

## Dual Training Grant

### 2026 Request for Proposal Questions, Technical Assistance and Information Sessions

All questions regarding this RFP must be submitted by email to [gwi.ohe@state.mn.us](mailto: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**.

#### Information Sessions<sup>1</sup>

##### Request for Proposal Workshop (Microsoft Teams)

March 3, 2026 from 9:00 a.m. to 11:00 a.m. central time  
Live workshop [LINK](#). Recorded workshop [LINK](#) available March 13, 2026.

##### 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](#). Recorded workshop [LINK](#) available March 13, 2026.

##### Request for Proposal Workshop (In-person)

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

#### Questions

##### **If a dual trainee is currently participating in the Dual Training Grant, does the grantee need to reapply for the dual trainee to continue the program into the next year?**

**Yes.** 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 Dual Training Grant funds 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. **Important!** On the Proposal Information form in the online grants management system, you must answer “Of the Estimated Number of Dual Trainees, how many are

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<sup>1</sup> <https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>

continuing their related instruction program from a previous grant round?” More information about Competitive Priorities can be found on page 11 and more information about Proposal Information can be found starting on Page 15 of the Request for Proposal.

### **Can a dual trainee physically attend an out-of-state college or university that is a significant distance from their Minnesota work location?**

**Yes.** A dual trainee may physically attend an eligible related instruction training provider, which is located outside the State of Minnesota and a significant distance from their Minnesota work location. The dual trainee must remain an employee of the grantee or employer partnering with the grantee. The grantee or the employer partnering with the grantee must still provide eligible on-the-job training. A dual trainee must participate in continual and an adequate amount of OJT hours to learn competencies while also learning through related instruction. In these instances, on-the-job training tasks with their employer may be completed on weekends, breaks, and summer months at their Minnesota work location. More information about Eligible On-the-Job Training can be found starting on page 9 of the Request for Proposal.

### **To be eligible, a dual trainee cannot have attained competency standards specific to the occupation prior to the commencement of training. Can a dual trainee who has completed a step in their education, like a certificate, be a dual trainee and earn the next step in their education, like an associate’s degree?**

**Yes.** A dual trainee may pursue the next level of occupational education, where they will develop new competencies not previously attained, as part of the dual-training program. Employees required to complete recurring equivalent education to maintain certification, registration, or licensure are not eligible to be dual trainees. More information about Eligible Dual Trainee can be found on page 6 of the Request for Proposal.

### **Can a dual trainee also utilize the TEACH Scholarship program?**

**Yes.** Dual trainees may access both the Dual Training Grant and the TEACH Scholarship. The Dual Training Grant may only be applied to tuition, fees, or books not already covered by TEACH. Please consult with [ChildCare Aware of Minnesota](#) about specific questions related to TEACH. More information about Dual Training Grant Expenditures can be found starting on page 25 of the Request for Proposal.

### **Should an applicant collaborate with the Related Instruction Training Provider prior to submitting the grant proposal?**

**Yes.** Applicants are expected to coordinate with training providers regarding the structure of their dual-training programs prior to submitting a grant proposal. During the proposal process, on the Training Provider Selection form, the applicant will affirm 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). In addition, the applicant will affirm that they and the training provider have communicated and determined that the listed related instruction programs are eligible for the Dual Training Grant. More information about Collaboration can be found on page 11 of the Request for Proposal. More information about Related Instruction Training Provider Selection can be found on page 16 of the Request for Proposal.

## **When and how will a grantee complete the Related Instruction Training Provider Agreement?**

Upon issuance of a grant award, the Office of Higher Education will provide the grantee with the current fillable Related Instruction Training Agreement form. The grantee is required to submit a completed agreement within the online grants management system for each related instruction training provider. All agreements must be submitted prior to the execution of a grant contract with the Office of Higher Education. Grantees continuing to work with a training provider that participated in a previous Dual Training Grant round must submit a new Related Instruction Training Agreement. Agreements are specific to each individual grant contract and do not carry forward into subsequent grant periods. More information about Related Instruction Training Agreement can be found starting on page 23 of the Request for Proposal.

## **If a related instruction program is not listed on the Minnesota Dual-Training Pipeline Related Instruction Inventory, is the program ineligible for the grant?**

**No.** The inventory is provided as a resource to assist applicants in exploring education and training program options that align with eligible industries and occupations. The inventory is intended as a starting point and is not comprehensive. Applicants may select a related instruction program that does not appear in the inventory. Also, inclusion of a related instruction program in the inventory does not guarantee the program is eligible for the Dual Training Grant. Applicants are responsible for collaborating directly with related instruction training providers to verify the eligibility of programs they include in their proposals. More information about Eligible Related Instruction can be found starting on page 6 of the Request for Proposal.

## **We are a business entity and applied for the Dual Training Grant last year. We submitted three years of state and federal tax returns with our proposal. We are applying for a grant over \$50,000 again this year. Should we submit three years of tax returns or the most recent year tax returns?**

**Submit most recent year of tax returns.** A current applicant who has previously submitted financial documents as part of a previous Dual Training Grant Request for Proposal may submit only the most recent year of financial documents. Required documents include federal tax returns, state tax returns, and financial statements. More information about Financial and Applicant Capacity Review can be found starting on page 18 of the Request for Proposal.

## **We have elected to utilize the Minnesota Dual-Training Pipeline's On-the-Job Training Template. The column for Hours Required is pre-populated with one hour. Does this mean that a minimum of one hour is required for each occupational competency?**

**No.** The "Hours Required" column may be adjusted to reflect either a greater or lesser number of hours, as appropriate. The On-the-Job Training (OJT) Template is designed to include all Occupation-Specific Competencies outlined in the Occupational Competency Model. For demonstration purposes, the spreadsheet was pre-populated with one hour per competency to illustrate how the formulas function. Applicants may remove competencies that are not applicable so that the OJT plan more accurately aligns with the anticipated coursework during the grant period. More information about Eligible On-the-Job Training can be found starting on page 9 of the Request for Proposal.

**If a related instruction training provider provides both full-time and part-time tracks for the same program, do all track options need to be listed on the Related Instruction Training Provider Selection form in the Request for Proposal?**

**No.** If the full-time and part-time tracks lead to the same industry-recognized degree, certificate or credential and both meet all grant eligibility requirements, the applicant only needs to list the program once on the Related Instruction Training Provider form. Applicants may wish to note the availability of multiple tracks in the Proposal Narrative form, as differences in program pacing can affect the overall structure and timing of the dual-training program. As a reminder, 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 generally equates to approximately four years. More information about Eligibility can be found starting on page 3 of the Request for Proposal.