



Dual Training Grant

Fiscal Year 2025 Request for Proposal

Minnesota Statutes 136A.246

Important Dates

Proposal Available: March 4, 2025

Technical Question Deadline: April 3, 2025

Proposal Submission Deadline: **April 15, 2025**

Award Notice to Applicants: May 23, 2025

Mandatory Grantee Orientation: May 29, 2025

Project Period: August 2025 through August 31, 2026

Contacts

Jacquelynn Mol Sletten

Assistant Manager

Grants and Workforce Initiatives

Tel: 651-355-0609

jacquelynn.mol.sletten@state.mn.us

Grace Ferdinandt

State Program Administrator

Grants and Workforce Initiatives

Tel: 651-259-3926

grace.ferdinandt@state.mn.us

About the Office of Higher Education

The Minnesota Office of Higher Education is a cabinet-level state agency providing students with financial aid programs and information to help them gain access to postsecondary education. The agency also serves as the state's clearinghouse for data, research and analysis on postsecondary enrollment, financial aid, finance and trends.

The Minnesota State Grant Program is the largest financial aid program administered by the Office of Higher Education, awarding more than \$224 million annually in need-based grants to Minnesota residents attending eligible colleges, universities and career schools in Minnesota. The agency oversees other state scholarship programs, tuition reciprocity programs, a student loan program, Minnesota's 529 College Savings Plan, licensing and early college awareness programs for youth.

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

Saint Paul, MN 55108-5227

Tel: 651.642.0567 or 800.657.3866

TTY Relay: 800.627.3529

Fax: 651.642.0675

Email: info.ohe@state.mn.us

Table of Contents

Grant Overview	1
Funding Availability.....	1
Commitment to Diversity and Inclusion.....	2
Eligibility	3
Eligible Industries and Occupations	3
Eligible Applicant	5
Eligible Dual Trainee	6
Eligible Related Instruction	7
Eligible Industry-Recognized Degree, Certificate, or Credential	7
Eligible Related Instruction Training Provider	8
Eligible On-the-Job Training.....	10
Competitive Priorities	11
Collaboration.....	12
Selection Criteria and Weight	12
Selection Process	13
Required Bidding to Select Related Instruction Training Provider	13
Required Financial and Applicant Capacity Review.....	14
Technical Assistance	16
Proposal Content	16
Proposal Information.....	16
Related Instruction Match	17
Related Instruction Training Provider Criteria.....	18
Related Instruction Training Provider Selection.....	19
Proposal Narrative.....	20
Financial and Applicant Capacity Review.....	21
Proposal Submission.....	23
Review Process and Timeline.....	24
Conflicts of Interest.....	25
Public Data.....	25
Grant Provisions	25
Orientation	26

Dual Trainee Welcome Session	26
Related Instruction Training Agreement.....	26
Work Plan and Budget.....	26
Dual Trainee Participation Agreement.....	27
Financial Aid Applications	27
Expenditures	28
Business with the State	31
Grant Contract	31
Accountability and Reporting.....	31
Grant Payments	31
Grant Financial Reconciliation	34
Grant Reporting	34
Grant Monitoring.....	34
Grantee Performance Evaluation	35
Audits.....	35
Non-Transferability.....	36
Affirmative Action and Non-Discrimination	36
Voter Registration.....	36
Contact Information	36
Proposal Documents Available Online	37

Grant Overview

The Minnesota Office of Higher Education (OHE) is responsible for administering the Dual Training Competency Grants (Dual Training Grant) program (<https://www.ohe.state.mn.us/mPg.cfm?pageID=2160>) while working in consultation and collaboration with the Minnesota Department of Labor and Industry (DLI) who is responsible for administering Minnesota Dual-Training Pipeline (<http://www.dli.mn.gov/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 Dual Training Grant (DTG) provides grants that generate collaborative and strategic educational solutions between employers and related instruction training providers across Minnesota. The dual-training model helps employers meet their workforce needs by pairing on-the-job training with formal related instruction to create a robust learning environment resulting in skilled employees and enhanced company culture. Employers and organizations of employers may apply for DTG funds to support employees in their attainment of an industry-recognized degree, certificate, or credential in occupations for which competency standards have been identified among the seven Minnesota Dual-Training Pipeline industries:

- Advanced Manufacturing
- Agriculture
- Child Care
- Health Care Services
- Information Technology
- Legal Cannabis Industry
- Transportation

The DTG reimburses grantees for related instruction costs of tuition, fees, required and recommended books and materials, and trainee supports. Related instruction supported by the DTG must result in dual trainees earning industry-recognized degrees, certificates, or credentials.

Employers engaged with Minnesota 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 allowed to include registered apprenticeship, but they are not required to have or pursue registered apprenticeship. The grant utilizes techniques of the apprenticeship-model and promotes flexibility in the design of training.

Funding Availability

This is the fourteenth release of the request for proposal. Based upon current grant utilization among grantees and received appropriations, up to **\$5,000,000** is available for this grant round. The intention is to award as many grants as possible within the means of available funds. Proposals may be partially funded depending on the availability of funds and/or budget efficiency. Any future grant rounds will be contingent upon available funds.

The maximum grant request amount is **\$165,000** and limited among the following budget categories:

Budget Category	Grantee Maximum Amount	Grantee Match Required	Expenditures	Dual Trainee Maximum Amount
Related Instruction Costs	\$150,000	25% match required, if annual gross revenue exceeded \$25,000,000 Maximum: \$50,000 (\$2,000 per dual trainee)	<ul style="list-style-type: none"> • Tuition • Fees • Required & recommended books • Required & recommend materials 	\$6,000
Trainee Support Costs	10% of related instruction amount, up to \$15,000	None	Associated with Related Instruction: <ul style="list-style-type: none"> • Transportation • Mileage • Lodging • Meals • Tutoring services • Translation, interpreter, and/or accessibility services 	None

Applicants must request funds from the Related Instruction Costs category. However, applicants are not required to request funds from the Trainee Support Costs category.

A dual trainee may benefit from a maximum of **\$24,000** in DTG Related Instruction funds during a lifetime. A dual trainee does not need to participate in the grant program consecutively to remain eligible for the grant program; however, their employer does need to reapply for the DTG. If a dual trainee changes to a new employer, all DTG funds received through the prior employer do calculate toward the \$24,000 lifetime maximum. Important: If a dual trainee changes to a new employer within a grant period, the grant does not transfer with the dual trainee to the new employer.

A committee representing content and community specialists with regional knowledge will review and score proposals through a competitive process. OHE will notify applicants and announce grantees at the end of **May 2025**. 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 costs and trainee support costs cannot be incurred by any party until the grant contract is effective. OHE is not permitted to make an exception to this rule.

Commitment to Diversity and Inclusion

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. Policy 08-02 (<https://mn.gov/admin/government/grants/policies-statutes-forms/>) establishes the expectation that grant

programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant will serve:

- Dual trainees of color
- American Indian dual trainees
- Dual trainees with disabilities

Grant outcomes will include:

- Dual trainees earning industry-recognized degrees, certificates, and credentials
- Dual trainees of diverse populations earning industry-recognized degrees, certificates, and credentials

Eligibility

A DTG proposal must include information about all of the following eligibility components:

- Industries and Occupations
- Applicant
- Dual Trainee
- Related Instruction
- Industry-Recognized Degree, Certificate, or Credential
- Related Instruction Training Provider
- On-the-Job Training

Important! Industries, occupations, employers partnering with an applicant/organization, and related instruction training providers cannot be added after the proposal deadline.

Eligible Industries and Occupations

All current corresponding competency model pyramids for eligible industries and occupations are located online with Minnesota Dual-Training Pipeline at <http://www.dli.mn.gov/pipeline>. An industry or occupation followed by an asterisk (*) was recently added in 2025. An eligible dual trainee must be an employee who is in or is to be trained to be in one of the following occupations:

Advanced Manufacturing

- Computer Numerical Control (CNC) Programmer
- Coordinate Measuring Machine (CMM) Programmer
- Extrusion Molding Technician
- Machinist/Computer Numerical Control (CNC) Operator
- Machinist/Tool and Die Maker
- Maintenance and Repair Worker
- Manufacturing Engineer
- Manufacturing Production Supervisor
- Flexo Technician
- Food Scientist/Technologist
- Industrial Production Manager
- Injection Molding Technician
- Logistics and Supply Chain Manager
- Mechatronics Technician
- Print Press Operator
- Quality Assurance/Food Safety Supervisor
- Quality Assurance Technician
- Robotics Operator
- Safety Technician

- Solderer

- Welder

Agriculture

- Agriculture Applicator Technician
- Agriculture Equipment Mechanic
- Agriculture Finance/Lender
- Agronomist
- Crop Farm Manager
- Farm Animal Manager
- Grain Merchandiser
- Horticulture Farm Manager
- Livestock Veterinarian
- Meat Cutter/Meat Processor
- Quality Assurance/Food Safety Supervisor
- Swine Technician (grow finish)
- Swine Technician (sow farm)

Child Care

- Early Childhood Director
- Early Childhood Educator
- School-Age Care Supervisor*

Health Care Services

- Biomedical Equipment Technician
- Certified Nursing Assistant
- Chemical Dependency and Addiction Technician
- Community Health Worker
- Community Paramedic
- Critical Care Nurse
- Dental Assistant
- Dental Hygienist
- Dental Therapist
- Dentist
- Electronic Health Records Specialist
- Emergency Medical Technician to Paramedic Pathway
- Emergency Room Nurse
- Health Support Specialist
- Healthcare Social Worker*
- Histology Technician/Technologist
- Licensed Alcohol and Drug Counselor
- Licensed Independent Clinical Social Worker
- Licensed Marriage and Family Therapist*
- Licensed Practical Nurse
- Licensed Professional Clinical Counselor*
- Long-Term Care Facility Culinary Manager
- Massage Therapist
- Medical Assistant
- Medical Laboratory Assistant
- Medical Laboratory Scientist
- Medical Laboratory Technician
- Occupational Therapist
- Occupational Therapy Assistant
- Ophthalmic Technician
- Orthotic and Prosthetic Technician*
- Pharmacy Technician
- Phlebotomist
- Physical Therapy Assistant
- Positive Support Analyst
- Positive Support Specialist
- Psychiatric/Mental Health Technician In-Patient
- Psychiatric/Mental Health Technician Out-Patient
- Radiologic Technologist
- Registered Nurse
- Respiratory Therapist
- Sonographer*
- Surgical Technologist
- Wound, Ostomy and Continence Nurse

Information Technology

- Application Developer
- Business Intelligence Developer/Architect
- Cloud Architect
- Computer User Support Specialist
- Data Science/Artificial Intelligence Machine Learning Specialist
- Database Administrator
- Information Security Analyst/Specialist
- Information Technology Project Planner/Manager
- Network Engineer
- Software Engineer/Developer
- Testing and Quality Assurance Analyst
- Web Developer – Back End
- Web Developer – Front End

Legal Cannabis Industry

- Cannabis Compliance Specialist*
- Cannabis Cultivation Supervisor
- Cannabis Dispensary Supervisor*
- Cannabis Laboratory Technician

Transportation

- Aircraft Maintenance Technician
- Automotive Body Repair Technician*
- Automotive Mechanic
- Bus and Truck Diesel Mechanic
- Heavy and Tractor-Trailer Truck Driver
- School Bus Driver*

An eligible applicant may apply for multiple occupations. If an eligible applicant would like to apply for multiple industries, please consult with Minnesota Dual-Training Pipeline to ensure the industries are in alignment with the nature of work and needs of the applicant. If an eligible applicant would like to pursue training in an occupation not currently eligible for the DTG, the applicant may consult with Minnesota Dual-Training Pipeline about eligibility for a future grant round.

Eligible Applicant

An eligible applicant must meet all the following:

- Be an employer or organization of employers, which include the following types:
 - **Business Entity:** An organization that is formed under Minnesota statutes (Chapters 300-324A) pertaining to corporations, cooperative associations, partnerships, limited partnerships, or limited liability companies and that has filed documents with the secretary of state
 - **Nonprofit Organization:** A charitable organization that 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 Chapter 317A (<https://www.revisor.mn.gov/statutes/cite/317A>), Minnesota Statutes 309.50, Subdivision 4 (<https://www.revisor.mn.gov/statutes/cite/309.50#stat.309.50.4>), or meets the definitions defined in the Internal Revenue Service code, with the most common type being a 501 (c)(3)

- **Political Subdivision:** A county, town, city, school district, or other municipal corporation or political subdivision of the state authorized by law to enter into contracts
 - **State of Minnesota:** Any state agency that meets the definition in Minnesota Statutes 16B.01 Definitions, Subdivision 2 (<https://www.revisor.mn.gov/statutes/cite/16B.01>), University of Minnesota, and Minnesota State Colleges and Universities
 - **Tribal Sovereign Nation:** Any Indian Tribe or band acknowledged as a sovereign nation by the U.S. constitution
- Have or will have a dual-training program which meets competency standards through means of on-the-job training by the employer and related instruction by an eligible training provider
 - Employ or will employ an eligible dual trainee
 - Have or will enter into an agreement with an eligible related instruction training provider
 - If annual gross revenue exceeded \$25,000,000 in the previous calendar year, pay for at least 25% of related instruction costs
 - The maximum 25% match is \$2,000 per dual trainee
 - Wages and/or in-kind contributions cannot be considered as part of the 25% match
 - If a current or prior DTG recipient, be in good standing on all grant requirements
 - If a current or prior recipient of other Minnesota State grant programs, be in good standing on all grant requirements

Examples of an organization of employers include but are not limited to a chamber of commerce, industry association, and workforce development organization. An organization would represent their employer partners and be responsible for meeting all grant requirements. A related instruction training provider is not an eligible applicant and cannot apply for the grant on behalf of employers.

An organization of employers must only partner with employers who meet the eligible industries and occupations parameters. At the time of proposal submission, an organization of employers must identify employer partners. Employer partners cannot be added after the proposal deadline.

Eligible Dual Trainee

An eligible dual trainee must meet all the following:

- Employed (new hire or incumbent worker) by eligible applicant or employer partnering with eligible applicant
- Physically work at a permanent work location within Minnesota
- Has not attained competency standards specific to the occupation prior to the commencement of training
- Will earn an eligible industry-recognized degree, certificate, or credential upon completion of dual-training program

A dual trainee cannot be contracted through another entity like a staffing agency or third-party employer. In addition, a dual trainee's employment cannot be contingent upon completion of a dual-training program.

Information that would identify a dual trainee must not be included in the proposal process, like name.

At the time of proposal submission, an eligible applicant does not need to determine the specific dual trainees who will be participating in the program. Upon receiving a grant award, the grantee may then officially select dual trainees.

Eligible Related Instruction

Related instruction is formal education completed with an eligible related instruction training provider to learn the fundamental competencies necessary to succeed in an occupation. An eligible related instruction program must meet all the following:

- Provided by an eligible related instruction training provider
- Meets one or more identified competency standards
- Instructor-led for a majority of the training
- Results in the dual trainee receiving an eligible industry-recognized degree, certificate, or credential

Eligible related instruction may be facilitated through in-person or virtual modes. Within those modes, a qualified instructor, employed or contracted by the eligible training provider, must be delivering content in an instructor-led, real-time, synchronous format for a majority (more than 50%) of the related instruction program. A related instruction program that includes a majority of courses that are asynchronous, self-paced learning, video content, or has an instructor available only for support is not eligible for DTG funds. If a related instruction program consists of only one course, then a majority of the course must have an instructor-led, real-time, synchronous format.

In general, related instruction programs should include content that is specific to the industry. On a request basis, OHE may consider grant eligibility for a related instruction program that meets all other grant eligibility requirements but does not contain content related to the industry.

OHE does not require a dual trainee to achieve a minimum number of related instruction credits and/or hours within the grant period to be eligible for the DTG. However, the dual trainee should be able to complete related instruction and earn an eligible industry-recognized degree, certificate, or credential within the \$24,000 grant maximum which is equivalent to about four years.

If at any time, a related instruction program becomes or is determined to be ineligible, grant funding will be put on hold for the program. OHE and the grantee will work together on creating a reasonable plan to address the components leading to the ineligible program status. The plan may result in the continuation of grant funding being provided for the related instruction program.

Eligible Industry-Recognized Degree, Certificate, or Credential

An eligible industry-recognized degree, certificate, or credential must be one of the following:

- Certificates, diplomas, or degrees issued by a postsecondary institution

- Registered apprenticeship certifications or certificates
- Occupational licenses or registrations
- Certifications issued by, or recognized by, industry or professional associations
- Other certifications as approved by the commissioner

If a program qualifies based only upon being a certificate, diploma, or degree issued by a postsecondary institution, then the program must be accredited.

Degrees, certificates, and credentials must be tangible, transferable, and recognized by the industry or professional association on a universal level. Programs that result only in the following are not eligible for DTG funds:

- Certificate of completion
- Certificate of participation
- Continuing education credit or unit
- Fundamental credit hours
- Non-accredited academic credit
- Course audit

Eligible Related Instruction Training Provider

An eligible related instruction training provider must operate legally in Minnesota by meeting one of the following standards:

- Operated by the Board of Trustees of the Minnesota State Colleges and Universities or the Board of Regents of the University of Minnesota
- Registered as a postsecondary institution by OHE
 - Registered Colleges <http://www.ohe.state.mn.us/sPages/PIRInsts.cfm>
- Licensed as a postsecondary institution by OHE
 - Licensed Career Schools <http://www.ohe.state.mn.us/sPages/141Insts.cfm>
- Exempt from provisions of 136A.822 to 136A.834 or 136A.61 to 136A.71 as approved by OHE:
 - 136A.653 – Exemptions for Registered Schools
 - 136A.657 – Exemptions for Degree Granting Religious Schools
 - 136A.658 – Exemptions for SARA Schools
 - 136A.833 – Exemption for Licensed Schools
 - 136A.834 – Exemptions for Non-degree Religious Schools

Training providers with valid exemption certificates do not need to take further action. Training providers who do not have a valid exemption certificate and who may be exempt from licensing provisions are required to obtain an Application for Exemption by contacting Minnesota Office of Higher Education Institutional Licensure and Registration: Kate McCartan, Institutional Monitoring Specialist, (651) 259-3912, Kate.mccartan@state.mn.us.

An eligible related instruction training providers must operate legally in Minnesota but does not need to be based or located in Minnesota.

An eligible related instruction training provider must support a dual trainee through examination, licensing, or registration procedures that are required for a dual trainee to earn their industry recognized degree, certificate, or credential.

At the time of proposal submission, an eligible applicant must collaborate with and identify related instruction training providers. Related instruction training providers cannot be added after the proposal deadline.

Below are two avenues for exploring potential related instruction training providers:

Minnesota Dual-Training Pipeline Related Instruction Inventory

Online Link: <https://www.dli.mn.gov/business/workforce/pipeline-related-instruction-inventory>

DLI collaborates with OHE to develop, host and maintain the Minnesota Dual-Training Pipeline Related Instruction Inventory as a resource for applicants to develop a dual-training program. The inventory includes education and training program options that align with eligible industries and occupations.

The inventory is updated periodically. Related instruction programs may change and not be eligible for DTG. Therefore, applicants are responsible for collaborating with related instruction training providers and ensuring they and their programs meet grant eligibility requirements.

Applicants are not required to partner with the training providers listed on the inventory. The inventory is a general guide for applicants to learn more about potential training providers.

MyHigherEd Minnesota College Search

Online Link: <https://www.myhighered.mn.gov/index.php/>

OHE hosts and maintains MyHigherEd Minnesota as a resource for students, parents, and educators. MyHigherEd simplifies the process of applying for college by providing all the information you need to know about preparing, searching, applying, and paying for college in one place. The college search directory provides Dual Training Grant applicants with options of training providers who are postsecondary institutions.

Applicants are responsible for collaborating with related instruction training providers and ensuring they and their programs meet grant eligibility requirements.

Applicants are not required to partner with the training providers listed on the MyHigherEd Minnesota. The college search directory is a resource for applicants to explore potential training providers.

Eligible On-the-Job Training

On-the-job training (OJT) is hands-on instruction and support completed within the workplace to learn the core competencies necessary to succeed in an occupation. Minnesota Dual-Training Pipeline provides guidance for effective OJT online at <https://www.dli.mn.gov/business/workforce/guidance-effective-job-training>. The following are key elements of OJT:

Goals of on-the-job training: The OJT program clearly answers the question, “**what** does our OJT plan actually teach our employees?” Answering this question is typically done by reviewing internal training needs to establish what needs to be addressed in OJT. It is also important in dual training to review education curriculum and work with education partners to better understand what they intend to cover through related instruction in order to ensure the OJT complements and enhances competencies learned through related instruction.

Types of on-the-job training: The OJT program outlines **how** the training will be conducted. Job shadowing, mentorship, cohort-based training, assignment-based project evaluation, and discussion-based training are just some of the most common ways to lead training for employees.

Tracking on-the-job training: The OJT program has a system for **tracking the progress** of the training for the dual trainees. The trainee needs to know how long the program should last and what competencies they will be expected to master. The grantee must ensure that each dual trainee in the program is making progress toward completion of their OJT. Although not required, Minnesota Dual-Training Pipeline offers tools for tracking programs.

On-the-job training roles are clear: Employees leading the training portions for OJT programs and dual trainees need to **know what their roles in the training are and that they are being supported** throughout the process. Whether it is a single manager or the whole management team, all participants (OJT trainers and dual trainees) should have a point of contact available if they have questions or need help with their progress with the OJT.

Five common types (modes) of effective OJT:

- Job Shadowing
- Mentorship
- Cohort-based training
- Assignment-based project evaluation
- Discussion-based training

An eligible on-the-job training plan must meet all the following:

- Be administered and tracked by grantee and/or employer partnering with grantee for each dual trainee
- Align with Occupation Competency Model and identify OJT competencies
- Include trainer title
- Include at least one of the five common types (modes) of effective OJT
- Include timeline or dates
- Include required and completed number of OJT hours
- Be conducted during paid time (earning regular wages)
- Be conducted in support of related instruction coursework

- Be in addition to related instruction coursework

OJT cannot be administered by instructors of related instruction coursework.

Related instruction coursework is separate from and cannot be considered as eligible OJT. Related instruction courses with labels of practicum, clinical, internship, externship, or teaching experience are considered related instruction coursework and not eligible OJT. These courses are often for credit, are associated with costs from the training provider, required to complete program, and/or required by governing organizations for licensing or registration. If a related instruction program includes these types of courses, the OJT plan for DTG must include other OJT opportunities aside from the related instruction courses.

OJT associated with a Registered Apprenticeship may be considered eligible OJT for DTG if the OJT meets the standards described in this section.

OHE does not require a minimum number of OJT hours to be eligible for the DTG. However, a dual trainee must participate in adequate OJT hours to learn competencies while also learning through related instruction.

Below is an option for developing and tracking a dual-training program:

Dual-Training Program Tracking Templates

Online Link: <https://www.dli.mn.gov/business/workforce/pipeline-tools>

DLI hosts and maintains Dual-Training Program Tracking Templates as a resource for applicants to develop and track dual-training programs for their dual trainees. The templates can be an effective way to ensure all dual trainees participating in the dual-training program are meeting their required trainings and mastering required competencies.

Applicants are not required to use a Dual-Training Program Tracking Template. The templates are a potential resource for applicants to demonstrate on-the-job training plans.

Competitive Priorities

OHE prioritizes awards to previous grantees with continuing dual-trainee populations to support the completion of eligible degrees, certificates, and credentials. Grantees with continuing dual-trainee populations must apply for the grant each year, because the grant does not automatically renew. A dual trainee may benefit from DTG for a maximum of \$24,000 in a lifetime. The years a dual trainee participates in the grant program do not need to be consecutive.

To the extent possible, OHE balances awards among applicants with dual trainees working at locations outside and within the metropolitan area, across industries, and employer size.

Collaboration

Collaboration on preparing the grant proposal is expected when an organization of employers is 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. The organization must identify and collaborate with employer partners to ensure feasibility and accuracy of dual-training program details. The organization is responsible for submitting all proposal documents and meeting all responsibilities detailed in this request for proposal.

Applicants and related instruction training providers may also collaborate on the content of the proposal.

Applicants must write and submit proposals.

Selection Criteria and Weight

Proposal Content which addresses the requirements described in this section are located in the [Proposal Narrative](#) section.

A review committee of community experts convenes to review and utilize a rubric to evaluate proposals based upon the following 100-point scale:

1. Related instruction programs support eligible occupations and align with Minnesota Dual-Training Pipeline Competency Models **(20 Points)**.
2. On-the-job training plans support eligible occupations and align with Minnesota Dual Training Pipeline Competency Models **(20 Points)**.
3. The applicant demonstrates the ability to recruit, train, and retain dual trainees who are recent high school graduates or who recently passed high school equivalency tests **(10 Points)**.
4. The applicant demonstrates the ability to recruit, train, and retain dual trainees who are employees of color, American Indian employees, and employees with disabilities **(10 Points)**.
5. The applicant outlines plans for monitoring and documenting dual trainee progress **(5 Points)**.
6. The applicant outlines plans for evaluating the success of the dual-training program **(5 Points)**.
7. The applicant describes how direct costs of related instruction (tuition, fees, books, and materials) are minimized for dual trainees **(10 Points)**.
8. The applicant identifies and elaborates on additional employment opportunities dual trainees will have because of the dual-training program **(10 Points)**.
9. The applicant details the projected increase in compensation dual trainees will have because of the dual-training program **(10 Points)**.

OHE will convene to review and weight proposals based upon the following factors:

- 2025 Dual Training Competency Grants available funds
- Dual-training program serving diverse populations
- Previous performance as a grantee, if applicable

Selection Process

The review committee will submit their evaluations of proposals to OHE for review and final award decisions. OHE determines awards through the following steps:

Step 1: Proposals are organized based upon competitive priorities. Awards are granted to applicants who were previous grantees with continuing dual-trainee populations.

Step 2: Proposals are organized based upon proposal evaluations (100-point scale). Awards are granted to applicants with the highest proposal evaluations.

Step 3: Proposals are again organized based upon competitive priorities. To the extent possible, awards are balanced and granted among applicants with dual trainees working at locations outside and within the metropolitan area, across industries, and employer size.

Step 4: Proposals are organized based upon weight factors. Awards are granted based upon available funds, serving diverse populations, and previous grantee performance.

Step 5: Proposals are again organized based upon proposal evaluations. All available funds are awarded during this step. The remaining applicants will not be granted awards.

After OHE publicly announces grantees, all applicants will have access to their evaluation records.

Required Bidding to Select Related Instruction Training Provider

Proposal Content which addresses the requirements described in this section are located in the [Related Instruction Training Provider Criteria](#) section.

To ensure integrity, compliance with conflict-of-interest requirements, accessibility, equal opportunity and transparency, all applicants must follow a related instruction training provider selection process that meets the spirit and intent of fair, open, and competitive bidding. Each applicant must verbally consult with or receive a bid from a **minimum of three** potential related instruction training providers. Verbal consultations or bids must be recent and occur prior to submitting the Request for Proposal.

An applicant must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications are selected when possible. If an applicant selects a related instruction training provider from the list, the applicant does not need to verbally consult with or receive a bid from the training provider.

State of Minnesota's Targeted Vendors

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List: <https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>
- Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program: <https://mnuccp.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/procurement/cert-program>

While completing the Related Instruction Training Provider Selection process, municipalities must also 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>).

While completing the Related Instruction Training Provider Selection process, state agencies must also follow State Procurement Law as defined in Minnesota Chapter 16C (<https://www.revisor.mn.gov/statutes/cite/16C>). State agencies should contact Authority for Local Purchase Management Team for technical assistance.

Applicants must 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.

Applicants must not contract with vendors/training providers who are suspended or debarred in Minnesota (<https://mn.gov/admin/osp/government/suspended-debarred/>).

Applicants must 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>) through Minnesota Statutes 177.44 Highway Contracts (<https://www.revisor.mn.gov/statutes/cite/177.44>).

Based upon the related instruction training provider selection process, applicants must establish and identify a partnership with one or more eligible related instruction training providers. The related instruction training provider should be well-informed about the DTG and dual-training program. The applicant, in collaboration with the related instruction training provider, are responsible for ensuring the eligibility of the training provider and industry-recognized degree, certificate, or credential.

Upon award notification, grantees will be required to have training agreements with all training providers, listed on proposals, prior to the execution of grant contracts. Grantees will be provided with a training agreement template.

Required Financial and Applicant Capacity Review

Proposal Content which addresses the requirements described in this section are located in the [Financial and Applicant Capacity Review](#) section.

Only applicable to business entities, nonprofit organizations, and political subdivisions. Tribal Sovereign Nations, University of Minnesota and Minnesota State Colleges and Universities are not subject to the financial and applicant capacity review.

In alignment with Minnesota Statute §16B.981, Minnesota Session Laws Chapter 62, Article 7, Section 11, Subdivisions 2-5 (<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/62/>) and OHE policies require applicable applicants to undergo a risk assessment prior to grant award to determine whether a risk mitigation plan and/or enhanced oversight is required to responsibly award the grant.

Business entities will complete the following review components:

1. Capacity Response
2. Certification of No Felony Financial Crime

3. Certifications of Good Standing with Secretary of State
4. Business Entity Financial Documents

Nonprofit organizations will complete the following review components:

1. Capacity Response
2. Certification of No Felony Financial Crime
3. Certifications of Good Standing with Secretary of State
4. Nonprofit Organization Financial Documents

Political subdivisions will complete the following review components:

1. Capacity Response
2. Certification of No Felony Financial Crime

Applicants who are required to submit financial documents as part of the review process, must adhere to the following based upon requested grant amount:

- Grant Request Amount: Less than \$50,000
 - Financial documents representing most recently completed year (1 year total)
- Grant Requested Amount: \$50,000 or higher
 - Financial documents representing most recently completed three years (3 years total)

Addressing Substantial Risks

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Based on Minnesota Statute §16B.981, Minnesota Session Laws Chapter 62, Article 7, Section 11, Subdivision 2-5 (<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/62/>), if the risk assessment identifies substantial financial, organizational, capacity, and/or management risks, OHE may:

- Provide or require enhanced grant oversight
- Request additional information from applicant to determine whether there is a substantial risk that the applicant cannot or would not perform the required duties of the grant agreement
 - The applicant has 30 business days to respond
- Develop a plan to address the risk or concerns identified
- Not award the grant
 - The granting agency must provide notice of the determination to not award the grant to the applicant and the Commissioner of Administration
 - The notice must include the following:
 - The reason for postponing/not awarding the grant
 - The timeline for the process for contesting the agency's decision

OHE has the authority to not award a competitive grant source. OHE must notify the applicant and provide reasons for not awarding the grant. The applicant may contest the decision to not award within 15 business days. OHE must consider any additional information the applicant provides with an additional 15 business days. As a final decision, OHE may affirm, reverse, or modify the initial decision to not award a grant. If OHE's final decision is not to award the grant, OHE must notify the applicant and the Commissioner of Administration. The applicant may contest OHE's final decision within 30 business days of the agency's notifications about the decision.

Technical Assistance

Technical assistance is available for interpreting instructions or preparing proposals by emailing gwi.ohe@state.mn.us. Please review all available materials before emailing your inquiry.

Each week, OHE will post responses to technical questions online here: <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>. Technical questions must be submitted no later than 4:00 p.m. central time, on **April 3, 2025**

To ensure fair and equitable processing of proposals, OHE will not review and/or comment on draft proposals.

Proposal Content

The Dual Training Grant Request for Proposal is available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

All proposal content is submitted through a secure online grants management system at <https://gwi-ohe.intelligrants.com/>. The grants management system requires user registration. OHE reviews and approves each user registration within three business days. User registrations submitted after **April 9, 2025** may not be reviewed and approved prior to the proposal deadline.

Applicants must submit all proposal content by **4:00 p.m. central time, on April 15, 2025**, for OHE to consider the proposal as complete.

Important! Applicants cannot revise grant request amounts, employer partners, industries, occupations, or related instruction training providers after the proposal deadline.

Proposal Information

To complete the Proposal Information form, applicants must provide general information about their organization and dual-training program. Applicants cannot revise grant request amounts, employer partners, industries, occupations, or related instruction training providers after the proposal deadline.

The Proposal Information form includes the following fields of which some may pre-populate based upon previous forms in the proposal process:

- Applicant Name

- Street Address, City, State, Zip
- Dual-Training Program Start Date *Enter the date in which dual trainees will begin related instruction coursework and on-the-job training
- Is the applicant an employer or organization representing employers?
 - Employer
 - Organization of Employers
 - Employer Partner
 - Primary Contact Name
 - Primary Contact Email
 - Employer Partner
 - Primary Contact Name
 - Primary Contact Email
- Estimated Number of Dual Trainees
- Of the Estimated Number of Dual Trainees, how many are continuing their related instruction program from a previous grant round?
- Total Grant Request Amount for Related Instruction *Related instruction includes coursework costs of tuition, fees, required/recommended books, and required/recommended materials
- Total Grant Request Amount for Trainee Support *Trainee support includes items that support the success of related instruction which include transportation, mileage, lodging, meals, tutoring services, translation services, interpreter services, and accessibility services. The trainee support grant request amount cannot exceed 10% of the related instruction grant request amount.
- Total Grant Request Amount
- Name of Applicant Contact
 - Contact Phone
 - Contact Email
 - Street Address, City, State, Zip
- Applicant Type of Organization
 - Business Entity
 - Nonprofit Organization
 - Political Subdivision
 - State of Minnesota
 - Tribal Sovereign Nation

Related Instruction Match

To complete the Related Instruction Match form, applicants must determine whether they are required or exempt from contributing 25% toward the cost of related instruction (tuition, fees, books, materials). Applicants with annual gross revenue in 2024 that exceeded \$25,000,000 must contribute and applicants with annual gross revenue in 2024 at or less than \$25,000,000 may contribute.

The Related Instruction Match form includes the following fields of which some may pre-populate based upon previous forms in the proposal process:

- Did the applicant have annual gross revenue that exceeded \$25,000,000 in the previous calendar year (Jan. 1, 2024 – Dec. 31, 2024)?
 - Yes
 - Applicant is required to contribute 25% toward the cost of related instruction, up to \$2,000 per dual trainee per grant period.
 - No
 - Although not required, would the applicant like to contribute 25% toward the cost of related instruction?
 - Yes
 - Applicant is required to contribute 25% toward the cost of related instruction, up to \$2,000 per dual trainee per grant period.
 - No
 - Applicant must upload financial documentation reflecting annual gross revenue of less than \$25,000,000 during the 2024 calendar year.

Related Instruction Training Provider Criteria

To complete the Related Instruction Training Provider Criteria form, applicants must list their preliminary considerations for partnering related instruction training providers. Each applicant must verbally consult with or receive a bid from a **minimum of three** potential related instruction training providers. Verbal consultations or bids must be recent and occur prior to submitting the Request for Proposal. No applicant is exempt from the related instruction training provider selection process. Applicants cannot revise grant request amounts, employer partners, industries, occupations, or related instruction training providers after the proposal deadline.

The Related Instruction Training Provider Criteria form includes the following fields of which some may pre-populate based upon previous forms in the proposal process:

- Outline criteria for selecting training provider(s) for related instruction. *Applicant determines criteria. Some examples may include competencies, cost, location, and format of delivery.
- List quotes or bids from training providers. * An applicant must submit at least three verbal quotes from eligible training providers. An applicant may elect to select a training provider from the State of Minnesota’s Targeted Vendors list. If an applicant selects a training provider from the Targeted Vendor list, the applicant does not need to formally communicate (mode of communication) with the training provider.
 - Quote/Bid 1
 - Related Instruction Training Provider
 - Is this training provider on the Targeted Vendor List?
 - Does training provider meet criteria outlined above?
 - Mode of Communication
 - Email
 - In-Person Meeting

- Phone
 - Virtual Meeting
 - Date of Quote
 - Additional notes about the training provider
- Quote/Bid 2
 - Related Instruction Training Provider
 - Is this training provider on the Targeted Vendor List?
 - Does training provider meet criteria outlined above?
 - Mode of Communication
 - Email
 - In-Person Meeting
 - Phone
 - Virtual Meeting
 - Date of Quote
 - Additional notes about the training provider
- Quote/Bid 3
 - Related Instruction Training Provider
 - Is this training provider on the Targeted Vendor List?
 - Does training provider meet criteria outlined above?
 - Mode of Communication
 - Email
 - In-Person Meeting
 - Phone
 - Virtual Meeting
 - Date of Quote
 - Additional notes about the training provider
- List two or more people who were part of the decision-making group for reviewing quotes and contributing to the final decision.
 - Name
 - Title
 - Name
 - Title

Related Instruction Training Provider Selection

To complete the Related Instruction Training Provider Selection form, applicants must list their final selections for partnering related instruction training providers. Applicants must also ensure that the industry-recognized degree, certificate, or credential program(s) meet all other grant requirements. Applicants cannot revise grant request amounts, employer partners, industries, occupations, or related instruction training providers after the proposal deadline.

The Related Instruction Training Provider Selection form includes the following fields of which some may pre-populate based upon previous forms in the proposal process:

- Training Provider Name
 - Category
 - Standard for Operating Legally in Minnesota
 - Exemption Valid Until
 - Eligibility Status
- Training Provider Contact
 - Name
 - Title
 - Email
- By checking this box, the applicant affirms an established partnership with the related instruction training provider. The applicant and training provider have confirmed that the related instruction programs are eligible for the Dual Training Grant.
- Industry
 - Advanced Manufacturing
 - Agriculture
 - Child Care
 - Health Care Services
 - Information Technology
 - Legal Cannabis Industry
 - Transportation
- Occupation

Proposal Narrative

To complete the Proposal Narrative form, applicants must detail their dual-training program. The Proposal Narrative is the primary form utilized by the review committee for evaluating the proposal.

The Proposal Narrative form includes the following fields of which some may pre-populate based upon previous forms in the proposal process:

- Industry-recognized Degree, Certificate, or Credential List Upload *Please click the link to download a template for identifying the related instruction programs that were selected and will be detailed in the Proposal Narrative.
- Proposal Narrative. *Responses provided in the Proposal Narrative will be evaluated by a review committee. Applicants must utilize the corresponding Minnesota Dual-Training Pipeline Occupational Competency Model (pyramid) available at <https://www.dli.mn.gov/pipeline>, while completing the Proposal Narrative section. Applicants will consider all industries and occupations as they respond to each Proposal Narrative item.
 - Describe how related instruction programs support eligible occupations and align with Minnesota Dual-Training Pipeline Competency Models (**20 Points**).
 - Describe how on-the-job training plans support eligible occupations and align with Minnesota Dual Training Pipeline Competency Models (**20 Points**).
 - Provide a sample of an eligible on-the-job training plan

- Directions: Upload a table, chart, or graph to illustrate an eligible on-the-job training plan for each occupation. The applicant may elect to utilize the OJT section of the Dual-Training Program Tracking Template available at <https://www.dli.mn.gov/business/workforce/pipeline-tools>.
- Demonstrate the ability to recruit, train, and retain dual trainees who are recent high school graduates or who recently passed high school equivalency tests (**10 Points**).
- Demonstrate the ability to recruit, train, and retain dual trainees who are employees of color, American Indian employees, and employees with disabilities (**10 Points**).
- Outline plans for monitoring and documenting dual trainee progress (**5 Points**).
- Outline plans for evaluating the success of the dual-training program (**5 Points**).
- Describe how direct costs of related instruction (tuition, fees, books, and materials) are minimized for dual trainees (**10 Points**).
- Identify and elaborate on additional employment opportunities dual trainees will have because of the dual-training program (**10 Points**).
- Detail the projected increase in compensation dual trainees will have because of the dual-training program (**10 Points**).

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

Financial and Applicant Capacity Review

Only applicable to business entities, nonprofit organizations, and political subdivisions.

To complete the Financial and Applicant Capacity Review form, applicants must describe and acknowledge components of their organization, list other grant funds, and/or provide financial documentation.

The Financial and Applicant Capacity Review form includes the following fields of which some may pre-populate based upon previous forms in the proposal process:

Applicant Capacity Review

Capacity Response

- Describe the applicant’s history of performing the work that will be funded by this grant. This includes describing the applicant’s current staffing, organization structure, and budget.
- Has the applicant been awarded or have an active grant from the Minnesota Office of Higher Education in the past 5 years?
 - Yes
 - If yes, please list the grant program and fiscal year
 - FY2025 (July 1, 2024 – June 30, 2025)
 - FY2024 (July 1, 2023 – June 30, 2024)
 - FY2023 (July 1, 2022 – June 30, 2023)
 - FY2022 (July 1, 2021 – June 30, 2022)
 - FY2021 (July 1, 2020 – June 30, 2021)

- No
- Has the applicant been awarded or have an active grant from another State of Minnesota Agency in the past 5 years?
 - Yes
 - If yes, please list the grant program and fiscal year
 - FY2025 (July 1, 2024 – June 30, 2025)
 - FY2024 (July 1, 2023 – June 30, 2024)
 - FY2023 (July 1, 2022 – June 30, 2023)
 - FY2022 (July 1, 2021 – June 30, 2022)
 - FY2021 (July 1, 2020 – June 30, 2021)
 - No
- If applicant has a substantial number of awarded or active grants from the Minnesota Office of Higher Education and/or State of Minnesota, please upload a document listing (1) Grant Program and (2) Fiscal Year.

Certification of No Felony Financial Crime

- Certify that no current principals have been convicted of a felony financial crime in the last ten years. 16B.981 Subd. 2 (6) requires that no current principals of a grantee have been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used. By signing below, I warrant that no current principal of my organization has been convicted of a felony financial crime in the last 10 years. I certify that this information is true, correct, and reliable. The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me/my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law. *The response must be completed by business entities, nonprofit organizations, and political subdivisions.
 - Signature, Title, Date
 - Please upload an organizational chart or list of principals that you certify with the above statement.

Certification of Good Standing with Secretary of State

- Certify that applicant has filed and is up-to-date with the Secretary of State. OHE will verify applicant's status with the Secretary of State Office. Potential grantee must certify that the organization has a status of "In Good Standing" with the Secretary of State as required by 16B.981 Subd. 2 (3) and as part of the response to this Grant Request for Proposal. Is your organization (for-profit or nonprofit) registered with the Secretary of State and has a status of "In Good Standing"?
 - Yes
 - No

Financial Review

OHE requires applicants to submit financial information as part of the grant proposal process. OHE audit staff will review the applicant's financial documents and perform a risk assessment to ensure the organization is financially stable. The types of financial documents and certifications required by applicants vary by type and size of organizations, as described in the sections below.

Nonprofit Organization Financial Documents

Nonprofit organizations requesting less than \$50,000 in total grant amount will submit the following documents for the **most recently completed year**. Nonprofit organizations requesting \$50,000 or higher in total grant amount will submit the following documents for the **most recently completed three years**:

- IRS Form(s) 990 or Form(s) 990-EZ
- Audited financial statement of a charitable organization which has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per Minnesota Statutes 309.53 (<https://www.revisor.mn.gov/statutes/cite/309.53>)
- If the nonprofit organization is not required to file Form 990 or Form 990-EZ or has not been in existence long enough to have a completed IRS Form 990, Form 990-EZ, or audit, the organization will be required to submit their board-reviewed financial statements, proof of tax-exempt status, and documentation of internal controls.

Business Entity Financial Documents

Business entity requesting less than \$50,000 in total grant amount will submit the following documents for the **most recently completed year**. Business entity requesting \$50,000 or higher in total grant amount will submit the following documents for the **most recently completed three years**:

- Federal and state tax returns
- Financial statements
- If the business entity has not been in business long enough to have filed a tax return, the business will be required to submit documentation of their internal controls and their current financial statements.

A business entity will also certify that the business is not under bankruptcy proceedings and disclosure any liens on assets.

Proposal Submission

OHE must receive a complete proposal within the grants management system (<https://gwi-ohe.intelligrants.com/>) no later than **4:00 p.m. central time, on Tuesday, April 15, 2025**.

Late or incomplete proposals will not be considered. The applicant will incur all costs incurred in applying to this request for proposal. By submission of proposal 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.

Review Process and Timeline

OHE in collaboration with DLI will ensure applicants meet all eligibility requirements. If requirements are not met, the proposal will not be submitted to the review committee.

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

OHE will review all committee recommendations and is responsible for award decisions. *The award decisions of OHE are final and not subject to appeal.* OHE retains the right to offer partial or reduced awards based on an assessment of the overall grantee pool and funding availability. The Request for Proposal does not obligate OHE to award a grant. OHE reserves the right to cancel this Request for Proposal, if in the best interest of the program, agency, and/or State of Minnesota.

Request for Proposal posted on OHE website: **March 4, 2025**

Request for Proposal content available in grants management system: March 4, 2025

Proposal Writing Workshop in-person at Minnesota Office of Higher Education, St. Paul from 11:00 a.m. to 2:00 p.m. central time: March 10, 2025

Proposal Writing Workshop in-person at Northwest Technical College, Bemidji from 11:00 a.m. to 2:00 p.m. central time: March 12, 2025

Proposal Writing Workshop virtual (recorded) via Microsoft Teams from 9:00 a.m. to 10:45 a.m. central time: March 14, 2025

Proposal Writing Refresh Workshop virtual (recorded) via Microsoft Teams from 11:00 a.m. to 12:00 p.m. central time: March 14, 2025

Technical questions due no later than 4:00 p.m. central time: April 3, 2025

Grants management system user registration due: April 9, 2025

Proposals due no later than **4:00 p.m. central time: April 15, 2025**

Committee begins review of proposals: April 28, 2025

Committee recommendations submitted to OHE for review: May 19, 2025

Applicants notified: **May 23, 2025**

Grantees publicly announced: May 27, 2025

Mandatory Grantee Orientation from **12:00 p.m. to 2:00 p.m. central time: May 29, 2025**

Prepare grant documents: June through July 2025

- Grant documents are due **three weeks prior** to beginning a dual-training program. For example, dual-training programs partnering with Minnesota State Colleges and Universities will be due August 4, 2025, which is three weeks prior to courses beginning on August 25, 2025.

Sign grant contract: August 2025

Optional Dual Trainee Welcome Session from 2:00 p.m. to 2:45 p.m. central time: August 7, 2025

Begin dual-training program: August 2025

Conflicts of Interest

State grant policy requires that steps and procedures are in place 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 08-01 Conflict of Interest in State Grant-Making Policy (<https://mn.gov/admin/government/grants/policies-statutes-forms/>).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department 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 in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee 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 opened
- 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 completed. For the purposes of this grant, data will be considered public when all the grant contract 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 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 completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

Grant Provisions

The 2024 Minnesota Statutes 136A.246 Dual Training Competency Grants is available online at <https://www.revisor.mn.gov/statutes/cite/136A.246>.

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

Orientation

May 29, 2025 from 12:00 to 2:00 p.m. central time

Following award notification, OHE hosts a virtual mandatory two-hour orientation 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. Training providers are highly encouraged and should make effort to attend the orientation. The purpose of orientation is to prepare grantees for the grant administration and encourage strategic planning.

Dual Trainee Welcome Session

August 2, 2025 from 2:00 to 2:45 p.m. central time

Following award notification, OHE hosts an optional, virtual forty-five-minute welcome session for identified and potential dual trainees. Grantees are expected to encourage their dual trainees to attend the session. The purpose of the welcome session is to foster excitement and prepare dual trainees for the dual-training model.

Related Instruction Training Agreement

Related Instruction Training Agreement submission is through the grants management system at <https://gwi-ohe.intelligrants.com/>.

A grantee must submit a Related Instruction Training Agreement for each related instruction training provider, selected in the proposal, following award notification and prior to executing a grant contract with OHE. A grantee continuing instruction with a training provider, who participated in a previous DTG round, must also submit a new Related Instruction Training Agreement. Agreements are associated with individual grant contracts; therefore, do not carry-forward into future grant contracts.

The Related Instruction Training Agreement is not a legal contract between the applicant and related instruction training provider. The document is a means to affirm 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 training providers but are not required to do so by the DTG.

Work Plan and Budget

Work Plan and Budget submission is through the grants management system at <https://gwi-ohe.intelligrants.com/>.

A grantee must complete and submit a Work Plan and Budget document for each dual trainee following award notification and prior to executing a grant contract with OHE. The Work Plan and Budget includes detailed information about a dual trainee's related instruction, on-the-job training, and budget. Once the plan is approved, the grantee could make changes but must consult with OHE prior to making changes to the Work Plan and Budget.

Policies and Procedures

Policies and Procedures submission is through the grants management system at <https://gwi-ohe.intelligrants.com/>.

A grantee must submit a Policies and Procedures document detailing at minimum budget items among the categories of Related Instruction and Trainee Support. Dual trainees must be notified by the grantee about budget items within the Policies and Procedures prior to entering the dual-training program.

Dual Trainee Participation Agreement

Dual Trainee Participation Agreement submission is through the grants management system at <https://gwi-ohe.intelligrants.com/>.

A dual trainee must complete and submit a Dual Trainee Participation Agreement prior to enrollment in a dual-training program. The purpose of the agreement is to notify dual trainees of their rights and responsibilities, acknowledge release of information among applicable parties, and collect data for evaluation of the program.

Dual Trainee Service Agreement

Dual Trainee Service Agreement submission is through the grants management system at <https://gwi-ohe.intelligrants.com/>.

Dual Trainee Service Agreements are not required by OHE. Upon request, OHE may provide guidance on the use of service agreements but will not provide a standardized format for service agreements. Grantees may elect to implement Dual Trainee Service Agreements in conjunction with the DTG. If the terms of the service agreement are not met, a grantee cannot require a dual trainee to pay back any grant funds that were reimbursed through the DTG.

If a grantee elects to utilize a service agreement, the grantee must submit a copy of the general agreement to OHE. The agreement copy is for record purposes only and submission of the agreement does not render the agreement legal, valid, or enforceable. OHE does not advise on legal obligations in relation to service agreements, so grantees are encouraged to consult with legal professionals. Grantees are encouraged to inform dual trainees of known legal implications and connect them with legal resources.

Financial Aid Applications

A dual trainee attending a Federal Pell and/or Minnesota state grants eligible program 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>) prior to a grantee receiving reimbursement through the DTG. For the best interest of the dual trainee, financial aid applications should be completed as soon as possible to secure potential funding sources. Dual trainees seeking more information and/or assistance with the financial aid process are encouraged to contact the following:

- Training Provider's Financial Aid Office

- Educational Opportunity Center: <https://minneapolis.edu/student-services/support-services/trio-programs/educational-opportunity-center>
- Minnesota Goes to College: <https://sites.google.com/view/minnesotagoestocollege/home>

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 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 OHE to discuss options related to participation through the DTG.

Expenditures

Grantees must review their current employee expenditure policies and determine how those policies will influence and/or interact with allowable expenditures through the DTG. Grantees must have written budget policies and procedures addressing DTG expenditures. Grantees are encouraged to research and inform dual trainees of additional financial and community services that may be available outside the DTG, so dual trainees have minimal out-of-pocket related instruction costs and have access to trainee support services.

The maximum grant request amount for Related Instruction expenditures is \$150,000. A dual trainee may benefit from up to \$6,000 in Related Instruction expenditures. Grantees who had annual gross revenue in the previous calendar year that exceeded \$25,000,000 are required to contribute to at least 25% of Related Instruction expenditures.

The maximum grant request amount for Trainee Support expenditures is up to 10% of the Related Instruction award amount (up to \$15,000). Trainee Support expenditures are allocated to an individual dual trainee, but a dual trainee is not subject to a maximum. In addition, the allocated amount is not calculated into a dual trainee's lifetime DTG maximum. Grantees are not required to contribute a percentage toward Trainee Support expenditures.

Related Instruction Expenditures

Allowable grant expenditures for **Related Instruction** are limited to costs directly charged and/or required by related instruction training providers. The purpose of the funds is to minimize the direct costs of related instruction for a dual trainee. Below are the allowable expenditures for this budget category:

- Tuition
- Fees
- Required and recommended books
- Required and recommended materials

Allowable grant expenditures categorized as fees extends to instances where an industry governing organization, other than the training provider, must administer examinations and award certificates or credentials. The training provider must ensure dual trainees are connected to governing organizations and follow through with exam procedures.

Books and materials must be either required or recommended by the related instruction training provider. The requirement or recommendation must be documented by the training provider.

Books and materials which are *fully* reimbursed to the grantee through the DTG must remain with the dual trainee. A grantee cannot require a dual trainee to return the books or materials. A grantee cannot utilize the DTG as a means of acquiring a supply of books and/or materials for future use. Books and materials which are *partially* reimbursed, due to the match requirement, to the grantee through the DTG should remain with the dual trainee. Although, a grantee may enter into an agreement with the dual trainee, prior to the dual-training program, detailing circumstances in which a portion, equivalent to or less than the match requirement, of the books or materials may remain with the grantee.

Important! The DTG will not pay a dual trainee directly for any Related Instruction expenditures. A grantee must directly pay for expenditures. Then, the grantee may request reimbursement from the DTG. A grantee cannot reimburse a dual trainee for tuition and fee expenditures and then request reimbursement from the grant. In some instances, a grantee may reimburse a dual for exam fees (with industry governing organization), books, or material expenditures and then request reimbursement from the grant.

Unacceptable grant expenditures for Related Instruction include but are not limited to:

- Test-out fees
- Prior learning credit fees
- Federal or private educational loan fees
- Internship stipends
- Dual trainee wages
- Transportation
- Mileage
- Lodging
- Meals
- On-the-job training infrastructure
- Grantee administrative staff
- Grantee on-the-job training staff

Trainee Support Expenditures

Allowable grant expenditures for **Trainee Support** are limited to costs directly associated with dual trainees and their related instruction programs. The purpose of the funds is to provide additional support to dual trainees leading to the successful completion of their dual-training programs. Below are the allowable expenditures for this budget category:

Transportation: Trainee Support funds may be utilized for dual trainees to obtain ground transportation to and/or from their related instruction programs. A grantee may utilize funds for the following transportation costs:

- Public transportation fees, which may include transit pass programs
- Occasional vehicle rental costs
- Occasional group busing costs

- Gas (only) card purchases

In limited situations, a grantee may appeal to OHE for Trainee Support funds to be utilized for private transportation or ride-share fees.

Mileage: Trainee Support funds may be utilized to reimburse dual trainees for mileage to and/or from their related instruction programs. Mileage costs cannot exceed the current Federal IRS mileage reimbursement rate on the most direct route.

Lodging: Trainee Support funds may be utilized for dual trainees to acquire temporary lodging while attending their related instruction programs which require over-night travel. In limited situations, a grantee may appeal to OHE for Trainee Support funds to be utilized for general on-campus room and board costs associated with a postsecondary institution.

Meals: Trainee Support funds may be utilized for meal costs of dual trainees while they are attending their related instruction programs. In limited situations, a grantee may appeal to OHE for Trainee Support funds to be utilized for general on-campus meal plan costs associated with a postsecondary institution.

Tutoring services: Trainee Support funds may be utilized for dual trainees to receive tutoring services for their related instruction program through a related instruction training provider or an affiliated professional tutoring company.

Translation, interpreter, and/or accessibility services: Trainee Support funds may be utilized for dual trainees to receive services for their related instruction program through a related instruction training provider or an affiliated professional services company.

Expenditures of transportation, mileage, lodging, and meals must occur within Minnesota or the surrounding states of Iowa, North Dakota, South Dakota, or Wisconsin.

Important! The DTG will not pay a dual trainee directly for any Trainee Support expenditures. A grantee must either directly pay for expenditures or reimburse a dual trainee for expenditures. Then, the grantee may request reimbursement from the DTG.

Unacceptable grant expenditures for Trainee Support include but are not limited to:

- Related instruction tuition, fees, books, or materials
- Airfare
- Housing (rent or mortgage)
- Utility bills
- Internet or phone services
- Dependent care costs
- Medical insurance
- Grantee-owned vehicle purchase, repairs or insurance
- Trainee-owned vehicle purchase, repairs or insurance
- Unspecified gift cards
- Career navigator services
- Grantee administrative staff
- Grantee on-the-job training staff

Tax Benefits and Implications

Federal and state income tax filers may be eligible for tax credits, tax deductions, and exclusions from gross income if enrolled in a U.S. Department of Education eligible institution. OHE provides resources related to tax benefits online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=106>. Grantees should give attention to IRS Publication 970 Tax Benefits for Education (<https://www.irs.gov/publications/p970>), Chapter 10 Employer-Provided Educational Assistance (<https://www.irs.gov/pub/irs-pdf/p970.pdf>). Chapter 10 addresses benefits over \$5,250 and Working Condition Fringe Benefits, which may apply to DTG funds. OHE does not advise on tax benefits or obligations, so grantees are encouraged to consult with tax professionals. Grantees are encouraged to inform dual trainees of known tax implications and connect them with tax resources.

Business with the State

A grantee must register and complete setup as a vendor with the State of Minnesota's SWIFT System (<https://mn.gov/mmb/accounting/swift/>) prior to executing a grant contract with OHE. The grantee's federal tax identification number is required to complete registration. Contracts and grant reimbursement will be finalized within the SWIFT vendor portal. Grantees who are already established 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.

Grant Contract

A grantee must have an effective contract prior to the start of a dual-training program. All necessary grantee and OHE staff must sign the grant contract through an electronic system as determined by OHE. 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

Grantees must adhere to all accountability and reporting requirements. Grant reimbursement and future grant eligibility is contingent upon fulfillment of requirements.

Grant Payments

Requests for Grant Payments is conducted through the grants management system at <https://gwi-ohe.intelligrants.com/>.

Per Office of Grants Management Policy 08-08, OHE will process payment requests through a method of reimbursement. Grantees must provide a general ledger report or other similar documentation that reflects expenses included in the reimbursement request. OHE will review each reimbursement request along with

supporting documentation against the approved work plan, budget, expenditures to-date, and latest grant progress report prior to approving reimbursement. Grant payments shall not be made on grants with past due reports unless OHE has given the grantee a written extension.

OHE will reimburse grantees only for eligible expenditures associated with the budget categories of: Related Instruction and Trainee Support. 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 grant, or through the grant period.

Grantees must submit reimbursement requests through the grants management system at <https://gwi-ohe.intelligrants.com/>. Grantees must submit reimbursement requests **no later than 45 days** after the end of a term. Reimbursement requests must include the following information and supporting documents:

Invoice

- Dual Trainee
- Related instruction program period
- Related instruction training provider
- Related instruction expenditures
 - Related instruction description
 - Related instruction total cost
 - If applicable, required grantee contribution (25%)
 - Optional grantee contribution
 - Dual trainee contribution
 - Total charge to grant
- Trainee support expenditures
 - Total trainee support costs
 - Optional grantee contribution
 - Dual trainee contribution
 - Total charge to grant
- Total dual trainee expenditures
 - Costs
 - If applicable, required grantee contribution
 - Optional grantee contribution
 - Dual trainee contribution
 - Total Charge to grant

Supporting Documents

- Related instruction
 - Detailed course schedule and bill for dual trainee
 - Invoice from training provider to grantee

- Proof of payment from grantee to training provider
- If books or materials are purchased outside of training provider:
 - Documentation from training provider stating requirement or recommendation for books or materials
 - Receipt for books or materials
 - Proof of payment or reimbursement from grantee to dual trainee
- Trainee support
 - Transportation
 - Documentation of related instruction
 - Receipt for transportation
 - Proof of payment or reimbursement from grantee to dual trainee
 - Acknowledgement of receipt from dual trainee
 - Mileage
 - Documentation of related instruction
 - Record of mileage details and calculation
 - Proof of payment or reimbursement from grantee to dual trainee
 - Lodging
 - Documentation of related instruction
 - Receipt for lodging
 - Proof of payment or reimbursement from grantee to dual trainee
 - Meals
 - Documentation of related instruction
 - Receipt for meals
 - Proof of payment or reimbursement from grantee to dual trainee
 - Acknowledgement of receipt from dual trainee
 - Tutoring services
 - Documentation of related instruction
 - Receipt for tutoring services
 - Proof of payment or reimbursement from grantee to dual trainee
 - Translation, interpreter, and/or accessibility services
 - Documentation of related instruction
 - Receipt for translation, interpreter, or accessibility services
 - Proof of payment or reimbursement from grantee to dual trainee

OHE reserves the right to request additional documentation for verification prior to approval for reimbursement. Grantees must respond and complete follow-up items within 15 days of receiving a request for additional documentation from OHE. OHE will issue payment to a grantee within 30 days of a completed and approved reimbursement request.

OHE may approve alternative method of payment, if a grantee is unable to pay the training provider in advance based upon documentation of financial limitation. The related instruction training provider must also be capable and willing to collaborate with the grantee on the reimbursement request process. Please contact OHE for further details.

Grant Financial Reconciliation

All grantees are required to undergo Financial Reconciliation for expenditures at least once during the grant period before final payment is made. Financial Reconciliation may be conducted on a more frequent basis. The process involves reconciling a grantee's reimbursement request for a given period with supporting documentation for that request, such as purchase orders, receipts and payroll records.

Grant Reporting

Grant Report submission is through the grants management system at <https://gwi-ohe.intelligrants.com/>.

All grantees are required to submit two progress reports. The Interim Progress Report is due end of **February 2026**, and the Final Progress Report is due end of **September 2026**.

Grant reimbursement and future DTG proposal eligibility is contingent upon fulfillment of Grant Reporting requirements.

Grant Monitoring

Grant Monitoring Report is published within the grants management system at <https://gwi-ohe.intelligrants.com/>.

Minnesota Statutes 16B.97 Grants Management (<https://www.revisor.mn.gov/statutes/cite/16B.97>) and Office of Grants Management Policy 08-10 Grant Monitoring 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.

OHE reserves the right to select additional grantees for monitoring who may not be addressed in the above scenarios. OHE will notify such grantees within a reasonable amount of time to allow preparation for the monitoring process. OHE will also consider requests from grantees to conduct monitoring services.

OHE will base monitoring schedules upon the availability of all parties who are required to be in attendance. To the extent possible, monitoring will be conducted at the location of the grantee and will occur within six months of the contract effective date.

Grant reimbursement and future DTG proposal eligibility is contingent upon fulfillment of Grant Monitoring requirements.

Grantee Performance Evaluation

Grantee Performance Evaluation is published within the grants management system at <https://gwi-ohe.intelligrants.com/>.

Prior to the closeout of the grant, OHE will evaluate the performance of all grantees. OHE includes the following information in the evaluation process:

- Grantee name, grant amount, start and end dates of the grant period award, and amount of grant paid to grantee
- Grant description, purpose, and proposed grant outcomes
- Description of actual grant outcome
- Compliance with reporting requirements
- Grant monitoring visits and financial reconciliation results, if applicable
- If applicable:
 - Additional conditions placed on the grant as part of the pre-award risk assessment process
 - If there were any fraud, waste, or abuse concerns
 - If the grant was terminated for cause
- Significant changes that arose during the grant award period
- Status of any financial/audit concerns involving the grantee

Evaluations of grantee performance for grant contract agreements over \$25,000 must be provided by OHE to the Minnesota Department of Administration. In addition, OHE will share grantee performance evaluations with other state agencies upon request. Evaluations are considered public per Minnesota Statute 13.599 Grants (https://www.revisor.mn.gov/statutes/2023/cite/13.599?keyword_type=all&keyword=13.599).

OHE considers past grantee performance before awarding subsequent grants to grantees.

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 to satisfy all state and program retention requirements, whichever is later.

Non-Transferability

Grant funds are not transferrable to any other entity. Grantees that become aware of any mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to OHE as soon as they become aware.

Affirmative Action and Non-Discrimination

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 (Minnesota Statute 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.

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/>).

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

For more information about this Request for Proposal, please contact:

Jacquelynn Mol Sletten

Assistant Manager of Grants and Workforce Initiatives
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108
Email: jacquelynn.mol.sletten@state.mn.us
Phone: (651) 355-0609

Grace Ferdinandt

State Program Administrator for Grants and Workforce Initiatives

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

Saint Paul, MN 55108

Email: grace.ferdinandt@state.mn.us

Phone: (651) 259-3926

Proposal Documents Available Online

Dual Training Grant Request for Proposal and other information is available online at

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

Dual Training Grant Proposal Content is available online through the grants management system at [https://gwi-](https://gwi-ohe.intelligrants.com/)

[ohe.intelligrants.com/](https://gwi-ohe.intelligrants.com/).