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

**DEADLINES:**

**Questions – June 23, 2017**

**Application – July 7, 2017**

**PROJECT PERIOD:**

**August 2017 – August 2018**

**DUAL TRAINING GRANT**

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

**Grant Overview**

In an effort to support the implementation of the Minnesota Private Investment, Public Education, Labor and Industry Experience ([PIPELINE](#)) Project, the 2015 Minnesota Legislature established the Dual Training Competency Grants (DTG) program. The Office of Higher Education (OHE) is responsible for administering the DTG program in collaboration with the Department of Labor and Industry (DLI). OHE requests applications from employers and organizations of employers with established dual training programs in occupations for which competency standards have been identified in any of the four PIPELINE Project industries:

Industry: [Advanced Manufacturing](#)

- Flexo Technician
- Machinist/CNC Operator
- Maintenance and Repair Worker
- Mechatronics
- Quality Assurance/Food Safety Supervisor
- Welder

Industry: [Agriculture](#)

- Agronomist
- Mechanic, Industrial Truck
- Swine Manager
- Swine Technician (Grow Finish)
- Swine Technician (Sow Farm)
- Quality Assurance/Food Safety Supervisor

Industry: [Health Care Services](#)

- Health Support Specialist
- Medical Assistant
- Psychiatric/Mental Health Technician In-Patient
- Psychiatric/Mental Health Technician Out-Patient
- Senior Living Culinary Manager

Industry: [Information Technology](#)

- Security Analyst
- Service Desk/Front Line Support or Computer User Support Specialist
- Software Developer
- Web Developer – Back End
- Web Developer – Front End

At the discretion of DLI, occupations may be added for consideration during this grant cycle.

Dual training programs must meet competency standards by means of on-the-job training by the employer and related instruction by a qualified training provider. A student/employee must receive an industry-recognized degree, certificate, or credential upon successful completion of the training program. The student/employee must be employed at a permanent work location within Minnesota.

### **Funding Availability**

Total allocation for DTG during Fiscal Years 2016-2017 was \$3,000,000. Of the allocation, up to \$130,000 was allowed for administrative costs. Total allocation for DTG during Fiscal Years 2018-2019 is \$4,000,000. Of the allocation, up to \$120,000 is allowed for administrative costs. The total amount remaining for grant awards is \$6,750,000.

This is the fourth release of the request for application. Based upon current grant utilization among grantees and received allocations, up to \$2,546,000 is available for this grant round. Any future grant rounds will be contingent upon remaining 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 and \$6,000 per student/employee. Awards can only be used toward the costs of related instruction (tuition, fees; and required books and materials). Any related instruction costs over \$6,000 per student/employee will be the responsibility of the grantee or student/employee. Each student/employee may only receive funding from this grant for maximum of four years in a lifetime.

Funding will be allocated through a competitive process with review by a committee representing industry specialists with regional content knowledge. We expect to announce selected grantees on **August 4, 2017**. If selected, you may only incur eligible expenditures when the grant contract is fully executed and the grant has reached its effective date.

### **Minimum Requirements**

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

- Submit all [Application Content](#) to OHE on or before **July 7, 2017**, by 5:00 pm CDT
- If annual revenue exceeds \$25,000,000 in the previous calendar year, grantee must contribute at least 25% of the related instruction costs for each student/employee. If revenue is below \$25,000,000 and applicant chooses not to participate in 25% match, applicant must submit certified financial documents for review.

### **Priorities**

Applicants will be given priority if students/employees graduated from high school or passed GED tests in the current or immediately preceding calendar year (earned on or after 1/1/17). Applicants who have received previous DTG funds will also be given priority based upon high

school completion or GED in relation to the prior granted application. In addition, to the extent possible, grant amounts will be balanced among students/employees working at locations outside and within the metropolitan area; across industries; and employer size.

### Eligibility

- Applicant must be an employer or organization/agency representing employers
- Have a dual training program that meets the PIPELINE project occupational competency standards identified by DLI through (1) on-the-job training and (2) related instruction
  - Related Instruction Training Provider must be considered “qualified:”
    - Accredited institution under CHEA or the U.S. Department of Education;
    - Licensed or registered by OHE; or
    - Meet “Standards of Instructors” as defined by Minnesota Administrative Rule [4880.1900](#)
- Have an employed student/employee(s) or will hire (prior to commencement of training) a new student/employee(s) who is willing to participate in the dual training program
  - Student/employee has not attained occupational competency standard(s) prior to the commencement of training
  - Student/employee’s permanent work location is located within Minnesota

### Collaboration

Collaboration is permissible in regard to an organization/agency applying for the grant on behalf of multiple employers.

### **Selection Criteria and Weight**

The review committee will be reviewing each applicant on a 100-point scale. A reviewer can assign high, middle, and low scores to an applicant. If the applicant submitted an application with students/employees disbursed among multiple occupations or from previous grant cycles, those scores are weighted based on the number of students.

1. The dual training program is robust and complete – **40 Points**
  - a. Related instruction supports the occupation and aligns with PIPELINE Dual Training Competencies– 15/40 Points
  - b. On-the-job training supports the occupation and aligns with PIPELINE Dual Training Competencies – 15/40 Points
  - c. Related instruction correlates with on-the-job training – 10/40 Points
2. Per student/employee cost of training and employer match minimizes costs to student/employee – **15 Points**
3. Student/employee will have additional employment opportunities as a result of the training – **15 Points**
4. Projected increase in compensation for student/employee as a result of the training – **15 Points**
5. The number of recent high school graduates (including GED) to be trained as part of the dual training grant (earned on or after 1/1/17) – **15 Points**

For applicants with students/employees from previous DTG cycles, Question 5 is edited:

Per the prior/granted application, the number of recent high school graduates (including GED) to be trained as part of the dual training grant – **15 Points**

## **Financial Review Process**

### All Applicants

All applicants applying for DTG with annual revenue below \$25,000,000 during the previous calendar year and choosing not to participate in 25% cost match, must submit certified financial documents to OHE for review.

### Non-Governmental Organizations

All Non-Governmental Organizations (non-profit organizations) 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 State Policy on the [Financial Review of Nongovernmental Organizations](#) please submit to OHE 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.

### **Questions:**

Questions may be submitted by phone or email to Jacquelynn Mol Sletten at (651) 355-0609 or [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us). All answers will be posted within three business days [ONLINE](#). Please submit questions no later than 5:00 p.m. Central Time, on **June 23, 2017**.

### **Application Content**

You must submit the following in order for the application to be considered complete:

- Exhibit A DTG Industry Application
- Exhibit B DTG Occupation Training Plan
- Exhibit C DTG Related Instruction Training Provider Form
- Exhibit D DTG Affidavit of Non-Collusion
- **\*\*If not contributing a 25% match for related instruction costs, please submit certified financial documentation evidencing previous calendar year annual revenue under \$25,000,000**
- **\*\*If a nongovernmental organizations (non-profit), please submit the applicable financial statements as required in [State Policy on the Financial Review of Nongovernmental Organizations](#)**

Do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

### Application Submission

**All applications must be received no later than 5:00 p.m. Central Time, on July 7, 2017.** If applications are mailed, they must be postmarked by **July 5, 2017**. Late applications will not be considered. The applicant will incur all costs incurred in applying to this RFA.

By submission of an application, the applicant affirms that 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.

Applications may be submitted in person, by fax, mail (postmarked by July 7, 2017), or email to:

Jacquelynn Mol Sletten  
Financial Aid Administrator  
MN Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108  
Email: jacquelynn.mol.sletten@state.mn.us  
Fax: (651) 642-0675

### Review Process and Timeline

OHE in collaboration with DLI will ensure that applicants meet all eligibility and minimum requirements. If requirements are not met, OHE may choose to provide applicant with a limited amount of time to complete the application prior to review. Then, the review committee will evaluate all eligible and complete applications received by the deadline. Next, OHE will review all committee recommendations and is responsible for award decisions. *The award decisions of OHE are final and not subject to appeal.*

RFA and application posted on OHE website	June 9, 2017
Application webinar at 2:30 pm Central Time	June 19, 2017
Questions due no later than 5:00 pm Central Time	June 23, 2017
Applications due no later than 5:00 pm Central Time	July 7, 2017
Committee begins review of applications	July 24, 2017
Committee submits recommendations to OHE	July 31, 2017
Selected grantees notified	August 4, 2017
Selected grantees publicly announced	August 8, 2017
Orientations, contracts signed and grants begin	Aug/Sept 2017

### Conflicts of Interest

OHE will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per Minn.Stat. § [16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

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 applicants or grantees 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.

### Public Data

Per Minn.Stat.§ [13.599](#)

- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (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).

### **Grant Provisions**

2016 Minnesota Statute [136A.246](#); [175.45](#)

Fiscal Years 2016-2017 appropriations of \$3,000,000 included up to \$130,000 for administrative costs and \$2,870,000 for grant awards. Fiscal Years 2018-2019 appropriations of \$4,000,000 includes \$120,000 for administrative costs and \$3,880,000 for grant awards. A total of \$6,750,000 is appropriated for grant awards.

### FAQ

[Frequently Asked Questions](#) online provide an overview of some of the requirements, terms, and conditions of this funding opportunity. The general grant agreement template is available for review at: [Office of Grants Management- Grant Agreement Templates](#)

### Orientation

Following award notification, grantees and students/employees are required to attend an orientation session with OHE. Orientation will include overview of required grant documents and operations. Grantees can anticipate a 1 to 2 hour orientation. Students/employees can anticipate a 1 hour orientation. OHE prefers orientations to be conducted at a centralized grantee work location or at OHE. If onsite orientation is not feasible, OHE will conduct online or phone orientations. If necessary, a representative from DLI will be available to speak with grantees and related instruction training providers about program development and operations.

## Work Plan and Budget

Prior to contract signing, all grantees must submit a complete Work Plan and Budget to OHE. The Work Plan and Budget detailed information about student population, related instruction, on-the-job training, and budget. OHE must be consulted prior to a grantee making any changes to the Work Plan and Budget.

## Expenditures

Allowable grant expenditures include costs for only related instruction: tuition, fees; and required books and materials. Ineligible expenses include but are not limited to: on-the-job training, mileage, materials not required by related instruction training provider.

## FAFSA & MN Dream Act

All students/employees attending Federal Pell and/or State Grant eligible related instruction training providers are required to complete the FAFSA or MN Dream Act application. If a FAFSA or MN Dream Act application is not on file, DTG will not reimburse for any related instruction cost incurred by the student/employee. If a student/employee qualifies for grants through these programs, the grantee must still pay the full costs of the related instruction. This may result in the student/employee receiving a financial aid refund directly from the related instruction training provider.

## Business with the State

Prior to contract signing, all grantees must register as a [Swift Vendor](#) with the State of Minnesota. The employer's federal tax ID number is required to complete registration. All contracts will be signed and all grant reimbursements will be processed through the vendor portal. Grantees who are already registered but do not remember vendor information, should contact the Minnesota Management and Budget (MMB) Vendor helpline at (651) 201-8106 or email [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us).

## Contract

Eligible expenditure can only be incurred upon execution of the grant contract and grant effective date.

## **Accountability and Reporting**

All grant recipients are required to submit two evaluation reports to OHE. The first report is due by **January 31, 2018**. The second report is due by **August 31, 2018**. The reports must evaluate and measure the extent of how the training met the outcomes of the dual training program and student/employee. The grantee must submit a data file, in the file format provided by OHE, incorporating the following data elements for each student/employee:

## On-the-Job Training

1. Employment status and location
2. Industry from application

3. Occupation from application
4. Dual training program status
5. Continued participation
6. Pre-training and current wage
7. Hours worked during and post training
8. Prior, current, and target job title
9. Type of on-the-job training
10. Training status
11. Industry
12. Average number of hours spent on training
13. Scheduled dates of training
14. Percentage of training complete
15. Competencies met by training

### Training Provider

1. Course name, dates, and status
2. Competencies met by course
3. Course grade
4. Credential conferred
5. Number of credits earned
6. Amount paid by employer, grant, and student/employee

Current grant reimbursement and future DTG eligibility is contingent upon fulfillment of reporting and monitoring requirements.

### **Grant Payments**

Per [State Policy on Grant Payments](#), OHE will process grant payments through reimbursement. Grantees will be reimbursed only for related instruction costs (tuition, fees; and required books and materials) not to exceed the grant award and \$6,000/year limit per student/employee. Grantee must submit the following items to request reimbursement no later than 30 days after the end of a term or course:

1. Invoice (If applicable, 25% match must be reflected)
2. Course Document: Course name, time, and cost
3. Payment Confirmation: Grantee must show that training provider has been paid in full

OHE reserves the right to ask for additional documents.

If grantee is not able to pay the related instruction training provider in advance, and has satisfactorily provided supporting documentation, OHE may arrange alternative methods of payment. Please contact OHE for further details.

OHE will promptly issue payment to grantee within 30 days of receiving ALL required reimbursement documents.

All grantee requests for reimbursement must correspond to the approved grant budget. OHE shall review each request for reimbursement against the approved Work Plan and Budget grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with **past due progress reports**, unless the OHE has given the grantee a written extension.

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

### **Grant Monitoring**

Minnesota Statutes §[16B.97](#) and [State Policy on Grant Monitoring](#) require the following:

- At least one monitoring visit before final payment is made on all grants over \$50,000
- At least annual monitoring visit on grants over \$250,000
- For multiple grants of similar grant periods with the same grantee, the OHE may choose to identify a sample to undergo monitoring and financial reconciliation before final payment is made.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period or before final payment is made 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 OHE.

The monitoring schedule will be based upon the availability of OHE and grantee during **Spring 2018**.

### **Bidding Requirements**

Bidding requirements apply to applicants who are non-governmental (non-profit) organizations and municipalities.

#### **Non-Governmental Organizations**

- Any services and/or materials that are expected to cost \$25,000 or more must undergo a formal notice and bidding process. Support documentation of this process must be included in the grantee's financial records.
- Any services and/or materials that are expected to cost between \$10,000 and \$24,999 must be scoped out in writing and offered to a minimum of three (3) bidders. Support documentation of this process must be included in the grantee's financial records.
- Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes. Support documentation of this process must be included in the grantee's financial records

#### **Municipalities**

- If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice.

- If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.
- If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.

### **Audits**

Per Minn.Stat. § [16B.98](#) Subdivision 8, 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 OHE 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.

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

### **Contact Information**

For more information about this RFA, contact:

Jacquelynn Mol Sletten  
Financial Aid Administrator  
MN Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108  
Email: [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us)  
Fax: (651) 642-0675

## Attachments

- DTG Checklist
- Exhibit A DTG Industry Application
- Exhibit B DTG Occupation Training Plan
- Exhibit C DTG Related Instruction Training Provider Form
- Exhibit D DTG Affidavit of Non-Collusion
- Exhibit A SAMPLE – New Applicant
- Exhibit A SAMPLE – Re-Apply Applicant
- Exhibit B SAMPLE
- Exhibit C SAMPLE
- Exhibit D SAMPLE
- Submitted Application SAMPLE
- DTG Common Definitions
- DTG FAQ
- DTG Review Form Template
- DTG Contract Template
- DTG Work Plan and Budget Template