



Dual Training Grant

Grant Request for Proposal (RFP)

02/23/2026

Minnesota Office of Higher Education (OHE)

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Request for Proposals (RFP) Part 1: Overview

Grant Overview

- Grant Name: Dual Training Grant
- Website: <https://ohe.mn.gov/dual-training-grant>
- Open for Proposals: February 23, 2026
- Proposal Due Date: April 8, 2026

The Minnesota Office of Higher Education (OHE) is responsible for administering the Dual Training Competency Grants (Dual Training Grant) program (<https://ohe.mn.gov/dual-training-grant>) 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. 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 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

Funding Availability

This is the fifteenth 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. Funding will be allocated through a competitive process. 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. If selected, the grantee may only

incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date.

Funding	Estimate
Estimated Amount to Grant	\$5,000,000
Estimated Number of Awards	80
Estimated Award Maximum	\$165,000
Estimated Award Minimum	\$6,000

Applicants may submit proposals based upon the following budget categories:

Budget Category	Expenditures	Grantee Maximum Amount	Dual Trainee Benefit Maximum Amount	Grantee Match Amount (Revenue > \$25,000,000)	Dual Trainee Benefit Match Maximum Amount
Related Instruction	Tuition Fees Books Materials	\$150,000	\$6,000	25% of Related Instruction (Up to \$50,000)	\$2,000
Trainee Support	Transportation Mileage Lodging Meals Tutoring services Translation, interpreter, and/or accessibility services Preparatory course	10% of Related Instruction (Up to \$15,000)	N/A	N/A	N/A

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

A dual trainee may benefit from a maximum of **\$6,000** in DTG Related Instruction funds during the grant period and **\$24,000** in a lifetime. A dual trainee does not need to participate in the grant program consecutively to be eligible for the grant program. 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.

Match Requirement

The Related Instruction budget category is subject to a 25% match, if the applicant’s annual gross revenue exceeded \$25,000,000 in the previous calendar year (January 1, 2025 through December 31, 2025). The match is a direct dollar contribution toward Related Instruction costs. Wages and/or in-kind contributions are not allowable. The match is capped in alignment with the Related Instruction maximum. Therefore, a grantee is

required to pay up to **\$50,000** during the grant period. A dual trainee may benefit from a maximum of **\$2,000** in DTG Related Instruction Match funds. Below is an example:

Total Related Instruction	Required Grantee Contribution (25%)	Optional Grantee Contribution	Dual Trainee Contribution	Total Dual Training Grant
\$13,465	\$2,000	\$0	\$5,465	\$6,000

Project Dates

Project start date is estimated to be August 2026. Project end date is estimated to be August 31, 2027.

Eligibility

Applicants must meet the eligibility requirements in order to be considered for this grant opportunity. The following section provides details about eligible applicants; industries and occupations; dual trainees; related instruction; industry-recognized degrees, certificates, or credentials; related instruction training providers; and on-the-job training.

Eligible Applicant

An applicant must meet all of 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 occupational competency standards through means of related instruction provided by an eligible training provider and on-the-job training by the employer
- Has a partnership with an eligible related instruction training provider and upon award, will enter into an agreement with the provider to deliver related instruction as part of a dual-training program
- In good standing with all prior and current State of Minnesota grant programs

Organizations of Employers typically include chambers of commerce, industry associations, and workforce development organizations. The organization would represent their employer partners and be responsible for meeting all grant requirements. A related instruction training provider does not qualify as an Organization of Employers. Organizations must only partner with employers who also meet grant eligibility requirements. At the time of proposal submission, organizations must identify employer partners who are currently committed to operating dual-training programs. Organizations may request to add employer partners after the proposal deadline. OHE will review all requests and issue a decision in writing.

Eligible Industries and Occupations

Applicants must submit a proposal for eligible industries and occupations. Industries and occupations cannot be added after the proposal deadline. Applicants may apply for multiple occupations. If an 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 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.

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 2026. An eligible dual trainee must be an employee who is working in or is to be trained to be working in one of the following occupations:

Advanced Manufacturing

- Computer Numerical Control (CNC) Programmer
- Coordinate Measuring Machine (CMM) Programmer
- Extrusion Molding Technician
- Flexo Technician
- Food Scientist/Technologist
- Industrial Production Manager
- Injection Molding Technician
- Logistics and Supply Chain Manager
- Machinist/Computer Numerical Control (CNC) Operator
- Machinist/Tool and Die Maker
- Maintenance and Repair Worker

- Manufacturing Engineer
- Manufacturing Production Supervisor
- 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
- Livestock Veterinary Technician*
- Meat Cutter/Meat Processor
- Quality Assurance/Food Safety Supervisor
- Swine Technician

Child Care

- Early Childhood Culinary Supervisor*
- 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
- Nurse Practitioner*

- 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
- Sterile Processing Technician*
- 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

Legal Cannabis Industry

- Cannabis Compliance Specialist
- Cannabis Cultivation Supervisor
- Cannabis Dispensary Supervisor
- Cannabis Laboratory Technician
- Cannabis Logistics and Inventory Specialist*

Transportation

- Aircraft Dispatcher*

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

Eligible Dual Trainee

A dual trainee must meet all of 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 applicant does not need to determine the specific dual trainees who will be participating in the program. Upon receiving a grant award, the grantee must then officially identify dual trainees.

Eligible Related Instruction

Applicants must submit a proposal for eligible related instruction. New or different related instruction cannot be added after the proposal deadline. 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 occupational 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 specifically 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

Applicants must submit a proposal for related instruction that results in an eligible industry-recognized degree, certificate, or credential. Industry-recognized degrees, certificates, or credentials cannot be added after the proposal deadline. An eligible industry-recognized degree, certificate, or credential must be one of the following:

- Accredited 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

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

Applicants must submit a proposal for related instruction that is provided by an eligible related instruction training provider. Related instruction training providers cannot be added after the proposal deadline. 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 Degree-Granting Institution <https://ohe.mn.gov/registered-colleges>
- Licensed Private Career School: <https://ohe.mn.gov/licensed-career-schools>
- State Authorization Reciprocity Agreement (SARA) School: <https://ohe.mn.gov/state-authorization-reciprocity-agreement-sara>
- Limited Licensed Training Provider

Applicants partnering with a training provider who meets one of the first three standards listed above, do not need to take further action.

Applicants partnering with a training provider who meets the standards of SARA, need to email gwi.ohe@state.mn.us to confirm eligibility.

Applicants partnering with a training provider who meets the standards of holding a Limited License, need to email a copy of the license letter to gwi.ohe@state.mn.us. To obtain a Limited License Application, contact Minnesota Office of Higher Education School Licensure and Registration at irl.ohe@state.mn.us.

An eligible related instruction training provider 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.

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/>

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 MyHigherEd Minnesota. The college search directory is a resource for applicants to explore potential training providers.

Eligible On-the-Job Training

Applicants must submit a proposal for 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 dual trainees?” 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 dual trainees.

Tracking on-the-job training: The OJT program has a system for **tracking the progress** of the training for the employee(s). The dual trainee needs to know how long the program should last and what competencies they will be expected to master. For the employer, it is critical to ensure that each dual trainee in the program is making progress toward completion of their OJT. Pipeline offers tools for tracking programs: <https://www.dli.mn.gov/business/workforce/pipeline-tools>.

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 (trainers and 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 employer partnering with grantee for each dual trainee
- Align with Occupation Competency Model and identify OJT competencies
- Include name or title of employer's staff who will oversee OJT tasks
- Include at least one of the five common types (modes) of effective OJT
- Include OJT schedule (dates of tasks)
- 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 continual and an adequate amount of 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 encouraged to use a Dual-Training Program Tracking Template. The templates are an effective tool for applicants to demonstrate on-the-job training.

Priorities

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. [Office of Grants Management \(OGM\) Policy 08-02: Rating Criteria for Competitive Grant Review¹](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities. The grant will serve dual trainees of color, American Indian dual trainees, and dual trainees with disabilities. Grant outcomes will include dual trainees earning industry-recognized degrees, certificates, and credentials.

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

Applicants must write and submit proposals.

Collaboration on preparing the grant proposal is expected when an organization of employers is applying for the grant on behalf of employer partners. 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. However, the employer or organization of employers, applying for the grant, must write and submit the proposal.

Selection Criteria and Weight

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

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

¹ <https://mn.gov/admin/government/grants/policies-statutes-forms/>

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 weigh proposals based upon the following factors:

- 2026 Dual Training Competency Grants available funds
- Dual-training program serving diverse populations
- Previous performance as a grantee, if applicable

Questions, Technical Assistance and Information Sessions

All questions regarding this RFP must be submitted by email to gwi.ohe@state.mn.us. Questions and answers will be posted within 7 days of receipt at <https://ohe.mn.gov/dual-training-grant>. Questions are due no later than 12:00 p.m. central time, on **March 25, 2026**.

All prospective applicants are encouraged to attend an information session:

Request for Proposal Workshop (Microsoft Teams)

March 3, 2026 from 9:00 a.m. to 11:00 a.m. central time

Live workshop link available at <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>

Recorded workshop link available March 13, 2026 at <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>

Request for Proposal *Refresh* Workshop (Microsoft Teams)

March 4, 2026 from 9:00 a.m. to 10:00 a.m. central time

Live workshop link available at <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>

Recorded workshop link available March 13, 2026 at <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>

Request for Proposal Workshop (In-person)

March 10, 2026 from 9:00 a.m. to 11:00 a.m. central time

Minnesota Office of Higher Education, 1450 Energy Park Drive, St. Paul, MN 55108

Workshop registration is available at

<https://forms.office.com/Pages/ResponsePage.aspx?id=RrAU68QkGUWPJricIVmCjDgr8oApls1JqbtI6OEqW49UNEFLSjkzM1RIMIEwMIRTMDBUTVICMkdLOC4u>

Driving directions and visitor access information available at <https://ohe.mn.gov/about-us/contact-us>

Request for Proposals (RFP) Part 2: Submission

Proposals must be received within the online grants management system at <https://gwi-ohe.intelligrants.com/> no later than **4:00 p.m. central time, on Wednesday, April 8, 2026**. Applicants must submit the following in order for the proposal to be considered complete:

- Proposal Information
- Related Instruction Match
- Related Instruction Training Provider & Program Selection
- Proposal Narrative
- Financial and Applicant Capacity Review

Incomplete proposals will be rejected and not evaluated. Proposals must include all required proposal materials. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

The Minnesota Office of Higher Education reserves the right to reject any proposal that does not meet these requirements.

By submitting a proposal, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

Proposal Content

The Dual Training Grant Request for Proposal is available online at <https://ohe.mn.gov/dual-training-grant>.

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 2, 2026**, 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 8, 2026**, for OHE to consider the proposal as complete.

Important! Industries; occupations; related instruction; industry-recognized degrees, certificates, and/or credentials; and related instruction training providers cannot be added after the proposal deadline.

Proposal Information

To complete the Proposal Information form, applicants must provide general information about their organization and dual-training program.

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
- Total Grant Request Amount for Trainee Support
- Total Grant Request Amount
- Name of Applicant Contact
 - Contact Phone
 - Contact Title
 - Contact Email
- 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 2025 that exceeded \$25,000,000 must contribute. Applicants with annual gross revenue in 2025 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, 2025 – Dec. 31, 2025)?
 - 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 \$25,000,000 or less during the 2025 calendar year.

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 and programs. Applicants must also ensure that the industry-recognized degree, certificate, or credential program(s) meet all other grant requirements.

Training Providers listed in the drop-down have been determined as operating legally in the State of Minnesota. If a training provider is not listed in the drop-down, please contact the Minnesota Office of Higher Education for review and next steps.

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 that a partnership with the training provider has been established, and if awarded, the parties will complete an agreement document (supplied by the Office of Higher Education).
- By checking this box, the applicant affirms that they and the training provider have communicated and determined that the listed related instruction programs are eligible for the Dual Training Grant.
- Industry

- Occupation
 - Title of Degree, Certificate, or Credential
 - Type of Degree, Certificate or Credential
 - Online Link to Related Instruction Program

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:

- 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

In accordance with [Minnesota Statute §16B.981²](#) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees³](#) and agency policies, OHE is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants.

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 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, budget, and administering grants from State Government and other sources.

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.

² <https://www.revisor.mn.gov/statutes/cite/16B.981>

³ <https://mn.gov/admin/government/grants/policies-statutes-forms/>

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

Requesting **\$50,000 or less** in total grant amount: Must submit financial documents representing most recently completed year (**1 year total**).

Requesting **over \$50,000** in total grant amount: Must submit financial documents representing most recently completed three years (**3 years total**).

Financial Documents to Upload:

- Most recently completed IRS Form(s) 990 or Form(s) 990-EZ
- Most recently completed Certified Financial Audit(s), if potential nonprofit grantee is required to complete an audit under Section 309.5 Subd. 3
- Board-reviewed financial statements, proof of tax-exempt status, and documentation of internal controls, if potential nonprofit grantee 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

Business Entity Financial Documents

Requesting **\$50,000 or less** in total grant amount: Must submit financial documents representing most recently completed year (**1 year total**).

Requesting **over \$50,000** in total grant amount: Must submit financial documents representing most recently completed three years (**3 years total**).

Financial Documents to Upload:

- Most recently completed Federal Tax Return
- Most recently completed State Tax Return

- Current Financial statements
- Documentation of internal controls and current financial statements, if potential business entity has not been in business long enough to have filed a tax return

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

Request For Proposals (RFP) Part 3: Proposal Review Process

Review Process

Funding will be allocated through a competitive process. First, OHE in collaboration with DLI will ensure applicants meet all eligibility requirements and the proposal deadline. If requirements are not met, the proposal will not be submitted to the review committee. Next, a committee of community specialists with industry, workforce, and regional knowledge will use the point scale provided above to evaluate proposals. Reviewers will meet and discuss the proposals and then put forth their recommendations. Lastly, OHE will review all committee recommendations and is responsible for award decisions. OHE retains the right to offer partial awards based upon competitive priorities and available funds.

Applicants will be notified via email when their award notifications are available within the online grants management system at <https://gwi-ohe.intelligrants.com/>.

Timeline

February 23, 2026: Request for Proposal posted on OHE website at <https://ohe.mn.gov/dual-training-grant> and available in grants management system at <https://gwi-ohe.intelligrants.com/>.

March 3, 2026: Request for Proposal Workshop virtual (recorded) via Microsoft Teams from 9:00 a.m. to 11:00 a.m. central time. Workshop link available at <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>.

March 4, 2026: Request for Proposal Refresh Workshop virtual (recorded) via Microsoft Teams from 9:00 a.m. to 10:00 a.m. central time. Workshop link available at <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>.

March 10, 2026: Request for Proposal Workshop in-person at Minnesota Office of Higher Education, St. Paul from 9:00 a.m. to 11:00 a.m. central time. Workshop registration is available at <https://forms.office.com/Pages/ResponsePage.aspx?id=RrAU68QkGUWPJricIVmCjDgr8oApls1JqbtI6OEqW49UNEFLSjkzM1RIMIEwMIRTMD BUTVICMkdLOC4u>.

March 25, 2026: Technical questions due no later than 12:00 p.m. central time.

April 2, 2026: Grants management system user registration due.

April 8, 2026: Proposals due no later than 4:00 p.m. central time.

Week of April 27, 2026: Committee begins review of proposals.

May 22, 2026: Committee recommendations submitted to OHE for review.

May 29, 2026: Applicants notified.

June 4, 2026: Grantees publicly announced.

June 8, 2026: Mandatory Grantee Orientation from 10:00 a.m. to 12:00 p.m. central time.

June through July 2026: Prepare grant documents. 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 **July 31, 2026**, which is three weeks prior to courses beginning on August 24, 2026.

August 2026: Execute grant contract agreement and begin dual-training program.

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minnesota Statutes § 16B.98 Subd. 2-3](#) and [OGM Policy 08-01 Conflict of Interest in State Grant-Making Policy](#).

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 the grant applicant 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](#)

- 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 §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 Minnesota Office of Higher Education as part of the evaluation process (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed. For the purposes of this grant, Data will be considered public when all the grant contract agreements have been fully executed.

Request For Proposals (RFP) Part 4: Award Requirements and Grant Management Responsibilities

Preaward Risk Assessment and Financial Review

In accordance with [Minnesota Statute §16B.981](#) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](#) and agency policies, OHE is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants. Granting agencies will request, review, and analyze information, including Financial & Applicant Capacity Review documents, as referenced in this RFP, as applicable.

Grant Contract Agreements

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Grant Provisions

The 2025 Minnesota Statutes 136A.246 Dual Training Competency Grants is available online at <https://www.revisor.mn.gov/statutes/cite/136A.246>.

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

Orientation

June 8, 2026, from 10:00 a.m. to 12:00 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 try to attend the orientation. The purpose of orientation is to prepare grantees for grant administration and encourage strategic planning.

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.

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. A dual trainee continuing their dual-training program, who participated in a previous DTG round, must annually submit a Dual Trainee Participation Agreement. Agreements are associated with individual grant contracts; therefore, do not carry-forward into future grant contracts.

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. If a dual trainee is identified after executing a grant contract, a Work Plan and Budget must be completed prior to the dual trainee entering into a dual-training program. 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 may be permitted to 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 following award notification and prior to executing a grant contract with OHE. The Policies and Procedures must include 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 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) at <https://studentaid.gov/h/apply-for-aid/fafsa> or Minnesota Alternative State Aid Application at <https://ohe.mn.gov/mn-dream-act> 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 should still pay the 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 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. With the use of grant funds, 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. With the use of grantee contributions, a dual trainee may benefit from up to \$2,000 in Related Instruction expenditures. A grantee may elect to contribute to Related Instruction expenditures above these parameters.

The maximum grant request amount for Trainee Support expenditures is up to 10% of the Related Instruction award amount (up to \$15,000). Although Trainee Support expenditures are allocated according to the Related Instruction award, the grantee is not subject to the 10% threshold, annual maximum, or lifetime maximum when awarding an individual dual trainee. The amount of Trainee Support allocated to a dual trainee must support efforts to successfully complete related instruction and must be purposeful, reasonable, and supported with documentation. Grantees are not required to contribute a percentage toward Trainee Support expenditures. A grantee may elect to contribute to Trainee Support expenditures above these parameters.

Related Instruction Expenditures

Allowable grant expenditures for **Related Instruction** are limited to costs directly charged and 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.

Please consult with OHE, if a postsecondary institution requires a dual trainee to take a related instruction course through another eligible training provider in order to earn their accredited certificate, diploma, or degree issued by a postsecondary institution.

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 trainee for exam fees (with industry governing organization or licensing agency), books, or material expenditures and then request reimbursement from the grant.

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

- Recommended related instruction tuition or fees
- 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. Trainee Support expenditures must occur within the same term or time period as Related Instruction expenditures. Expenditures of transportation, mileage, lodging, and meals must occur within Minnesota or the surrounding states of Iowa, North Dakota, South Dakota, or Wisconsin.

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.

Preparatory Course: Trainee Support funds may be utilized for dual trainees in accredited certificate, diploma, or degree programs issued by a postsecondary institution to attend a recommended preparatory course. The course recommendation must be documented by the training provider for all students attending the accredited program. An eligible preparatory course is a First-Year Experience, Student Success Strategies, or Academic Success course that aims to help students build skills to succeed in college and life.

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://ohe.mn.gov/paying-college/other-ways-pay/education-tax-benefits>. Grantees should give attention to IRS Publication 970 Tax Benefits for Education, Chapter 10 Employer-Provided Educational Assistance (<https://www.irs.gov/forms-pubs/about-publication-970>). 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.

Accountability and Reporting Requirements

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

Grant Payments

Per [State Policy on Grant Payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless 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 grantee 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 (including book or material receipts)
- Invoice from training provider to grantee
- Proof of payment from grantee to training provider (preferably: copy of cashed check or bank statements)
- 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
- Preparatory Course
 - Detailed course schedule and bill for dual trainee
 - Invoice from training provider to grantee
 - Proof of payment from grantee to training provider
 - Documentation from training provider stating recommendation

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.

Ineligible Expenses

Other ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking violations and traffic violations
- Grantee travel expenses

Grant Reporting

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

All grantees are required to submit two reports. The Progress Report is due **February 26, 2027**, and the Final Report is due end of **September 30, 2027**.

Grant Monitoring

Grant Monitoring Report is finalized 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 one monitoring visit during the grant period on all state grants over \$50,000 before final payment is made.

OHE reserves the right to select additional grantees for monitoring who have state grants of \$50,000 or less. OHE will also consider requests from grantees to conduct monitoring services.

OHE will notify grantees within a reasonable amount of time to allow preparation for the monitoring process. 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 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.

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.

Authorized Representatives

Pursuant to [Minnesota Statutes §16B.98, subd. 5 \(d\)](#), grantees must clearly post on the grantee’s website the names of, and contact information for, the grantee’s leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee.

Contracting and Bidding Requirements

Municipalities: Grantees that are political subdivisions or municipalities must use these guidelines:

- Municipalities are required to comply with [Minnesota Statutes §471.345, Uniform Municipal Contracting Law](#).
- The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41](#) through [177.50](#), as applicable.
- Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)⁴
- The Grantee 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.

⁴ <https://mn.gov/admin/osp/government/suspended-debarred/>

Nongovernmental entities: Grantees that are nongovernmental entities must use these guidelines:

- Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids or awarded to a targeted vendor.
- Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)⁵
 - [Metropolitan Council Underutilized Business Program](#)⁶
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)⁷
- The grantee 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.
- The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- Notwithstanding the above, the State may waive bidding process requirements when:
 - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
 - It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.
- The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§177.41](#) through [177.50](#), as applicable.
- The grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)

Audits

- Per [Minnesota Statutes § 16B.98 Subdivision 8](#), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or

⁵ <http://www.mmd.admin.state.mn.us/process/search/>

⁶ <https://mcub.metc.state.mn.us/>

⁷ <https://cert.smwbe.com/>

transaction are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Nondiscrimination

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 per [Minnesota Statutes § 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](#).

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](#) by providing voter registration services for its employees and for the public served by the grantee.

Request for Proposal (RFP) Part 5: Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the proposal or to reject any and all proposals received as a result of this Request for Proposals. The State does not intend to award a grant contract agreement solely on the basis of any response made to this request or pay for information solicited or obtained.