statute [136A.246](#) subd. 6, must pay for at least 25 percent of the training institution/program's charge for each student/employee.

We will only make grant award payments once we receive notice from the training institution/program that the employer has paid the 25 percent match. If the employer does not pay the applicable 25 percent match, within 15 business days of the start of the academic term or training start date, the grant will be rescinded and the employer will be responsible for paying the employer match and grant amount directly to the institution/program.

If an employer's annual revenue is under \$25,000,000, and is not providing a match of at least 25 percent, the employer will need to submit a financial statement with their grant application indicating annual revenue under \$25,000,000 in the previous calendar year.

## Application Instructions

You must submit all applications by e-mail to [PIPELINE.Project@state.mn.us](mailto:PIPELINE.Project@state.mn.us) by **November 16, 2015**. We will not consider incomplete or late applications. All costs incurred in responding to this application will be the responsibility of the applicant. Applications must provide detailed responses to all the items outlined in the Request for Applications.

One week after the Request for Applications is released, a list of frequently asked questions will be posted at [https://www.dli.mn.gov/Pipeline\\_app.asp](https://www.dli.mn.gov/Pipeline_app.asp). Prospective applicants who have any additional questions regarding this grant application may e-mail questions to [PIPELINE.Project@state.mn.us](mailto:PIPELINE.Project@state.mn.us). Please submit questions by November 9, 2015 to allow adequate time for response prior to the application deadline.

## Application Evaluation

The application review committee will consist of OHE and DLI staff and an external reviewer. We will review applications first to verify that the following minimum eligibility requirements have been met. Applications that fail to meet minimum eligibility requirements will not advance to the scoring phase of the review.

### Minimum Eligibility Requirements (Scored as Pass/Fail)

We will consider the following on a pass/fail basis:

1. OHE received the application on or before **November 16, 2015**.
2. Training agreement demonstrates how the dual training program meets PIPELINE occupational competency standards identified by DLI.

## Scoring Criteria

Applications will be scored based on the following criteria and points.

Criteria	Points
Training leads to a degree, certificate, credential, or diploma	25
Student/employees will have additional employment opportunities as a result of the training	20
Per employee cost of training and employer cost match minimizes costs to student/employees	20
Projected increase in compensation for student/employees as a results of the training	15
Training agreement includes On-The-Job Training and Related Instruction to achieve PIPELINE Competencies	10
Training agreement includes Industry-Sector Technical Competencies and Occupation-Specific Competencies	10

## Additional Evaluation Criteria

The following criteria will also be factors in the evaluation:

1. Balance of grant recipients whose work site is within and outside the metropolitan area as defined by Minnesota Statute [473.121, subd 2.](#)
2. Balance of grant recipients across industries and employer size
3. Aggregate state and regional need for employees with the competency

## Application Content

This grant application requires information from multiple entities. The Employer or Organization/Agency is the Applicant and is therefore responsible for compiling materials from student/employees and the training institution/program to complete the application.

Applicants are required to submit the following materials:

1. Dual Training Competency Grant Employer Application  
To be completed by the employer applying for the grant.
2. Appendix I - Student/Employee Information  
To be completed and signed by each student/employee  
Submit Appendix I for each student/employee to be covered under the grant.
3. Appendix II - Training Agreement  
To be completed by the employer and the training institution/program.

If an employer is not providing a match of 25% or greater, the applicant must also submit:

4. Financial statement from the previous calendar year indicating annual revenue under \$25,000,000.

If an organization or agency is applying for the grant on behalf of multiple employers, the applicant must submit:

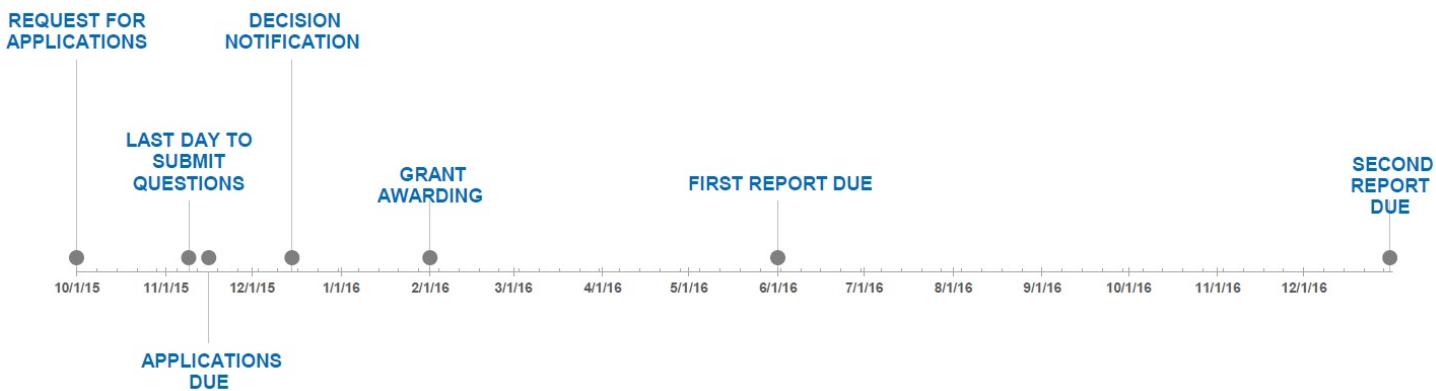
5. Appendix III - Organization/Agency Information as well as an Employer Application for each employer under the grant application.

## Grant Provisions

Below is an overview of some of the requirements, terms and conditions of this program.

- **Timeline**

Questions should be submitted by November 9, 2015 to allow adequate time for response prior to the application deadline. The deadline to submit applications is November 16, 2015. The review committee will make recommendations and final decision notifications will be announced in mid-December 2015. Grant funds can be used for training the student/employee(s) over the period of one calendar year. The grant period will be January 1, 2016 to December 31, 2016. Selected grant applicants are required to submit two evaluation reports to OHE on June 1, 2016 and December 31, 2016.



- **Grant Disbursement Schedule**

We will disburse the grant funds directly to the training institution/program. They will apply these funds to each student/employee's account as applicable.

We will award the training institution/program \$6000 per student/employee under the grant. Training institutions/programs eligible for federal and state student aid programs will be responsible for awarding grant funds to the student/employee accounts less the amount of any Pell grant and Minnesota State Grant the student is awarded. The training institution/program is responsible for refunding the unapplied amount of the grant to OHE.

- **Grant Reporting and Monitoring**

Selected grant applicants are required to submit two evaluation reports to OHE. The first report is due by June 1, 2016. The second report is due by December 31, 2016. The reports must evaluate and measure the extent to which program outcomes were met and include student/employee record-level outcomes.

The employer must submit a data file, in the file format provided by OHE, incorporating the following data elements for each student/employee:

- Student/employee first and last name
- Whether student/employee completed training covered by the grant
- Continuation and/or completion of training beyond the grant
- Hours employed pre- and post-training by the employer
- Wage pre- and post-training

Additionally, the training institution/program must submit to financial monitoring of the grant funds in compliance with state laws.

Eligibility for future dual training grants is contingent on fulfillment of reporting and monitoring requirements.

- **Audits**

Per Minnesota statute §16B.98, Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee, training institution/program, or other party that are relevant to the grant or transaction are subject to examination by the granting agency (OHE) and either the legislative auditor or the state auditor, as appropriate, 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.

## General Application Requirements

### **Conflicts of Interest**

Per Minnesota statute §16B.98 and Office of Grants Management Policy 08-01, OHE will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers. 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 suspected, disclosed or discovered, the applicant or grantee will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

### **Application Contents Accuracy**

By submission of an application, the applicant affirms that the information provided is true, correct and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification.

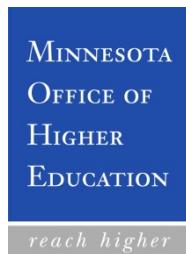
### **Reimbursements**

The State will not reimburse any travel and subsistence expenses actually and necessarily incurred by the applicant as a result of the applying for or being awarded the grant.

### **Public Data**

Per Minnesota statute §13.599

- Names and addresses of grant applicants will be public data once applications are opened.
- All remaining data in applications (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant 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 §13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).



The PIPELINE Project Dual Training Grants are a joint initiative of the Minnesota Office of Higher Education and Department of Labor and Industry. Please direct questions regarding this program to [PIPELINE.Project@state.mn.us](mailto:PIPELINE.Project@state.mn.us).

# PIPELINE Project Dual Training Grant

## Employer Application

Employer		
Address		
City	State	Zip Code
Primary Contact Name	Phone	
Title	Email	
<b>Dual Training Competency Standard</b>		
Industry	Occupation	
<b>Related Instruction Costs</b>		
Number of Student/Employees Participating in Training (Complete Appendix I for each)		A.
Per Student/Employee Cost of Training Provided by Institution/Program (from Appendix II)		B.
Total Cost of Training (A x B)		C.
Amount of Employer Match per Student/Employee (see instructions for match requirements)		D.
Training Cost to Student/Employee (B - D - \$6000 grant award)		E.
Requested Grant Amount (\$6000 x A)		F.
<b>Additional Information</b>		
Location of Employees' Work Site (City, State, Zip Code, and County)		
Average Hourly Wage of Employees in Grant Application	Projected Post-Training Hourly Wage	Projected Increase in Compensation
Describe the additional employment opportunities student/employees will have as a result of the training (career pathway, promotional opportunities internal and external, etc.)		

I understand that some or all of the information provided in this application may be made public. I certify that all information provided herein is true, correct and reliable for purposes of evaluation for potential grant award, and understand that submission of inaccurate or misleading information may be grounds for disqualification.

Signature of Employer Primary Contact

Date

## Appendix I: Student/Employee Information

Instructions: Submit Appendix I for each student/employee included in grant application. To be completed and signed by student/employee.

Employee Full Name	SSN Last 4 Digits	Date of Birth (mm-dd-yyyy)
Home Address, City, State, Zip Code		
Phone Number	Email	
Gender	Race/Ethnicity	
What is the highest level of education you have completed prior to participating in the dual training program?		
<input type="checkbox"/> HS diploma/GED <input type="checkbox"/> Postsecondary certificate <input type="checkbox"/> Associate's degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Other _____		
Are you currently enrolled in a postsecondary institution? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, what institution are you enrolled at?		
Postsecondary Institution: _____ Enrollment Date: _____		
<b>Employer Information</b>		
Employer Name		
Current Occupation or Job Title	Date of First Employment	Current Wage \$      /hour
Current Average Hours Worked hours/week		
<b>Related Instruction</b>		
Dual Training Related Instruction Training Institution/Program Name		
If enrolling in a postsecondary institution, have you completed a Free Application for Federal Student Aid (FAFSA) and submitted it to the above institution as required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date FAFSA Submitted

### AUTHORIZATION TO RELEASE STUDENT INFORMATION

I hereby authorize the above named training institution/program and employer to release and/or orally discuss my education and employment records described below to the Minnesota Office of Higher Education, and Departments of Labor and Industry and Employment and Economic Development. The specific records covered by this release are:

- Registration (add/drops/withdrawals)
- Grade reports and transcripts
- Wage detail and hours
- Verification of credential received
- Financial aid information
- Payment information

I am giving this consent freely and voluntarily, and I understand the consequences of my giving this consent. I understand that I will be responsible for paying the cost of the training less the grant award and my employer's contribution, \$\_\_\_\_\_ (from Employer Application Page 1, Related Instructions Cost, Row E), without other financial aid that I apply for and receive.

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Signature of Student/Employee

Date

## Appendix II: Training Agreement

The purpose of this form is to demonstrate to the Minnesota Office of Higher Education (OHE) and Department of Labor and Industry (DLI) that a relationship and agreed upon training plan are in place between an employer/organization and related instruction provider. A partnership of this type must be in place and approved by DLI to meet the minimum eligibility requirements for dual training grant funds.

According to Minnesota Statute 136A.246, training may be provided by any institution/program having trainers qualified to instruct on the competency standard. Approved industries, occupations and competency documents can be found at <http://www.dli.mn.gov/Pipeline.asp>.

### PIPELINE Project Industry and Occupation

Industry:

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Occupation:

### Employer Information

Company Name:

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Street Address:

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City, State, Zip

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Primary Contact:

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Phone:

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Email Address:

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### Related Instruction Provider Information

Training

Institution/Program:

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Street Address:

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City, State, Zip

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Program Contact:

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Phone:

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Email Address:

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Billing Contact:

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Phone:

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Email Address:

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**PIPELINE Project Validated Occupational Competencies****Related Instruction Details**

Related Instruction Training Outcome (Name of Degree, Certificate, Credential, or Diploma)

Type of Credit (if applicable)

Undergraduate Credit     Continuing Education Unit     Graduate Credit     Post Graduate Credit     Other

Program/Course Title \_\_\_\_\_ Credits/Planned Hours \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Type of Instruction     Classroom     Online     Other: \_\_\_\_\_

Number of Trainees \_\_\_\_\_

PIPELINE \_\_\_\_\_

Competencies Met \_\_\_\_\_

Program/Course Title \_\_\_\_\_ Credits/Planned Hours \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Type of Instruction     Classroom     Online     Other: \_\_\_\_\_

Number of Trainees \_\_\_\_\_

PIPELINE \_\_\_\_\_

Competencies Met \_\_\_\_\_

Program/Course Title \_\_\_\_\_ Credits/Planned Hours \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Type of Instruction     Classroom     Online     Other: \_\_\_\_\_

Number of Trainees \_\_\_\_\_

PIPELINE \_\_\_\_\_

Competencies Met \_\_\_\_\_

Program/Course Title \_\_\_\_\_ Credits/Planned Hours \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Type of Instruction     Classroom     Online     Other: \_\_\_\_\_

Number of Trainees \_\_\_\_\_

PIPELINE \_\_\_\_\_

Competencies Met \_\_\_\_\_

**PIPELINE Project Validated Occupational Competencies****On-The-Job (OJT) Training Details**

OJT Description \_\_\_\_\_ Planned Hours \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer Contact \_\_\_\_\_

Number of Trainees \_\_\_\_\_

PIPELINE  
Competencies Met \_\_\_\_\_

OJT Description \_\_\_\_\_ Planned Hours \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer Contact \_\_\_\_\_

Number of Trainees \_\_\_\_\_

PIPELINE  
Competencies Met \_\_\_\_\_

OJT Description \_\_\_\_\_ Planned Hours \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer Contact \_\_\_\_\_

Number of Trainees \_\_\_\_\_

PIPELINE  
Competencies Met \_\_\_\_\_

OJT Description \_\_\_\_\_ Planned Hours \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer Contact \_\_\_\_\_

Number of Trainees \_\_\_\_\_

PIPELINE  
Competencies Met \_\_\_\_\_

### Related Instruction Costs

Cost of Related Instruction Training per Student/Employee	Amount
Tuition/Course Cost (does not include development cost of any course)	\$
Student Fees (if applicable)	\$
Books and/or other required classroom materials	\$
Subtotal	\$
Employer Match	\$
<b>Total Cost per Student/Employee after Employer Match</b>	<b>\$</b>

Additional cost information:

### Required Agreement

We as the employer and training provider agree, to the best of our ability, to provide appropriate work opportunities for the trainee(s) and encourage him/her to successfully complete the training program/course.

For the PIPELINE Project Dual Training Grant, \_\_\_\_\_ (*employer*) agrees to the following:

- Provide a mentor to assist trainee(s) through the dual training program.
- Work with the related instruction provider to ensure curriculum aligns with validated PIPELINE Project occupational technical competencies.

For the PIPELINE Project Dual Training Grant, \_\_\_\_\_ (*training provider*) agrees to the following:

- Provide related instruction for the identified occupation and PIPELINE Project competencies.

#### Signatures of Authorized Representatives

Employer Primary Contact

Training Institution/Program Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### Appendix III: Organization/Agency Information

Instructions: If an organization or agency is applying on behalf of multiple employers, complete and submit Appendix III. Also submit a completed employer application page for each employer listed below.

Organization		
Address		
City	State	Zip Code
Primary Contact Name	Phone	
Title	Email	
<b>Dual Training Competency Standard</b>		
Industry	Occupation	
<b>Employer Names</b>		<b>Number of Employees to Participate in Dual Training</b>