

Dual Training Grant 2025 Grantee Orientation

Presented by: Jacquelynn Mol Sletten & Grace Ferdinandt
in collaboration with the Minnesota Dual-Training Pipeline Team

Welcome & Introductions



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Agenda

- ☐ Welcome, Introductions & Congratulations
- ☐ Stay Connected!
- ☐ Dual Training Grant Structure
- ☐ Dual Training Grant Communication Resources
- ☐ Dual Training Grant Documents
 - Training Provider Agreements
 - Work Plan & Budget
 - Dual Trainee Participation Agreement
 - Other Grant Documents
 - Dual Trainee Financial Aid
 - Business with the State (SWIFT)
 - Contract
- ☐ Training Provider To Do List
- Admissions
 - Financial Aid
 - Third Party Billing
- ☐ Dual Training Grant Reimbursement
- ☐ Dual Training Grant Financial Reconciliation
- ☐ Dual Training Grant Reports
 - Progress Report
 - Monitoring Report
 - Final Report
- ☐ Portal Demonstration
- ☐ Next Steps After Orientation

Congratulations

Congratulations 2025 Dual Training Grant Grantees

The MN Office of Higher Education & MN Department of Labor and Industry are excited to support your dual trainees as they achieve their career goals and enhance your workforce.



"It seemed too good to be true, but it was the best decision to pursue this. Even the learning was easier, because we were putting what we learned in school into action. I wanted to show my 16-year-old son that its never too late to pursue education and achieve your dreams."

Brenda Rodriguez, Community Health Worker
Ready, Set, Smile in Minneapolis

Congratulations

Grantees, who have received official award notices, are welcome to inform the public about their award

Potential Grantees, who have not yet received award notices, should not inform the public. Please continue to work with the MN Office of Higher Education on the Financial & Applicant Capacity process

The Dual Training Grant Press Release will be issued later in June 2025

Congratulations

2016 Round 1

- \$197,120 Paid through DTG
- 10 Grantees
- 87 Dual Trainees

2023 Round 12

- \$2,041,373 Paid through DTG
- 55 Grantees
- 496 Dual Trainees

2024 Round 13

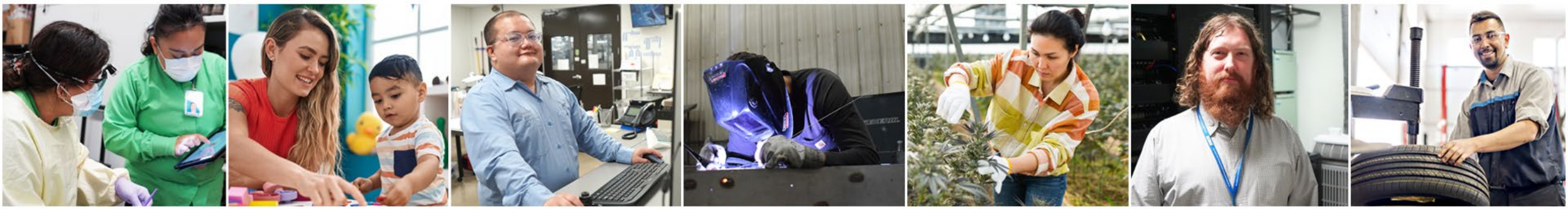
- \$4,963,212 Contracted through DTG
- 75 Grantees
- 885 Dual Trainees

2025 Round 14

- \$5,043,936 Awarded through DTG
- 80 Grantees
- 902 Dual Trainees

2026: Round 15

EST \$5,000,000 Available for Awards through DTG



Stay Connected!

Stay Connected!

Important!

The Office of Higher Education will launch a ***NEW*** website mid-June 2025

Links will change! This presentation will be updated to include the new links.

As of July 1, 2025: Links in this presentation have been updated to navigate to the new OHE website.

Stay Connected!

Time to Stay Connected!

Subscribe to Email Updates from
Minnesota Dual-Training Pipeline:
<https://www.dli.mn.gov/pipeline>

Scroll to bottom of webpage to
subscribe.

■ SUBSCRIBE TO EMAIL UPDATES

- [Advanced manufacturing updates](#)
- [Agriculture updates](#)
- [Child care updates](#)
- [Health care services updates](#)
- [Information technology updates](#)
- [Legal cannabis updates](#)
- [Transportation updates](#)

Subscribe to Email Updates from the
Office of Higher Education:
<https://ohe.mn.gov/competitive-grants/dual-training-grant>

Scroll to bottom of page. Click on
“Subscribe to Updates”

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Stay Connected!

Time to Mark Calendars!

Dual Training Grant **Reminders**

- August 4, 2025: Grant Documents Due
- August 22, 2025: Signed Contract Due
- October 15, 2025: Fall Term Reimbursement
- February 2, 2026: Start Progress Report
- February 15, 2026: Spring Term Reimbursement
- February 27, 2026: Progress Report Due
- March 1, 2026: Start 2026 Proposal
- June 15, 2026: Summer Term Reimbursement
- September 1, 2026: Start Final Report
- September 30, 2026: Final Report Due

DTG Upcoming & Archived Workshops Link: <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>

Stay Connected!

Time to Mark Calendars!

Dual Training Grant **Workshops**

- August 7, 2025 @ 2:00PM: Optional Dual Trainee Welcome Session
- **JUST ADDED!** September 18, 2025 @ 11:00AM: DTG On-the-Job Training Workshop
- September 25, 2025 @ 1:00PM: DTG Reimbursement Workshop
- December 11, 2025 @ 1:00PM: DTG Reports & Next Term Prep Workshop
- June 25, 2026 @ 1:00PM: DTG Final Report & Closeout Workshop

DTG Upcoming & Archived Workshops Link: <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>

Stay Connected!

Time to Mark Calendars!

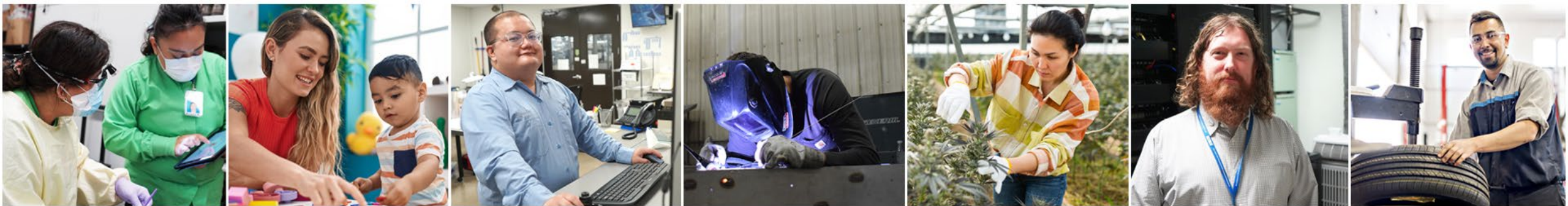
Dual Training Grant **Open Office Hours**

- July 15, 2025 @ 3:00PM
- July 17, 2025 @ Noon
- August 12, 2025 @ 3:00PM
- August 14, 2025 @ Noon

1st Thursdays of September, October, January, February & May from 9:00AM to 10:00AM

- 9/4/2025
- 10/2/2025
- 1/8/2026
- 2/5/2026
- 5/7/2026

DTG Upcoming & Archived Workshops Link: <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>



Dual Training Grant Structure

Dual Training Grant Structure



2023 MN Statute 175.45: Standards for Dual Training
<https://www.revisor.mn.gov/statutes/cite/175.45>

2023 MN Statute 136A.246: Dual Training Competency Grants
<https://www.revisor.mn.gov/statutes/cite/136A.246>

Dual Training Grant Structure



Dual Training Grant Structure



MINNESOTA DUAL-TRAINING
PIPELINE



Erik Holtan

- Advanced Manufacturing
- Agriculture

Kathleen Gordon

- Child Care
- Health Care Services

Madolyn Martini

- Information Technology
- Transportation

When do I contact the MN Dual-Training Pipeline Team?

- When you would benefit from consultation about the design, setup, maintenance, or improvement of your on-the-job training plan for dual trainees
- When you want to be involved in providing feedback to the Team about the industry by attending industry forums
- When you recognize an occupational need and would like the Team to consider adding the occupation to the Pipeline program
- When you would like to attend a professional development opportunity (at no cost) through Pipeline events
- When you want to build a community of knowledge and attend or even host a workforce community conversation.

Dual Training Grant Structure



After orientation, **NEXT STEPS** with the Minnesota Dual-Training Pipeline Team?

One-on-one introduction meetings

- Highly recommended for grantees who are new to the program
 - Goal is to have meetings **in-person**, but virtual is also an option
- Pipeline staff will be reaching out to all grantees to check-in and potentially meet



Minnesota Dual-Training Pipeline participation badges

<https://www.dli.mn.gov/business/workforce/pipeline-success>

Dual Training Grant Structure



DUAL TRAINING
GRANT

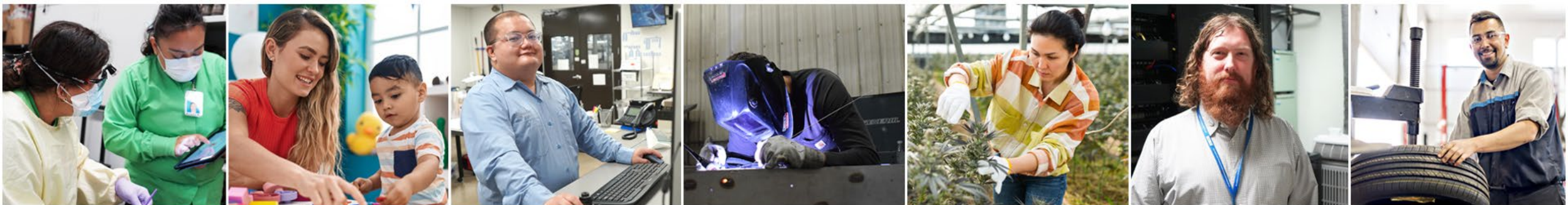


Jacquelynn Mol Sletten
Assistant Manager

Grace Ferdinandt
State Program Administrator

When do I contact the Dual Training Grant Team?

- When you have questions about the grant documents required to start your dual-training program
- When you need assistance with contacting training providers
- When you would benefit from connecting with other grantees to share best practices
- When you need detailed information about grant requirements and procedures
- When you are ready to submit a request for reimbursement from the grant
- When you need assistance with grant reporting
- When you have questions about published grant reports



Dual Training Grant Communication Resources

Dual Training Grant Communication Resources

Media Resources and Recruitment

<https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>

- Media and Recruitment Toolkit
- OHE Logo
- Social Media
- Flyers



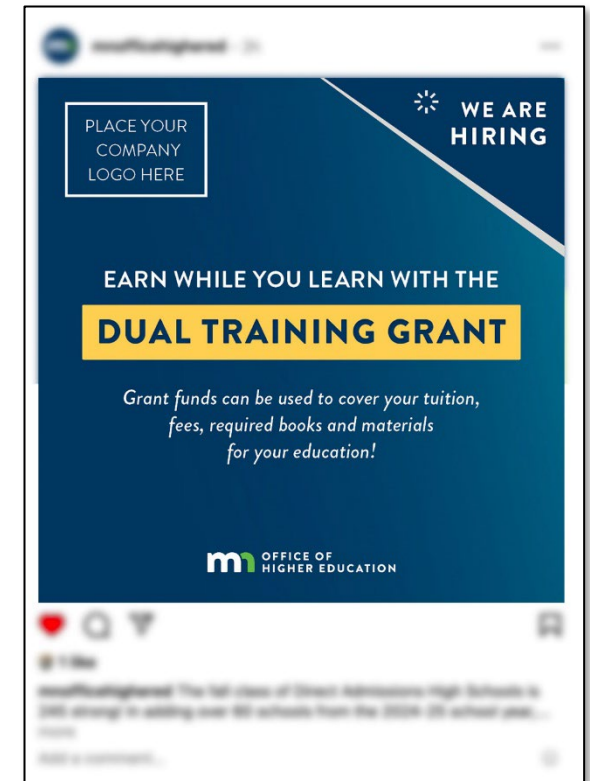
Dual Training Grant Communication Resources

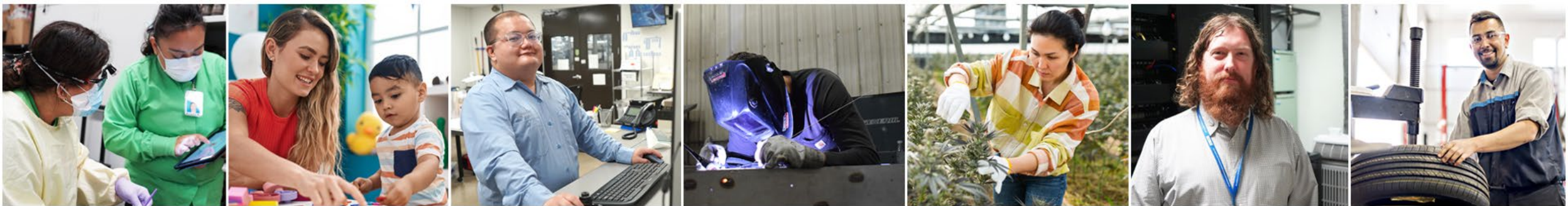
Press Release

- Published 6/30/2025: <https://ohe.mn.gov/news/ohe-awards-80-minnesota-businesses-funds-support-employee-training>
- Forward to your local media
 - Include some details about what you want the public to know
- Share our post or create your own and tag us and DLI

Share your successes!

- Robert.Ferdinandt@state.mn.us





Dual Training Grant Documents

Dual Training Grant Documents

All grant documents will be completed, submitted, or viewable through the Online Grants Management System:

<https://gwi-ohe.intelligrants.com/IGXLogin>

Login

Username

Password

Log In

[Forgot Username/Password!](#)

[New User? Register Here!](#)

My Tasks

[Initiate Related Document](#)

> Filter

▼ My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
DTG-2025-00002	Proposal/Grant	TEST Health Care Nonprofit	Proposal Awarded	5/21/2025 12:04:10 PM	

DTG-2025-00002	
▼ Forms	
➤ Proposal	
▼ Grantee Review	
Proposal Evaluation Criteria	📁➡
Review Overview	📁➡
▼ Award	
Award Notice	☑
▼ Grant Provisions	
Training Provider Agreements	☑
Work Plan & Budget	□
Other Grant Documents	!
▼ Grant Contract	
Grant Contract	!

Training Provider Agreements

Must Submit Prior to Executing a Grant Contract.

Training Provider Agreements template is available in the portal. Grantee will upload a completed agreement for each training provider into the portal.

Minnesota Dual Training Grant
Related Instruction Training Provider
Agreement



Minnesota Dual Training Grant Training Provider Agreement 2025		
Grantee must submit one Training Provider Agreement for each related instruction training provider, selected in the proposal, following award notification, and prior to executing a grant contract. The Agreement is a means to affirm elements of planning for a dual-training program between the grantee and training provider.		
Grantee Name:		
Grantee Address (Street, City, State, Zip):		
Grantee Authorized Official (AO) Name:		
AO Title:	AO Telephone Number:	AO Email Address:
Related Instruction Training Provider Name:		
Training Provider Address (Street, City, State, Zip):		
Training Provider Authorized Signatory (AS) Name:		
AS Title:	AS Telephone Number:	AS Email Address:

DTG-2025-00002

Award Notice

Grant Provisions

Training Provider Agreements

Work Plan & Budget

Other Grant Documents

Grant Contract

Tools

Landing Page

Add/Edit People

Status History

Training Provider Agreements

A grantee must submit a Related Instruction Training Agreement for each related instruction training provider, selected in the proposal, following award notification with a training provider, who participated in a previous DTG round, must also submit a new Related Instruction Training Agreement. Agreements are 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 a limited-to, program availability, student privacy policies, billing procedures, and DTG requirements. Applicants may pursue contracts with training providers but

Download Training Provider Agreement Template [HERE](#).

Training Provider Name

The Idea Circle

Agreement Upload

Browse

Drag Files Here

DTG TEST2.docx

11.52 KB

x

Upload Date

05/13/2025 09:44 am

Notes

Training Provider Agreements

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.



YES! A **NEW Agreement is required each year!**

Work Plan and Budget

Must Submit Prior to Executing a Grant Contract.

The **Work Plan and Budget** is completed in the portal. The grantee will complete and maintain a work plan and budget for each dual trainee.

DTG-2025-00002

Work Plan & Budget

A grantee must complete and submit a Work Plan and Budget document for each dual trainee following award notification dual trainee's related instruction, on-the-job training, and budget. Once the plan is approved, the grantee could make char

Dual Trainee

Dual Trainee Name

☐ Continuing Dual Trainee ☐ New Dual Trainee



Under Profile Name (top-right)

- Always **Save**
- Use **Add** to Generate Another Record

Work Plan and Budget

The Work Plan and Budget includes detailed information about:

- Dual Trainee
- Budget
 - Related Instruction
 - Trainee Support
- Related Instruction
 - Must utilize Occupational Competency Summaries: <http://www.dli.mn.gov/pipeline>
 - Industry-Sector & Industry-Wide Technical Competencies (second and third tiers from top)
- On-the-Job Training
 - Must utilize Occupational Competency Summaries: <http://www.dli.mn.gov/pipeline>
 - Occupation Specific Competencies (top tier)

Work Plan and Budget

Related Instruction Program

Related Instruction Program

+

Training Provider

Dual Training Grant Industry

Dual Training Grant Occupation

Title & Type of Degree, Certificate, or Credential

Completion Date

MM/DD/YYYY

Related Instruction Program Period

+

Related Instruction Program Period

Begin Date

MM/DD/YYYY

End Date

MM/DD/YYYY

Credits Attempted

Credits Completed

Upload schedule or other similar doc

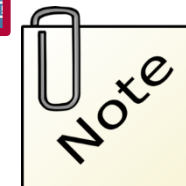
Browse

Drag Files Here

Non-Credit Program

☐

Competencies



On Far Right

- Use the + button to add more sections

Work Plan and Budget

On-the-Job Training Program

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

On-the-Job Training Program

On-theJob Training Program Period

Begin Date

End Date

Hours Attempted

Hours Completed

Upload OJT Plan

Browse

Drag Files Here

Competencies



On Far Right

- Use the + button to add more sections

Work Plan and Budget

Once the initial Work Plan and Budget is approved, the grantee has the ability to make changes but **MUST** consult with the Office of Higher Education prior to making substantial changes to the document.

The Work Plan and Budget must remain up-to-date. Dual trainees cannot begin a dual-training program or next set of courses until the Work Plan and Budget has been updated and reviewed by the Office of Higher Education.

Optional, in addition to the Work Plan and Budget, consider utilizing Dual-Training Program Templates provided by the Pipeline Team:

<http://www.dli.mn.gov/business/workforce/pipeline-tools>.

Other Grant Documents

Policies and Procedures

Required! Upload P&P in the portal. At minimum, budget items among the categories of Related Instruction and Trainee Support must be documented in the P&P. Template [LINK](#).

Dual Trainee Service Agreement

Upload Agreement in the portal. Agreements are not required.

Program Ineligible for Financial Aid

Upload documentation from training provider in the portal.

The screenshot displays a web portal interface for grant management. On the left is a sidebar menu for grant DTG-2025-00002, listing sections like Proposal Narrative, Financial and Applicant Capacity Review, Grantee Review, Proposal Evaluation Criteria, Review Overview, Award, Award Notice, Grant Provisions, Training Provider Agreements, Work Plan & Budget, Other Grant Documents (highlighted with an info icon), Grant Contract, Grant Contract (with an info icon), Tools, Status Options, Related Documents, and an 'Initiate Related Doc' button. The main content area is titled 'Other Grant Documents' and contains three sections: 'Policies and Procedures', 'Dual Trainee Service Agreement', and 'Program Ineligible for Financial Aid'. Each section includes a 'Browse' button, a 'Drag Files Here' instruction, and a plus icon for additional actions. A 'Notes' text area is provided below each document type section.

Dual Trainee Participation Agreement

Must Submit Prior to Executing a Grant Contract and/or at time of Enrollment in Dual-Training Program.

The **Dual Trainee Participation Agreement** is completed in the portal.

DTG-2025-00002

▼ Forms

▼ Grant Provisions

Dual Trainee Participation Agreement ☒

▼ Tools

Landing Page

Add/Edit People

Status History

Dual Trainee Participation Agreement

Restrict Viewing To:

My Supervisor ▼

Please read the [Notice to Dual Trainee](#)

Agreement Information

Grantee
TEST Health Care Nonprofit

Full Name
Mary Lamb



Only the Dual Trainee completes the agreement!

Dual Trainee Participation Agreement

The first purpose of the agreement is for a dual trainee to acknowledge and approve the release of information among the grantee, training provider, and Office of Higher Education. The second purpose of the agreement is to gather data for evaluation of the program.

Step 1: Grantee sends identified dual trainee link to portal: <https://gwi-ohe.intelligrants.com/IGXLogin>

Step 2: Dual trainee registers with portal as a new user

Step 3: Office of Higher Education reviews dual trainee registration, assigns to grantee organization, and approves

Step 4: Dual trainee logs into portal and updates their profile

Step 5: While in the portal, the dual trainee also completes and saves the participation agreement

Step 6: Grantee is able to select dual trainee within the Work Plan and Budget

If the dual-training program is not eligible for financial aid, be sure to discuss that with dual trainees prior to completing the form. There are financial aid related questions included on the form.

Dual Trainee Participation Agreement

Videos for Dual Trainees!

Dual Trainee **User Registration**: https://www.youtube.com/watch?v=gNudui_pAHE

Dual Trainee **Participation Agreement**: https://www.youtube.com/watch?v=P_PfvGI4BG4

Videos will soon be accessible from the Workshop Archive at <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>

Grantees must watch these videos before sending directions to their dual trainees.

Some grantees opt to create additional documents to assist their dual trainees with the registration and agreement process.

Dual Trainee Welcome Session

August 7, 2025 @ 2:00PM



Dual Trainee Financial Aid

Must Submit at time of Enrollment in Dual-Training Program.

The **2025-2026 FAFSA or MN Dream Act** is **REQUIRED** for any dual trainee participating in a federal and/or state eligible postsecondary education program. Grantees are responsible for ensuring dual trainees complete the financial aid process. OHE will indicate completion on the Work Plan and Budget.

- Free Application for Federal Student Aid (**FAFSA**): <https://studentaid.gov/h/apply-for-aid/fafsa>
- Minnesota State Financial Aid Application (**MN Dream Act**): <http://www.ohe.state.mn.us/mPg.cfm?pageID=2065>


Dual Trainee

Dual Trainee Name

☐ Continuing Dual Trainee ☐ New Dual Trainee

Dual Trainee Program Status

Dual Trainee has a current year FAFSA on file (OHE USE ONLY)



Dual Trainee Financial Aid

Example of how most financial aid interacts with the Dual Training Grant:

Fall Term Tuition **\$2,500** – Grantee Payment **\$2,500** (100%) = Trainee Balance **\$0**

- Third-Party Billing should be applied prior to financial aid, when applicable

Fall Term Financial Aid **\$550** – Balance **\$0** = Trainee Refund **\$550**

- Financial Aid refunded to trainee can be used for other education costs like travel and housing

DTG Reimburses Grantee **\$2,500** (100%) or **\$1,875** (75%)



Connect with Business Office and/or Third-Party Billing ASAP!

Dual Trainee Financial Aid

Often Grantees will assist dual trainees with the financial aid process. OHE is also able to answer questions.

Dual trainees seeking more information and/or assistance with the financial aid process are encouraged to contact the following:

1st) Training Provider's Financial Aid Office 

2nd) Educational Opportunity Center

- <https://minneapolis.edu/student-services/support-services/trio-programs/educational-opportunity-center>
- Russell Raczkowski, Education Advisor, russell.raczkowski@minneapolis.edu

3rd) Minnesota Goes to College

- <https://sites.google.com/view/minnesotagoestocollege/home>

Business with the State (SWIFT)

Must Complete NOW and Prior to Executing a Grant Contract.

Statewide Integrated Financial Tools (**SWIFT**) is available online at <https://mn.gov/mmb/accounting/swift/>

The grantee's federal tax identification number is required to complete registration.

Contracts and grant reimbursement will be processed through the SWIFT vendor portal.

SWIFT is operated by Minnesota Management and Budget (MMB). If you have any questions, please contact the MMB Vendor Helpline at (651) 201-8106 or efthelpline.mmb@state.mn.us.

- Including grantees who previously registered, but do not remember their login information

Contract

Must have an Effective Contract Prior to the Start of a Dual-Training Program.

The **Contract** examples will be available soon in the portal. Contract examples are only for reference and **not** the actual contracts you will sign. Please provide necessary colleagues and departments with the contract example for review of language.

DTG-2025-00002

Work Plan & Budget

Other Grant Documents

▼ Grant Contract

Grant Contract

▼ Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Grant Contract

The grantee must have an effective contract prior to the start of a dual-training program notified the grantee that work may commence. Grantees can only incur eligible expenditures after being notified the grantee that work may commence.

The following contract examples are for reference only. Please download the applicable example.

Download Contract Example [Here](#).

Download Contract Example for Municipalities [Here](#).

Download Contract Example for University of Minnesota [Here](#).

Grant Contract

SWIFT Vendor ID	SWIFT Vendor Location	SWIFT A
<input type="text"/>	<input type="text"/>	<input type="text"/>
0 of 10 *	0 of 3 *	

Step 1: Grantee must notify OHE of any contract edits

Step 2: Grantee must notify OHE of Organization FEIN & Authorized Signatory's name, title, address, phone, and email

Step 3: OHE will create contract and email to contracts.ohe@state.mn.us (grantee will be included on email)

Step 4: OHE will setup contract in SWIFT

Step 5: Authorized Signatory will receive the contract via DocuSign and must promptly sign

Step 6: OHE will provide final signature and process the contract

Step 7: OHE will upload the contract to the portal

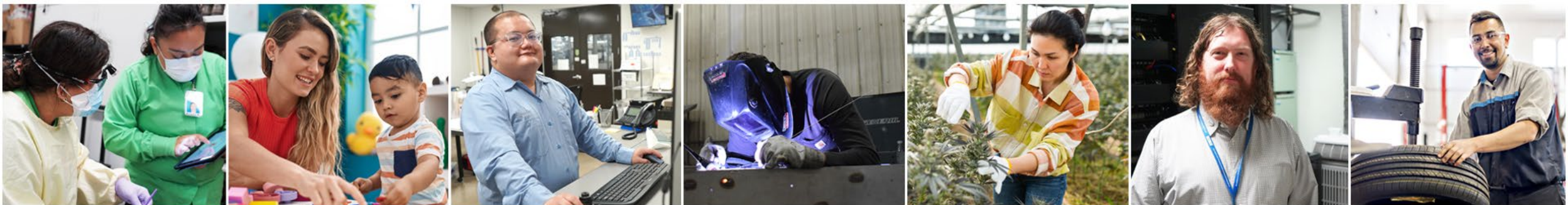
IMPORTANT

The grant contract becomes effective when the contract agreement is fully **executed** (signed by all parties), the contract has reached the **effective date**, and the State's Authorized Representative has **notified** the grantee that work may commence.

The grantee must have an effective contract prior to any dual trainee beginning related instruction or on-the-job training for the grant period. Coursework that begins or costs that are incurred prior to an effective contract will not be reimbursed through the grant (No Exceptions)!

All grant documents must be complete by **August 4th** in order to have an effective contract by **August 25th**, when fall term begins at Minnesota State Colleges and Universities. Fall term at the University of Minnesota begins **September 2nd**.

- The Office of Higher Education requires 3 weeks minimum to process contracts



Training Provider To Do List

Training Provider To Do List

Admissions

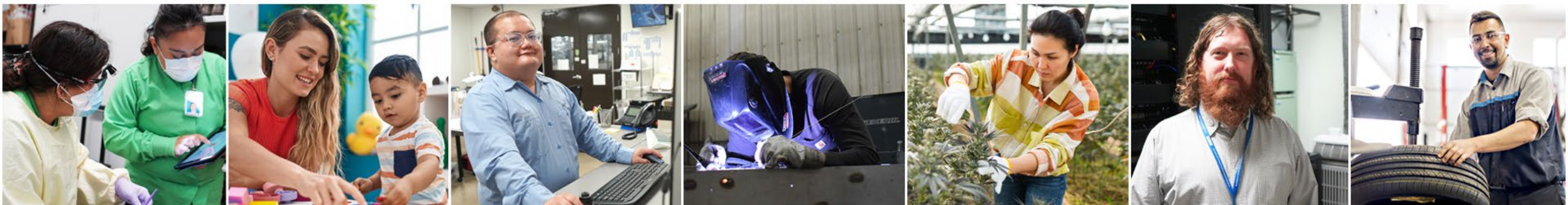
- ☐ Dual trainee successfully enrolled in program
- ☐ Dual trainee submitted schedule to grantee
- ☐ Dual trainee met with a program or academic advisor to understand sequence of coursework
- ☐ Dual trainee is aware of degree, certificate and/or credential that will be earned upon completion of program

Financial Aid

- ☐ Dual trainee has submitted the FAFSA or MN Dream Act
- ☐ Dual trainee has consulted with the Financial Aid Office about other grant and scholarship programs that may require additional documents
- ☐ Dual trainee has consulted with the Financial Aid Office, Student Support Services, and/or Success Coach about funding for essentials like food, child care, and transportation

Third Party Billing

- ☐ Dual trainee has submitted information-release agreement to training provider
- ☐ Grantee has setup third party billing with training provider



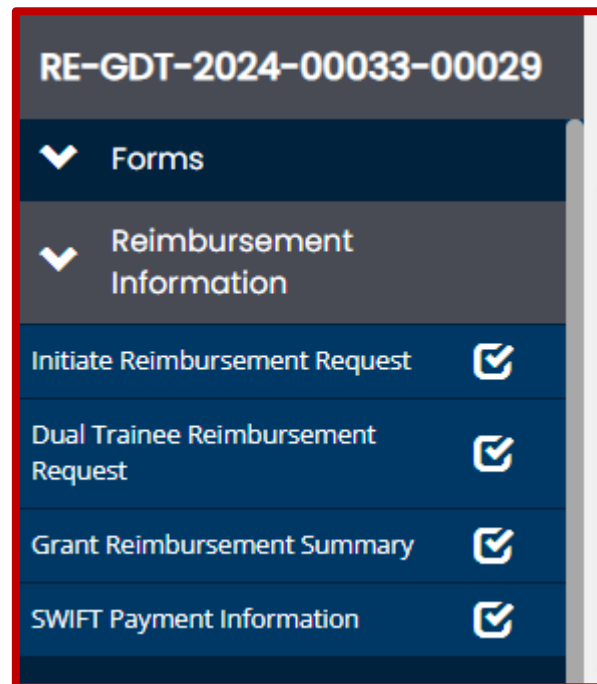
Dual Training Grant Reimbursement

Dual Training Grant Reimbursement

Must request reimbursement no later than 45 days after the end of a term or set of courses.

The **Reimbursement** process will be available in the portal. Updates for 2025 are still under development. OHE will host and record training at end of September.

Details about Expenditures start on Page 25 of the [Request for Proposal](#).



RE-GDT-2024-00033-00029

- Forms
- Reimbursement Information
 - Initiate Reimbursement Request ☒
 - Dual Trainee Reimbursement Request ☒
 - Grant Reimbursement Summary ☒
 - SWIFT Payment Information ☒



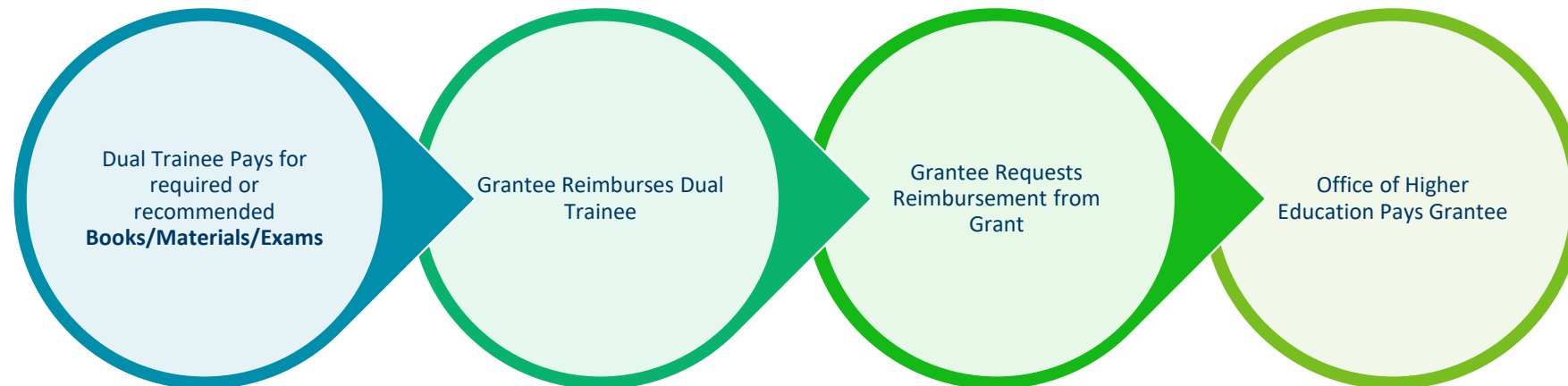
DTG Reimbursement Workshop
September 25, 2025 @ 1:00PM

Dual Training Grant Reimbursement



The Office of Higher Education will not pay a dual trainee directly for any Related Instruction or Trainee Support expenditures.

A grantee cannot reimburse a dual trainee for tuition and fee expenditures and then request reimbursement from the grant.



Dual Training Grant Reimbursement

Allowable grant expenditures for **Related Instruction** are limited to costs directly charged and/or required by related instruction training providers which includes:

- 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.

Dual Training Grant Reimbursement

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
- One-the-job training infrastructure
- Grantee administrative staff
- Grantee on-the-job training staff



Dual Training Grant Reimbursement

Allowable grant expenditures for **Trainee Support** are limited to costs directly associated with dual trainees and their related instruction programs which includes:

- Transportation
 - Public transportation fees, which may include transit pass program
 - Occasional vehicle rental costs
 - Occasional group busing costs
 - Gas (only) card purchases
- Mileage
- Lodging
- Meals
- Tutoring Services
- Translation, interpreter, and/or accessibility services

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

Dual Training Grant Reimbursement

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

- Airfare
- Housing (rent or mortgage)
- Utility bills
- Vehicle repairs
- Internet services
- Phone charges
- Dependent care costs
- Grantee-owned vehicle costs
- Tuition, fees, books, or materials
- Career navigator services
- Grantee administrative staff
- Grantee on-the-job training staff



Dual Training Grant Reimbursement

Training Cost **Match** for Large Employers: If annual gross revenue exceeded \$25,000,000 in the previous calendar year, the grantee must pay for at least 25% of the training provider's charges for related instruction. Wages and/or in-kind contributions cannot be considered as part of the 25% contribution

Maximum Dual Training Grant is **\$6,000** per dual trainee

Maximum grantee contribution (25%) is **\$2,000** per dual trainee 

Example

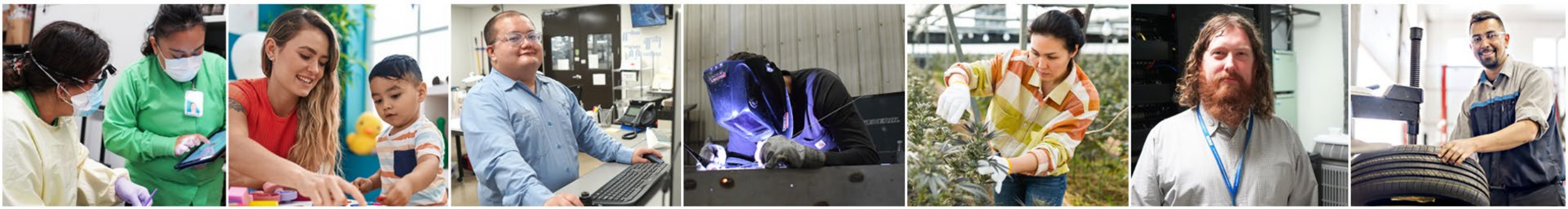
Term	Related Instruction Cost	Required (25%) Match	Dual Trainee Contribution	Dual Training Grant
Fall	\$3,750.00	\$937.50	\$0.00	\$2,812.50
Spring	\$4,800.00	\$1,062.50	\$550.00	\$3,187.50
Total	\$8,500.00	\$2,000.00	\$550.00	\$6,000.00

Dual Training Grant Reimbursement

Be sure reimbursement requests include supporting documents!

- Related Instruction
 - Invoice from training provider to grantee
 - Dual trainee course schedule (with details)
 - Dual trainee bill (with details)
 - Proof of Payment from grantee to training provider
- Trainee Support
 - Original receipt and documentation
 - Proof of Payment from grantee to training provider
 - Proof of Receipt 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.



Dual Training Grant Financial Reconciliation

Dual Training Grant Financial Reconciliation

What is financial reconciliation?

- Financial reconciliation is the process of reconciling a grantee's reimbursement request for a given period with supporting documentation for that request, such as purchase orders, receipts, payroll records, canceled checks, bank statements, general ledger records, etc.
- OHE must perform a financial reconciliation of at least one reimbursement request from each grantee during the grant period
- This is a requirement of the Minnesota Department of Administration via the Office of Grants Management as well as OHE's own Grants Policies and Procedures

Dual Training Grant Financial Reconciliation

What interaction will the Grantee have with OHE Audit?

- The OHE Audit Unit is part of OHE's Legal and Compliance Division
- The Audit Unit is comprised of the audit manager and four auditors
- The Audit Unit communicates directly with the grantee via the contact information provided by OHE's Grants and Workforce Initiatives Division (GWI)
- The Audit Unit recognizes that each grantee has its own financial recordkeeping system and will work with each grantee to obtain answers and documentation to complete the financial reconciliation process

Dual Training Grant Financial Reconciliation

What will the initial communication be between the Grantee and Audit Unit?

The Audit Unit needs to understand some basics about each grantee:

- What kind of recordkeeping system/accounting software is used
- Cash basis of accounting vs. accrual basis of accounting
- Financial recordkeeping and/or payroll performed in-house or by an external third-party
- Allocation method used for both direct and indirect expenses
- Grantee's internal controls

Dual Training Grant Financial Reconciliation

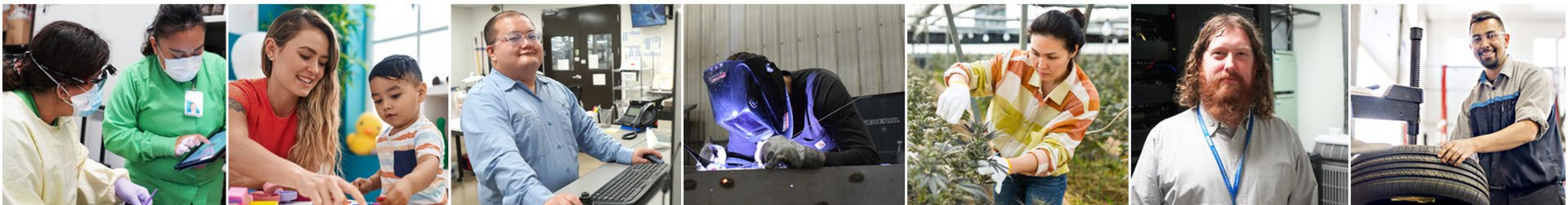
What is the financial reconciliation process?

- A grantee must submit copies of its general ledger records related to the grant each time it submits a reimbursement request to GWI
- A grantee must also submit to GWI some documentation with its reimbursement request to validate its expenditures under the grant
- Audit will review the general ledger printouts and existing documentation
- Audit will determine what further documentation is needed based on its initial communication with the grantee
- Audit will send a list of questions/requests for documents to the grantee and provide a deadline by which the grantee must respond

Dual Training Grant Financial Reconciliation

Continued ...

- An auditor will use the collected information and documentation to complete the financial reconciliation process
- The amount of time required to complete a financial reconciliation is directly related to the complexity of the grantee, varying types of expenses to review, and how quickly a grantee responds to questions and document requests from Audit
- Audit discusses any concerns with GWI before issuing its final report
- A copy of the report will be sent to the grantee



Dual Training Grant Reports

Dual Training Grant Reports

Monitoring Visit

Grantees at or above \$50,000 and OHE reserves the right to select additional grantees for monitoring

- December 2025 through June 2026
- OHE publishes report in portal

Progress Report

All Grantees

- Due February 27, 2026
- Grantee completes report in portal

Final Report

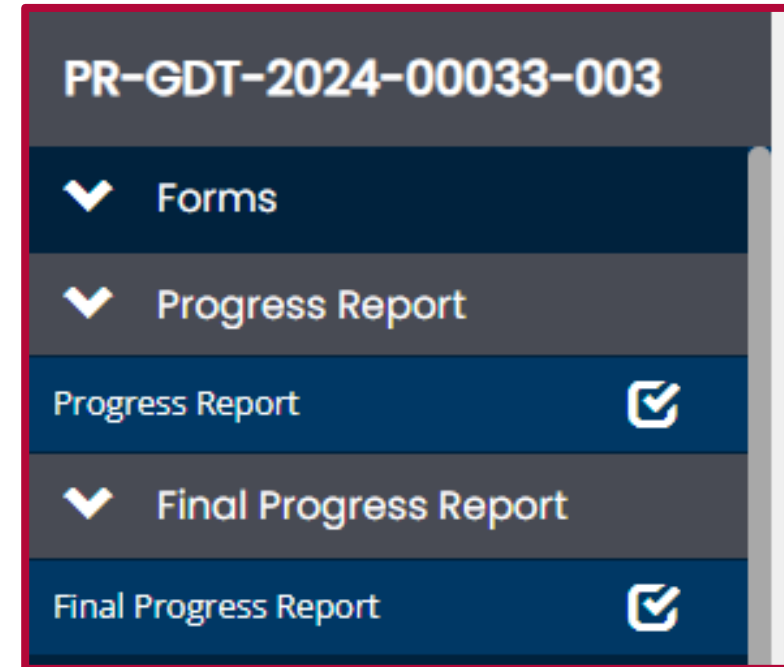
All Grantees

- Due September 30, 2026
- Grantee complete report in portal

Performance Evaluation

All Grantees

- OHE publishes evaluation in portal



PR-GDT-2024-00033-003	
Forms	
Progress Report	<input checked="" type="checkbox"/>
Final Progress Report	<input checked="" type="checkbox"/>

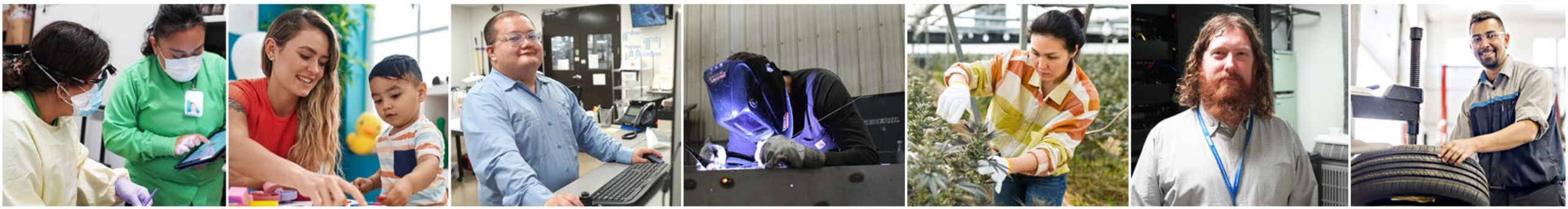
DTG Reports & Next Term Prep Workshop

December 11, 2025 @ 1:00PM

DTG Final Report & Closeout Workshop

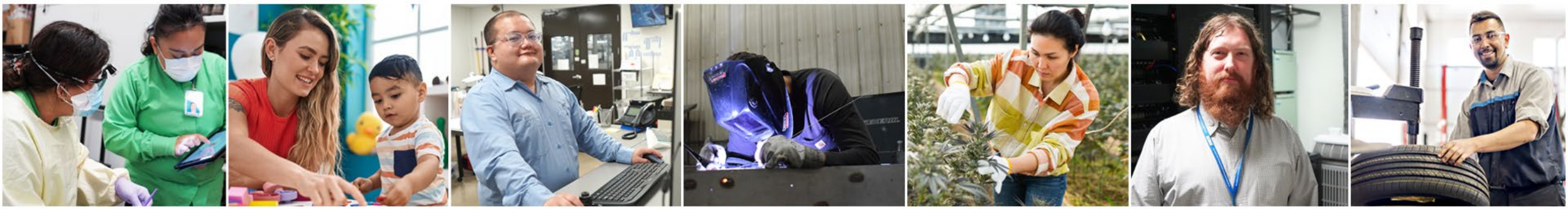
June 25, 2026 @ 1:00PM





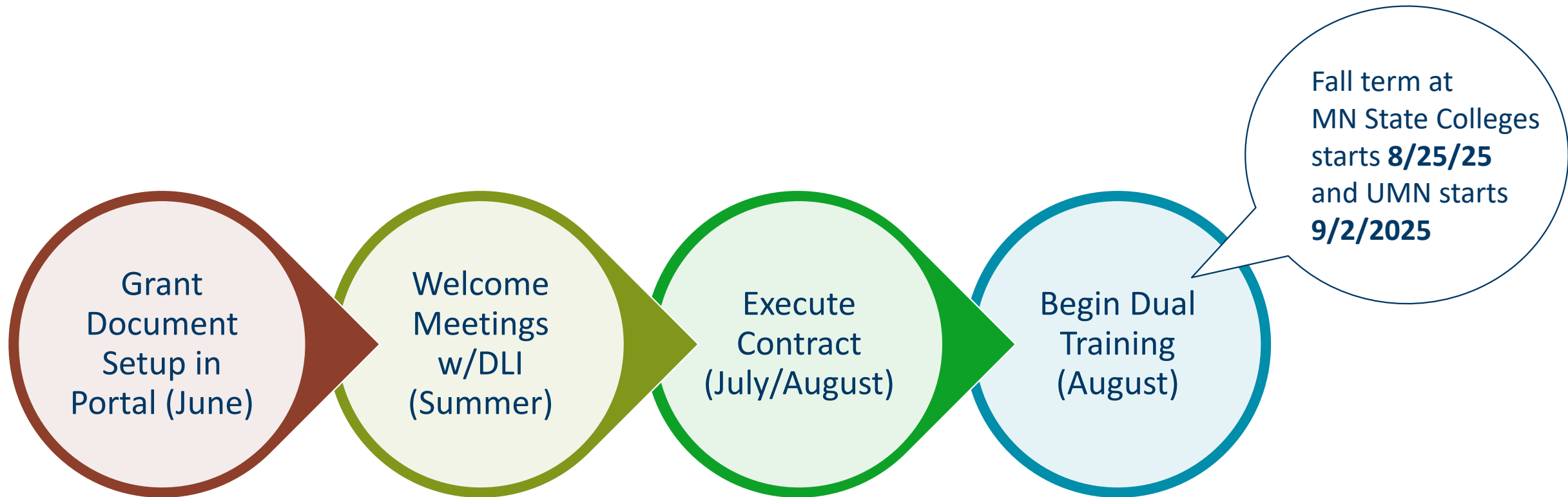
Grants Management Portal Demonstration

<https://gwi-ohe.intelligrants.com/>



After Orientation

After Orientation



After Orientation

2025 DTG Open Office Hours

Via Microsoft Teams: Links online soon

Use this time to get your questions answered!

- July 15, 2025 @ 3:00 p.m. CT
- July 17, 2025 @ Noon CT
- August 12, 2025 @ 3:00 p.m. CT
- August 14, 2025 @ Noon CT
- September 4, 2025 @ 9:00 a.m. CT
- October 2, 2025 @ 9:00 a.m. CT
- January 8, 2026 @ 9:00 a.m. CT
- February 5, 2026 @ 9:00 a.m. CT
- May 7, 2026 @ 9:00 a.m. CT

More information available online at <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>

After Orientation

Dual Trainee Welcome Session

Thursday, August 7, 2025 from 2:00 to 2:45pm (via Microsoft Teams)

Identified and potential dual trainees are welcome to attend. 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. The session will feature dual trainees from several grantees among a variety of industries.

Microsoft Teams **[Need help?](#)**

[Join the meeting now](#)

Meeting ID: 244 147 713 985

Passcode: EE7GM9bf

More information available online at <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>

After Orientation

All-Industry Forum

Learn about Minnesota Dual-Training Pipeline, share input about key in-demand occupations in your industry, help our team develop new occupations that will become eligible for Pipeline programming and network and learn from others in your industry.

Thursday, June 5, 2025 from 9:00am to 1:00pm

In-Person at St. Cloud River's Edge Convention Center

Register HERE: [Minnesota Dual-Training Pipeline All-Industry Forum](#)

Event Flyer: [All-Industry Forum Flyer](#)



Join the Conversation
In-Person All-Industry Forum

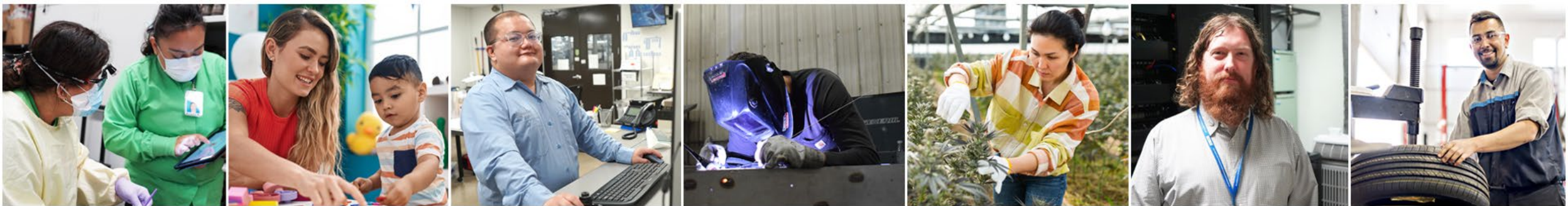
Minnesota Dual-Training Pipeline 101 Webinar

This webinar will walk attendees through the basics of employment-based training, share tips and advice about how to set up a dual-training initiative at your company. The Pipeline Team will offer resources developed to support on-the-job training and partnerships with education providers. The webinar is intended for people new to Pipeline as well as those who like a refresher about the program.

Wednesday, June 25th, 2025 from 9:00 to 10:00am

Register HERE: [Microsoft Virtual Events Powered by Teams](#)

More information available online at <http://www.dli.mn.gov/business/workforce/pipeline-events>



Thank You!

OHE & DLI are excited to partner with you.