



Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227  
(651) 642-0567 or 1-800-657-3866  
[info@ohe.state.mn.us](mailto:info@ohe.state.mn.us)  
[www.ohe.state.mn.us](http://www.ohe.state.mn.us)

**REQUEST FOR APPLICATION**  
**DUAL TRAINING GRANT**

MINNESOTA STATUTES 136A.246

**IMPORTANT DATES:**

Application Open – March 2, 2021

Application Close – April 16, 2021

Award Notice to Applicants – May 25, 2021

**PROGRAM PERIOD:**

August 2021 – August 2022

## Table of Contents

Grant Overview .....	1
Funding Availability.....	3
Minimum Requirements .....	4
Eligibility .....	4
Priorities .....	5
Collaboration.....	6
Selection Criteria and Weight .....	6
Application Content .....	7
Part 1 - Application .....	7
Part 2 - Application Documents .....	7
Dual-Training Program Outline.....	7
Related Instruction Training Provider Selection .....	7
Training Agreement.....	9
Part 3 - Applicable Application Documents .....	10
Financial Review Process .....	10
Exemption from Licensure Application.....	11
Application Submission .....	11
Review Process and Timeline.....	11
Conflicts of Interest .....	12
Public Data .....	13
Grant Provisions.....	13
Frequently Asked Questions .....	13
Expenditures .....	14
Orientation .....	14
Work Plan and Budget.....	14
Dual Trainee Participation Agreement.....	15
Financial Aid Applications .....	15
Business with the State .....	15
Grant Contract .....	16
Accountability and Reporting .....	16
Grant Payments .....	16

Grant Reporting .....	17
Grant Monitoring.....	17
Audits.....	18
Affirmative Action and Non-Discrimination .....	18
Voter Registration.....	19
Contact Information .....	19
Application Documents Available Online.....	19

**REQUEST FOR APPLICATION  
DUAL TRAINING GRANT  
MINNESOTA STATUTE 136A.246**

**Grant Overview**

In support of the Minnesota Dual-Training Pipeline (<http://www.dli.mn.gov/pipeline>) and in response to Minnesota employers, the 2015 Minnesota Legislature established the Dual Training Competency Grants (DTG) program (<https://www.ohe.state.mn.us/mPg.cfm?pageID=2160>). The Office of Higher Education (OHE) is responsible for administering the DTG program while working in consultation and collaboration with the Department of Labor and Industry (DLI) who is responsible for administering the Minnesota Dual-Training Pipeline. The statute governing the grant program is located in Minnesota Statutes 136A.246 Dual Training Competency Grants (<https://www.revisor.mn.gov/statutes/cite/136A.246>).



The DTG program is a funding source that generates collaborative and strategic educational solutions between employers and related instruction training providers across Minnesota. The dual-training model pairs on-the-job training with formal related instruction to create a robust learning environment resulting in skilled employees and enhanced company culture. Registered apprenticeship programs have a long history in Minnesota, and the DTG program can successfully act as a gateway to apprenticeship by leveraging many of the techniques utilized in apprenticeship models to help employers upskill their workforce.

Employers or organizations of employers may apply for DTG funds to train employees in occupations for which the Minnesota Dual-Training Pipeline has identified competency standards among the four industries of Advanced Manufacturing, Agriculture, Health Care Services and Information Technology. The DTG reimburses grantees for related instruction costs of tuition, fees, required books, and required materials of their dual trainees. Related instruction supported by the DTG must result in an industry-recognized degree, certificate, or credential.

Employers participating in the MN Dual-Training Pipeline are not required to apply for the DTG program. The grant is one resource for financially supporting related instruction of dual-training programs. In addition, employers applying for the DTG program are not required to have or pursue registered apprenticeship. The grant utilizes techniques of the apprenticeship-model and allows more flexibility in the design of training.

Upcoming lists provide general overviews of eligible applicants, programs, industries, and occupations.

DTG **applicants** include employers or organizations of employers defined as follows:

- For-Profit Organization: an organization formed for the purpose of earning a profit.
- Non-Governmental (Non-Profit) Organization: a nonprofit, also known as a charitable organization, which is formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. The organization meets the definition in Minnesota Statutes 390.50 Solicitation of Charitable Funds, Subdivision 4 (<https://www.revisor.mn.gov/statutes/cite/309.50#stat.309.50.4>) and meets the definitions defined in the Internal Revenue Service code, with the most common type being a 501 (c) (3).
- Municipality: a county, town, city, school district, or other municipal corporation or political subdivision of the state. The organization meets the definition in Minnesota Statutes 471.345 Uniform Municipal Contracting Law, Subdivision 1 (<https://www.revisor.mn.gov/statutes/cite/471.345>). Municipality includes Minnesota State Colleges and Universities system.
- State Agency: any state officer, employee, board, commission, authority, department, entity, or organization of the executive branch of state government. The organization meets the definition in Minnesota Statutes 16B.01 Definitions, Subdivision 2 (<https://www.revisor.mn.gov/statutes/cite/16B.01>).
- Tribal Sovereign Nation: any Indian tribe acknowledged as a sovereign nation by the U.S. constitution.

DTG funds must be used for dual-training **programs** which:

- Involve dual trainees who are employed and physically work at a permanent work location within Minnesota
- Meet competency standards through means of on-the-job training by the employer and related instruction by a qualified training provider
- Result in dual trainee earning an industry-recognized degree, certificate, or credential through a qualified related instruction training provider upon successful completion of the dual-training program (certificate of completion programs are not sufficient)

Below are MN Dual-Training Pipeline validated **industries** and **occupations** eligible to receive DTG funds. Any occupation followed by an asterisk (\*) was recently added in 2021.

Advanced Manufacturing:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Computer Numerical Control (CNC) Programmer</li> <li>• Coordinate Measuring Machine (CMM) Programmer</li> <li>• Extrusion Molding Technician</li> <li>• Flexo Technician</li> </ul> | <ul style="list-style-type: none"> <li>• Injection Molding Technician</li> <li>• Logistics and Supply Chain Manager</li> <li>• Machinist/Tool and Die Maker</li> <li>• Machinist/CNC Operator</li> <li>• Maintenance and Repair Worker</li> <li>• Manufacturing Engineer*</li> <li>• Manufacturing Production Supervisor*</li> <li>• Mechatronics Technician</li> </ul> |
|--|---|

- Print Press Operator
- Quality Assurance/Food Safety Supervisor
- Quality Assurance Technician
- Robotics Operator\*
- Safety Technician
- Solderer
- Welder

#### Agriculture:

- Agriculture Equipment Mechanic
- Agriculture Finance/Lender\*
- Agronomist
- Application Technician
- Crop Farm Manager
- Farm Animal Manager
- Grain Merchandiser
- Horticulture Farm Manager
- Quality Assurance/Food Safety Supervisor
- Swine Technician (grow finish)
- Swine Technician (sow farm)

#### Health Care Services:

- Addiction Specialist
- Certified Nursing Assistant (CNA)
- Community Health Worker
- Community Paramedic\*
- Critical Care Nurse\*
- Dental Assistant
- Dental Hygienist
- Electronic Health Records Specialist
- Emergency Medical Technician (EMT) to Paramedic Pathway\*
- Health Support Specialist
- Licensed Practical Nurse (LPN)
- Medical Assistant

- Medical Laboratory Assistant
- Medical Laboratory Technician
- Ophthalmic Technician
- Pharmacy Technician\*
- Phlebotomist\*
- Psychiatric/Mental Health Technician In-Patient
- Psychiatric/Mental Health Technician Out-Patient
- Radiologic Technologist
- Registered Nurse (RN)
- Respiratory Therapist\*
- Senior Living Culinary Manager
- Surgical Technologist
- Wound, Ostomy and Continence Nurse (WOC)\*

#### Information Technology:

- Information Management and Analytics Pathway
- Information Security Pathway
- Infrastructure Administration Pathway
- Programming, Development and Engineering Pathway
- Security Analyst
- Service Desk/Front Line Support or Computer User Support Specialist
- Software Developer
- Software Testing and Quality Assurance Pathway
- Support Pathway
- Technical Planning Pathway
- Web Developer – Back End
- Web Developer – Front End

## **Funding Availability**

Total appropriation for DTG during Fiscal Year 2021 was \$2,000,000. Of the appropriation, up to an allocation of \$100,000 is for agency administrative costs. The total amount remaining for grant awards is \$1,900,000.

This is the tenth release of the request for application. Based upon current grant utilization among grantees and received appropriations, up to **\$2,800,000** is available for this grant round. Any future grant rounds will be contingent upon available funds. The intention is to award as many grants as possible within the means of available funds.

The maximum individual grant award is **\$150,000** per applicant with a **\$6,000** per dual trainee maximum. Awards can only be used toward the costs of related instruction (tuition, fees, required books, and required materials). Any related instruction costs over \$6,000 per dual trainee will be the responsibility of the grantee and/or dual trainee. 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.

In addition, a dual trainee cannot be included in coinciding grant rounds. For example, if a dual trainee is participating in a grant round that operates from September to August, the dual trainee cannot also participate in a separate grant round that operates from January to December because several months would overlap.

A committee representing content and community specialists with regional knowledge will review and score applications through a competitive process. The Office of Higher Education will notify and announce grantees in **May 2021**. If selected, a grantee may only incur eligible expenditures when the grant contract is fully executed and the grant has reached its effective date. Related instruction coursework and charges cannot begin until the grant contract is effective. No exception will be made to this rule.

## **Minimum Requirements**

All applicants must meet eligibility requirements and submit all necessary application content to be considered for this grant opportunity. Late or incomplete applications will not progress to the review committee.

## **Eligibility**

Applicants must meet the eligibility requirements below in order to be fully considered for this grant opportunity:

- Be an employer or organization of employers
- Have or will have a dual-training program aligned with the 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 the commencement of training
- will earn an industry-recognized degree, certificate, or credential upon completion of dual-training program
- Enter into agreement with a qualified related instruction training provider who meets all of the following:
  - Meets standards to operate legally in Minnesota:
    - Operated by the State of Minnesota or the Board of Regents of the University of Minnesota;
    - Registered as a postsecondary institution by the Office of Higher Education: <http://www.ohe.state.mn.us/sPages/PIRInsts.cfm>;
    - Licensed as a postsecondary institution by the Office of Higher Education: <http://www.ohe.state.mn.us/sPages/141Insts.cfm>; or
    - Exempt from licensure as a training provider by the Office of Higher Education:
      - If eligible for exemption from licensure but do not have a valid exemption certificate on file, please complete and submit the application document: Exemption from Licensure Application.
  - Provides instructor-led related instruction associated with the MN Dual-Training Pipeline occupations
    - Instructor as defined by Minnesota Administrative Rule 4880.1900 Standards for Instructors (<https://www.revisor.mn.gov/rules/4880.1900/>)
  - Authorized to award industry-recognized degrees, certificates, and/or credentials aligned with the MN Dual-Training Pipeline occupations (certificate of completion programs are not sufficient)
- Contribute at least 25% of the related instruction costs for each dual trainee, if annual gross revenue exceeds \$25,000,000 in the previous calendar year
- Be up-to-date on all prior monitoring, reporting, and reimbursement requirements, if a prior DTG recipient

## **Priorities**

The State of Minnesota is committed to ensuring fairness, precision, equity, and consistency in competitive grant awards.

As written in statute, priority is granted to applicants with dual-trainee populations who graduated from high school or passed General Educational Development (GED) exams on or after **January 1, 2021**.

Subsequently, as a means to fulfill the intent of the grant program, priority is granted to applicants with dual trainee populations continuing in dual-training programs from previous grant rounds.

If an application is awarded based solely upon a priority criteria and not based upon application score, the grantee will be restricted to training dual trainees who meet the priority criteria. No exception will be made to this rule.

## **Collaboration**

Applicant collaboration is permissible concerning an organization of employers applying for the grant on behalf of multiple employers. Examples of organizations include but are not limited to industry membership organizations, economic development organizations, and chambers of commerce.

Applicants and related instruction training providers may collaborate on the content of the application, but applications must be written and submitted by eligible applicants.

## **Selection Criteria and Weight**

The scoring factors and weight that applications will be judged are based on the:

- 2021 available funds
- Priority criteria
- Score criteria
- Dual trainee work locations outside and within the metropolitan area
- Dual trainee occupations among advanced manufacturing, agriculture, health care services, and information technology
- Dual trainee employment at small and large employers

The review committee will utilize a 100-point standardized scoring system and determine the extent to which the applicant meets criteria:

- Criterion 1: The dual-training program is robust and complete (60 Points)
  - Related instruction supports the occupation and aligns with MN Dual-Training Pipeline dual-training competencies (20/60 Points)
  - On-the-job training supports the occupation and aligns with MN Dual-Training Pipeline dual-training competencies (20/60 Points)
  - Related instruction correlates with on-the-job training (20/60)
- Criterion 2: Direct costs of related instruction (tuition, fees, books, and materials) are minimized for dual trainees (10 Points)
- Criterion 3: Additional employment opportunities for dual trainees as a result of dual training (20 Points)
- Criterion 4: Increase in compensation for dual trainees as a result of dual training (10 Points)

## **Application Content**

Applicant must submit all application content by the deadline date to be considered complete. The Office of Higher Education does not discriminate on the basis of disability in the admission or access to, or treatment or employment, in its programs or activities. The following application materials can be made available in an alternative format to individuals by calling (651) 355-0609.

### **Part 1 - Application**

The application is available here: [https://www.ohe.state.mn.us/ssl/DTG/ind\\_app.cfm](https://www.ohe.state.mn.us/ssl/DTG/ind_app.cfm). The document requests general information. An applicant may select multiple occupations per application. If an applicant is applying for multiple industries, submit one application per industry.

Please reference application content resources available here:

<http://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

### **Part 2 - Application Documents**

- Dual-Training Program Outline
- Related Instruction Training Provider Selection
- Training Agreement

#### **Dual-Training Program Outline**

The format and content of the Dual-Training Program Outline is available online at

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

The Dual-Training Program Outline is essential to the application process. The outline directly correlates with the selection criteria. Applicants should be clear and concise in their responses.

Applicants may attach *minimal* graphs and charts to enhance the content of the outline.

#### **Related Instruction Training Provider Selection**

The format and content of the Related Instruction Training Provider Selection is available online at

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

Applicants are required to have an agreement with at least one or more qualified related instruction training provider(s) upon application submission. To ensure integrity, compliance with conflict of interest requirements, accessibility, equal opportunity and transparency, employers/organizations must follow a process in selecting related instruction training providers

that meets the spirit and intent of fair, open, and competitive bidding. Documentation supporting the related instruction training provider selection process must accompany all DTG applications.

LIMITED EXCEPTION WITH APPROVAL: Only previous grantees with dual-trainee populations who are continuing their dual-training programs with the **same** related instruction training providers are exempt from this requirement. Applicants must contact the Office of Higher Education prior to submitting applications to obtain approval for this exception.

Related instruction training provider selection process requirements are listed below based upon applicant's type of employer or organization of employers:

### ***For-Profit Organization, Non-Governmental Organizations and Tribal Sovereign Nations***

For-profit Organizations, Non-Governmental (non-profit) Organizations and Tribal Sovereign Nation applicants must complete all of the following:

- 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 application document: Related Instruction Training Provider Selection.

Targeted Vendors Lists:

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<http://www.mmd.admin.state.mn.us/process/search/>)
- Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucp.metc.state.mn.us/>)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central>)

### ***Municipalities***

Municipalities include Minnesota State Colleges and Universities system. Municipality applicants must complete all of the following:

- Determine and document related instruction training provider selection criteria (examples: competencies, costs, location, format)

- Follow the contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minnesota Statutes 471.345 Uniform Municipal Contracting Law (<https://www.revisor.mn.gov/statutes/cite/471.345>)
- Submit application document: Related Instruction Training Provider Selection.

Municipalities are encouraged to use Targeted Vendor Lists and/or utilize procurement from economically disadvantaged persons as defined in Minnesota Statutes 471.345 Uniform Municipal Contracting Law, Subdivision 8 (<https://www.revisor.mn.gov/statutes/cite/471.345>).

### **State Agency**

State Agency applicants must complete all of the following:

- Determine and document related instruction training provider selection criteria (examples: competencies, costs, location, format)
- Follow State Procurement Law as defined in Minnesota Chapter 16C (<https://www.revisor.mn.gov/statutes/cite/16C>). Contact Authority for Local Purchase Management Team (<http://www.mmd.admin.state.mn.us/mn06003.asp>) for technical assistance.
- Submit application document: Related Instruction Training Provider Selection.

### **ALL Applicants**

All applicants must:

- Not contract with vendors/training providers who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>
- Maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts
- Follow prevailing wage requirements for projects that include construction work of \$25,000 or more per Minnesota Statutes 177.41 State Projects and State Highway Construction (<https://www.revisor.mn.gov/statutes/cite/177.41>)

### **Training Agreement**

The format and content of the Training Agreement is available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

A training agreement must be submitted for each related instruction training provider included in the application. Applicants continuing related instruction with training providers who participated in previous DTG rounds must also submit a new training agreement. The Training Agreement is contingent upon the applicant being awarded a grant.

The Training Agreement is not a legal contract between the applicant and related instruction training provider. The document is a means to acknowledge elements of planning for a dual-training program including, but not limited to, program availability, student privacy policies, billing procedures, and DTG requirements. Applicants may pursue contracts with related instruction training providers, but are not required to do so by the DTG.

### **Part 3 - Applicable Application Documents**

Additional application documents are reserved for applicants who are non-governmental organizations (non-profits), organizations with annual gross revenue below \$25,000,000 during the previous calendar year, and/or organizations who may be exempt from training registration and licensing requirements.

- Financial Review Process
- Exemption from Licensure Application

### **Financial Review Process**

#### ***All Applicants***

All organizations applying for DTG with annual gross 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.

## **Exemption from Licensure Application**

The format and content of the Exemption from Licensure Application is available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

All training providers must operate legally in Minnesota. Please review the [Eligibility](#) section of this request for application for a list of legal operation statuses. This is a State statute governed through administrative rules in an effort to ensure consumer protection for those individuals participating in training and safeguard funding provided by the State. More information to determine status is available online at <http://www.ohe.state.mn.us/mPg.cfm?pageID=197>.

Related instruction training providers who do not have a valid exemption certificate and who may be exempt from licensing requirements are required to complete the application document: Exemption from Licensure Application.

Related instruction training providers with valid exemption certificates do not need to take further action.

## **Application Submission**

The Office of Higher Education must receive all application content no later than 11:59 p.m. central time, on **April 16, 2021**.

Late or incomplete applications will not be considered. The applicant will incur all costs incurred in applying to this request for application. By submission of application content, the applicant affirms the information provided is true, correct and reliable for purposes of evaluation for a potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification.

Submit application content via email:

Email: [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us)

## **Review Process and Timeline**

The Office of Higher Education in collaboration with the Department of Labor and Industry will ensure applicants meet all minimum and eligibility requirements. If requirements are not met, the application will not be submitted to the review committee.

The review committee will evaluate all eligible and complete applications received by the deadline.

The Office of Higher Education will review all committee recommendations and is responsible for award decisions. *The award decisions of the Office of Higher Education are final and not subject to appeal.*

Request for Application posted on the Office of Higher Education website: March 2, 2021

Application Writing Workshop (1:00 p.m. to 2:00 p.m. central time): March 8, 2021

Application Writing Workshop (10:00 a.m. to 12:00 p.m. central time): March 18, 2021

Applications **DUE** no later than 11:59 p.m. central time: **April 16, 2021**

Committee begins review of applications: 28, 2021

Committee recommendations submitted for review: May 12, 2021

Applicants notified: May 25, 2021

Selected grantees publicly announced: May 28, 2021

Mandatory Orientation (2:00 p.m. to 4:00 p.m. central time): June 3, 2021 OR

Mandatory Orientation (10:00 a.m. to 12:00 p.m. central time): June 7, 2021

Prepare grantee documents: June/July 2021

Sign grant contracts and begin dual training: July/August 2021

## Conflicts of Interest

The Office of Higher Education takes steps to prevent individual and organizational conflicts of interest, in reference to applicants, reviewers, and administrators per Minnesota Statutes 16B.98 Grants Management Process (<https://www.revisor.mn.gov/statutes/cite/16B.98>) and Conflict of Interest Policy for State Grant-Making ([http://www.mn.gov/admin/images/grants\\_policy\\_08-01.pdf](http://www.mn.gov/admin/images/grants_policy_08-01.pdf)) .

Organizational conflicts of interest occur when:

- Parties are unable or potentially unable to render impartial assistance or advice to the Office of Higher Education due to competing duties or loyalties
- Parties' 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 in question or disclosed, the parties will be notified and actions may be pursued, including (but not limited to) revising the grant work plan or parties duties to mitigate the risk; requesting parties to submit an organizational conflict of interest mitigation

plan; disqualification from eligibility for the grant award; amending the grant; or termination of the grant contract agreement.

## **Public Data**

Per Minnesota Statutes 13.599 Grants (<https://www.revisor.mn.gov/statutes/cite/13.599>),

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are open.
- All remaining data in proposal responses (except trade secret data as defined and classified in Minnesota Statutes 13.37 General Nonpublic Data (<https://www.revisor.mn.gov/statutes/cite/13.37>) will be public data after the evaluation process is complete. For the purposes of this grant, when all grant contract agreements have been fully executed.
- All data created or maintained by the Office of Higher Education as part of the evaluation process (except trade secret data as defined and classified in Minnesota Statutes 13.37 General Nonpublic Data) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

## **Grant Provisions**

2020 Minnesota Statute 136A.246; 175.45:

<https://www.revisor.mn.gov/statutes/cite/136A.246%20>

Total appropriation for DTG during Fiscal Year 2021 was \$2,000,000. Of the appropriation, up to an allocation of \$100,000 is for agency administrative costs. The total amount remaining for grant awards is \$1,900,000.

This is the tenth release of the request for application. Based upon current grant utilization among grantees and received allocations, up to \$2,800,000 is available for this grant round. Any future grant rounds will be contingent upon available funds. The intention is to award as many grants as possible within the means of available funds. The maximum individual grant award is \$150,000 per applicant with a \$6,000 per dual trainee maximum.

## **Frequently Asked Questions**

The online Frequently Asked Questions (<http://www.ohe.state.mn.us/sPages/faq.cfm>) provides an overview of some of the requirements, terms, and conditions of this funding opportunity.

Refer to the [Review Process and Timeline](#) section of this document for date of Application Writing Workshop hosted via webinar the Office of Higher Education.

Office of Grants Management – Grant Agreement Templates are available for review online at <https://mn.gov/admin/government/grants/policies-statutes-forms/>.

## **Expenditures**

Allowable grant expenditures are limited to related instruction costs directly required by related instruction training providers:

- Tuition
- Fees
- Required books
- Required materials
- Unacceptable expenditures include but are not limited to:
  - Course “Test-Out” or “Prior Learning Credit” fees
  - Exams not associated with courses
  - On-the-job training
  - Mileage reimbursement
  - Lodging
  - Meals
  - Program infrastructure
  - Administrative staff

## **Orientation**

Following award notification, the Office of Higher Education hosts mandatory two-hour orientation virtually for the (1) grantee and (2) grantee employer partners. Grantee employer partners include employers participating in the grant through a grantee who is considered an organization. Related instruction training providers are encouraged but not required to attend orientation. The purpose of orientation is to prepare grantees for the grant process and encourage strategic planning.

## **Work Plan and Budget**

Following award notification and prior to signing a grant contract, all grantees must complete and submit a Work Plan and Budget document in a form provided by the Office of Higher Education. The Work Plan and Budget includes detailed information about dual-trainee population, related instruction, individualized pathway plan, on-the-job training, and budget. Once the plan is approved, the Office of Higher Education must be consulted prior to a grantee making any changes to the Work Plan and Budget.

## **Dual Trainee Participation Agreement**

Following award notification and prior to signing a grant contract, all dual trainees must complete and submit a Dual Trainee Participation Agreement. The Office of Higher Education will provide grantees with a link to the form. The first purpose of the agreement is for a dual trainee to acknowledge and approve the release of information among the grantee, training provider, and Office of Higher Education. The second purpose of the agreement is to gather data for evaluation of the program.

The Dual Trainee Participation Agreement does request Social Security number information. Disclosure of the Social Security number is voluntary; however, failure to submit the Social Security number may prevent further processing of the agreement. A dual trainee cannot continue with a dual-training program through the DTG without a valid Dual Trainee Participation Agreement.

## **Financial Aid Applications**

Prior to a grantee receiving reimbursement through the DTG, all dual trainees attending Federal Pell and/or Minnesota state grants eligible programs must complete the Free Application for Federal Student Aid (FAFSA <https://studentaid.gov/h/apply-for-aid/fafsa>) or Minnesota state financial aid application (<http://www.ohe.state.mn.us/mPg.cfm?pageID=2065>). For the best interest of the dual trainee, financial aid applications should be completed as soon as possible to secure potential funding sources.

If a dual trainee qualifies for grants through financial aid applications, the grantee must still pay the full cost of related instruction before aid, within the means of the grant. This may result in the dual trainee receiving a financial aid refund directly from the related instruction training provider. In the circumstance that a dual trainee is receiving financial aid or outside funding that must be applied directly to tuition and fees, please contact the Office of Higher Education to discuss options related to participation through the DTG.

## **Business with the State**

Prior to signing a grant contract, all grantees must be registered vendors of the State of Minnesota's SWIFT System ([https://supplier.systems.state.mn.us/psc/fmssupap/SUPPLIER/ERP/c/NUI\\_FRAMEWORK.PT\\_LANDI\\_NGPAGE.GBL](https://supplier.systems.state.mn.us/psc/fmssupap/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDI_NGPAGE.GBL)). The grantee's federal tax identification number is required to complete registration. Contracts and grant reimbursement will be processed through the SWIFT vendor portal. Grantees who are already registered as vendors but do not remember information, should contact Minnesota Management and Budget (MMB) vendor helpline at (651) 201-8106 or [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us).

## Grant Contract

The authorized representative of the grantee and financial services staff of the Office of Higher Education must sign the grant contract through an electronic system as determined by the Agency. The grant becomes effective when the grant contract agreement is fully executed, the contract has reached the effective date, and the State's Authorized Representative has notified the grantee that work may commence. 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.

## Accountability and Reporting

### Grant Payments

Per State Policy on Grant Payments ([www.mn.gov/admin/images/grants\\_policy\\_08-08.pdf](http://www.mn.gov/admin/images/grants_policy_08-08.pdf)), the Office of Higher Education will process payment requests through a method of reimbursement. All grantee requests for reimbursement must correspond to the approved grant budget. The Office of Higher Education will review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant report before approving payment. Grant payments shall not be made on grants with past due reports unless the Office of Higher Education has given the grantee a written extension.

The Office of Higher Education will reimburse grantees only for eligible expenditures of related instruction costs of tuition, fees, required books, and required materials not to exceed the grant award and \$6,000 annual limit per dual trainee. The Office of Higher Education will not reimburse any travel and subsistence expenses actually and necessarily incurred by the applicant as a result of applying for, being awarded a grant, or through the grant period.

Grantees must submit the following items to request reimbursement **no later than 30 days** after the end of a term or set of courses:

- Invoice
  - Dual trainee name
  - Related instruction course names
  - Related instruction total cost
  - If applicable, 25% of related instruction cost covered by grantee
  - If applicable, related instruction cost covered by dual trainee
  - Related instruction cost charged to the grant

- Related Instruction Documents
  - Invoice from training provider to grantee
  - Dual trainee course schedule
  - Proof of payment from grantee to training provider

The Office of Higher Education reserves the right to request additional documentation for verification of reimbursement. The Office of Higher Education will promptly issue payment to a grantee within 30 days of receiving ALL required reimbursement documents.

The Office of Higher Education may approve alternative method of payment, if a grantee is unable to pay the related instruction training provider in advance based upon documentation of financial limitation and the related instruction training provider is capable and willing to invoice the Office of Higher Education. Please contact the Office of Higher Education for further details.

## Grant Reporting

All grantees are required to submit one data report to the Office of Higher Education upon completion of the grant contract period or one-year period (whichever comes first). In the instance of a grant extension, a grantee may be required to submit reports multiple times throughout the grant contract period. The estimated report deadline is **September 2022**. The Office of Higher Education will inform grantees of the report content and format.

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

## Grant Monitoring

Minnesota Statutes 16B.97 Grants Management

(<https://www.revisor.mn.gov/statutes/cite/16B.97>) and Policy on Grant Monitoring

([https://mn.gov/admin/assets/08%2010%20grants%20policy%20revision%20Dec%202016%20final\\_tcm36-265657.pdf](https://mn.gov/admin/assets/08%2010%20grants%20policy%20revision%20Dec%202016%20final_tcm36-265657.pdf)) require the following:

- 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.

In circumstances of the Office of Higher Education not being required to monitor a grantee based upon the above scenarios, the Office of Higher Education will consider requests from grantees to conduct monitoring services.

The Office of Higher Education 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 four months of the contract effective date.

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

## **Audits**

Per Minnesota Statutes 16B.98 Grants Management Process, Subdivision 8 (<https://www.revisor.mn.gov/statutes/cite/16B.98>), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last 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.

## **Affirmative Action and Non-Discrimination**

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified (<https://www.revisor.mn.gov/statutes/cite/363A.02>). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part 5000.3500 (<https://www.revisor.mn.gov/rules/5000.3500/>).

- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

## **Voter Registration**

The grantee will comply with Minnesota Statutes 201.162 Duties of State Agencies (<https://www.revisor.mn.gov/statutes/cite/201.162>) by providing voter registration services for its employees and for the public served by the grantee.

## **Contact Information**

Jacquelynn Mol Sletten  
Financial Aid Administrator  
Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
Saint Paul, MN 55108  
Email: [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us)  
Phone: (651) 355-0609

## **Application Documents Available Online**

All application documents are available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

- A: Dual-Training Program Outline
- B: Related Instruction Training Provider Selection
- C: Training Agreement
- D: Exemption from Licensure Application