



PIPELINE Project Dual Training Grant Request for Application (Reapplication Only)

Overview

The Minnesota Office of Higher Education (OHE), in collaboration with the Minnesota Department of Labor and Industry is releasing a special request for application for any grantee that was awarded a grant, and now would like to have their current students continue their training.

In April 2015, the Minnesota Legislature made changes to the Dual Training Grant program, including allowing the Student/Employee to receive grant funds for multiple years. Because of this, all prior grant recipients are now eligible to have their student/employees continue training in their current programs. However, in order to continue training the grantee/employer must apply every year of the grant..

Industries, Occupations, Competency Standards, and Credentials

Industries and occupations must remain the same in order to be considered a reapplication. A competency standard¹ is defined as the specific knowledge and skills necessary for a particular occupation.

DLI has identified competency standards for the following industries and occupations. Employers may only use dual training grants to meet competency standards in the following industries and occupations:

[Advanced Manufacturing Occupations Planning Guide](#)

[Agriculture Occupations Planning Guide](#)

[Healthcare Services Occupations Planning Guide](#)

[Information Technology Occupations Planning Guide](#)

As DLI approves additional competencies through the competency council process, the industries and occupations eligible for dual training grants will be expanded for future grant award cycles.

In addition to each student/employee attaining competencies, please be aware that all dual training programs must result in an industry recognized credential at the end of the complete training program, but not necessarily at the end of the grant.

Funding Availability

We are releasing this Request for Application only for existing grantees. If you are a returning grantee, but want to train new student employees, please see [the Request for Application for new applicants](#).

¹ Pursuant to [Minn. Stat. §175.45, Subd. 2](#)

The total amount available is \$192,000. We will send any money not awarded back to the Dual Training Grant fund to award to new grantees. Any additional grant rounds will be contingent on any remaining funds after this round of grants.

We will only award \$6,000 per individual student/employee. We will award grants after review of the review committee and approval from the Commissioner of the Office of Higher Education. Any amount over \$6,000 per individual will be the responsibility of the grantee or individual student/employee to pay.

Each student/employee may receive funding from this grant for a maximum of four years. A student/employee is not eligible to train for more than one occupation under this grant.

Eligible Applicants

An employer or an organization that represents a group of employers is eligible to apply for a Dual Training Grant, if they meet all of the following conditions:

1. The employer has at least one student/employee that is currently participating in the Dual Training Grant, and will continue with the training.
2. The student/employee has not attained the competency standard(s) prior to the commencement of the planned training.
3. The student/employee's location of employment is in Minnesota.
4. The employer must enter into an agreement with an approved training provider detailing the competencies being met prior to the formal grant award. The Related Instruction Training Provider will submit their proposal for training the student/employee for the next year.

Required Employer Match

A large employer, whose annual revenue exceeds \$25,000,000² in the previous calendar year, must pay for at least 25 percent of the training provider's charge for each student/employee.

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. Updated financial documentation will be required for all grant applicants wishing to waive the employer match requirement.

Application Instructions

Application Content

This grant application requires information from multiple entities. The Employer or Organization/Agency is the Applicant and is therefore responsible for compiling all materials from all parties.

Applicants are required to submit complete applications. After our initial review, we may ask an applicant to supply additional information to complete the application. If the application is not complete, and any requested follow up information and/or documentation is not provided, those applications will not be considered, as they will be incomplete. In order for the application to be considered complete, please submit the following materials:

² Pursuant to [Minn. Stat. §136A.246 Subd. 6](#)

1. **Employer Application and Training Plan for Returning Applicants** completed by the employer applying for the grant. Please submit the completed application, along with the following exhibits:
 - Exhibit A: Your original application and training agreement to this application,
 - Exhibit B: Your reports of training completed so far,
 - Exhibit C: Your most recently approved Work Plan and Budget from the grant contract.
2. **Related Instruction Training Form** from the training provider(s). If the related instruction training provider cannot complete this form, they may issue a signed letter of intent outlining the following:
 - a How many students will return to continue their training,
 - b How the credential, degree, or certificate issued by the training provider, is industry recognized,
 - c Possible list of classes that the student/employee will take to obtain the credential, degree, or certificate (i.e. list of classes in a letter, or attachment to the letter such as a printout from the training provider's website detailing the program is acceptable),
 - d How the trainers are qualified to provide the training, and
 - e An update in the total cost of the training for the next year.
3. A **financial statement** from the previous calendar year indicating annual revenue under \$25,000,000, only if an employer is **not** providing a match of 25% of the cost of training.

Application Submission

The deadline for application submission is **Friday, September 23, 2016, by 5:00 pm CDT**. We will not consider incomplete or late applications. All costs incurred in responding to this application request will be the responsibility of the applicant. Applications must provide detailed responses to all the items outlined in the Request for Applications.

Frequently asked questions from prior grant rounds are already posted to <http://www.ohe.state.mn.us/pdf/PipelineFAQ.pdf>. We will update this list every until **September 16, 2016**. Prospective applicants who have any additional questions regarding this grant application may e-mail questions to Tim Larson, the Grants Specialist at timothy.e.larson@state.mn.us. Any questions submitted after noon on **September 16, 2016** may not be answered.

Application Evaluation

The application review committee will consist of staff from OHE and DLI, and may include external reviewers. We will review applications first to verify the following minimum eligibility requirements are met. Applications that fail to meet these requirements will not advance to the scoring phase of review.

Minimum Eligibility Requirements

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

1. OHE received the application on or before **September 23, 2016, by 5:00 pm CDT**.
2. The application describes how the dual training program meets PIPELINE occupational competency standards identified by DLI (Application Narrative).
3. Training will result in an industry recognized degree, certificate, or credential upon successful completion of the training (Application Narrative).
4. The applicant was previously awarded a Dual Training Grant for the same student/employees, and is now applying for additional funds to complete the original program.

Scoring Criteria

The Review Committee will score the applications based in the following criteria and points:

1. The training accurately describes a robust and complete program – 40 Points
Note: This criterion has three components, and will be judged separately to come to a composite score, maximum points listed above:
 - a. Description of the related instruction program from the Related Instruction Training Form from the training provider(s) – 15 Points (Related Instruction Training Form And Exhibit A)
 - b. Qualifications of trainers meet industry recognized standards to instruct the student/employees to attain the competency standard - 10 Points (Related Instruction Training Form)
 - c. Description of on-the-job training – 15 Points (Application Narrative and Exhibit A)
2. Per student/employee cost of training and employer match minimizes costs to student/employees – 15 Points (Application Narrative)
3. Student/employees will have additional employment opportunities as a result of the training – 15 Points (Application Narrative)
4. Projected increase in compensation for student/employees as a results of the training – 15 Points (Application Narrative)
5. Students/employees will complete the training within 4 years. – 15 Points

Additional Evaluation Criteria

The following criteria will also be factors in the evaluation:

1. Priority will be given to applications for employers to solely train student/employees who graduated from high school or passed the GED test in the current or immediately preceding calendar year (i.e. after January 1, 2015).
2. Balance of grant recipients whose work site is within and outside the metropolitan area³.
3. Balance of grant recipients across industries and employer size.
4. Aggregate state and regional need for student/employees with the competency as described in the application.

Grant Provisions

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

Timeline

- August 22, 2016 – Request for Application Issued
- August 26, 2016 – Frequently Asked Questions Release 1
- September 2, 2016 – Frequently Asked Questions Release 2
- September 7, 2016 – Webinar for interested applicants (application overview)
- September 9, 2016 – Frequently Asked Questions Release 3
- September 16, 2016 – Frequently Asked Questions Release 4
- September 19, 2016 – Second meeting for interested applicants (question and answer session)
- September 23, 2016 – Applications due no later than the end of the day 5:00 PM CDT
- Early October, 2016 – Committee begins review of applications
- End of October, 2016 – Selected grantees announced, and contract negotiations begin
- The beginning of November through December 2016 – Orientation sessions with OHE

³ Metropolitan counties are defined in [Minn. Stat. §473.121, Subd. 2.](#)

- January 1, 2017, – Grants begin, but only upon full execution of all appropriate documentation
- June 30, 2017 – First report due
- December 31, 2017 – Second report due/Grant ends

Webinar Meetings

On September 7, 2016 and September 19, 2016, the Office of Higher Education will hold webinars for all interested applicants. The first meeting will be to walk through the application and answer any questions you may have. There will also be a representative from the Department of Labor and Industry available to answer questions on program development.

The second meeting will be to answer any questions you may have to complete your application. The webinars are free and optional to attend. The presentation will be recorded and available for viewing afterwards.

The link to the webinar will be available at <http://www.ohe.state.mn.us/mPg.cfm?pageID=2160>

Frequently Asked Questions

We will only accept questions until Noon CDT on September 16, 2016. You may submit question to the Grants Specialist Coordinator, Tim Larson, at timothy.e.larson@state.mn.us. The answers will be posted on our [frequently asked questions page](#)

Orientation Session

It will take approximately one month for the review committee to make recommendations to the commissioner. Final decision notifications will be announced after the commissioner has reviewed and approved applications by the end of October 2016.

If your organization is selected as a grantee, we will require the you and your student/employees to attend an orientation session with OHE. This session will be used to introduce the student/employees to the program and help them begin their paperwork. A representative from DLI may be available to speak with both the employer and related instruction training provider about program development.

This session can be held at your place of employment, or at the Office of Higher Education. The orientation session should last approximately 2 hours (1 hour meeting with the student/employees, 1 hour meeting with the authorized representatives) and will be arranged individually with each grantee/employer.

Grant Disbursement Schedule

We will not disburse more than the total grant award to any one grantee, nor a total disbursement for any one student/employee over \$6,000 per year.

The Office of Higher Education will reimburse the employer for the cost of training only⁴. The cost of training is defined as tuition, fees, and books and related material required by the training provider. **On-the-job training costs are not reimbursable expenses.** We will pay grant funds directly to the employer after the employer has paid the training provider directly for their services. The employer will submit an invoice to the state, evidencing that it has paid for the cost of training, documentation from the training provider showing the breakdown in the cost of training and any additional documentation for books and materials paid up front. This will accompany a reimbursement spreadsheet indicating how the money

⁴ Pursuant to [Minn. Stat. §136A.246 Subd. 4](#)

was spent, including any applicable employer paid match. The grantee may not invoice the state for the required 25% employer match, if applicable.

If a grantee is not able to pay for the related instruction training in advance, and has satisfactorily provided documentation to this effect, the Office of Higher Education may arrange alternative methods of payment with the training provider. Please contact us for further details if you would like to discuss this option. Additional agreements with the training provider will be necessary.

In order for the Office of Higher Education to make payment on this grant, if a student/employee is attending a Pell and/or MN State grant eligible program, then that student/employee must file a Free Application for Federal Student Aid at <https://fafsa.ed.gov>.

The state will promptly pay invoices upon 30 days' receipt of all required supporting documentation.

Reimbursements for Travel

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

Grant Reporting and Monitoring Deadlines

All grant recipients are required to submit two evaluation reports to OHE. The first report is due by June 30, 2017. The second report is due by December 31, 2017. The reports must evaluate and measure the extent of how the training met the outcomes of the training program and the individual student/employee. An example of the reporting form will be posted to OHE's website at <http://www.ohe.state.mn.us/pdf/PipelineFAQ.pdf>.

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

1. The complete names of the students/employees that participated in training,
 - i. A list of students/employees who satisfactorily completed course work,
 - ii. A list of students/employees who started, but did not complete course work,
2. The list of names and dates attended at the training provider,
3. Whether each student/employee successfully completed the training,
4. Competencies attained through training,
5. Any real wage change for the student/employee,
6. Any credential, degree, or certificate that the student/employee received as a result of the training,
7. Any position change as a result of the training,
8. A record for each student/employee indicating how grant money was spent, including reporting on any other Federal Pell and/or Minnesota State Grants awarded to the student/employee, and any applicable employer match,
9. Hours employed pre and post training by the employer,
10. Indication of current employment status of the student/employee, and
11. Location of student/employee employment throughout the training.

The grantee must submit to monitoring of the grant program in compliance with state grant rules.⁵

⁵ Pursuant to [Office of Grants Management Policy 08-10](#)

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. Examples of documents that may be audited include, but are not limited to, training records, financial reconciliation of documentation, and employment records of the student/employee regarding the grant.

General Application Requirements

Conflicts of Interest

OHE will take steps to prevent individual and organizational conflicts of interest⁶, 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.

Public Data

All data created or maintained by OHE as part of the evaluation process (except trade secret data and private data, see below on private 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)⁷. The name, address, and grant amount request of the applicants is public data once the applications are opened.

All remaining data in applications (except trade secret data) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements are executed).

Private Data: All data collected on individual students/employees is private⁸ and is not subject to a public data request, unless otherwise stated by statute or at the request of the legislative auditor.

⁶ Pursuant to [Minn. Stat. §16B.98](#) and [Office of Grants Management Policy 08-01](#)

⁷ Pursuant to [Minn. Stat. §13.599](#)

⁸ Pursuant to [Minn. Stat. §13.32](#)

Attachments

Application Documents (required)

The following are the forms required for a complete application.

- Employer Application;
- Organization Information for Multiple Employers; and
(Only to be used if an organization in making application on behalf of multiple employers)
- Related Instruction Training Form; or
- Letter of Intent (example)
- Application Supplement (if needed)

Application Documents (optional)

- Training Plan Worksheet

Review Documents

These attachments are for your information only, and will be used in the selection process by the review committee.

- Grant Review Score Sheet

Grant Documentation

These attachments are draft documents for your information only. If selected as a grantee, you and your student/employees will be completing the documents listed below. We will have further instruction after the grant award. The content of each is subject to change. However, if you have questions on this documentation, please let us know.

- Grant Contract
- Work Plan and Budget with Employer Match or
- Work Plan and Budget without Employer Match and
- Glossary of commonly used terms

These forms will be used throughout the grant cycle to track each individual student. We will have more information on how to complete this form during the orientation session.

- Reimbursement Spreadsheet
- Report Spreadsheet (coming soon)

Contact Information

Please direct questions regarding this request for application to:

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St. Paul, MN 55108
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Phone: (651) 259-3946