

Dual Training Grant Proposal: Technical Procedure in Grants Management System

Grants and Workforce Initiatives Unit

Version: 1.00

Original Date: March 11, 2026

Purpose Statement

The procedure provides a step-by-step process to guide applicants through the grants management system. The steps are as follows:

- Creating the grant/proposal document.
- Proposal/grant document navigation and entry.
 - Proposal information
 - Related instruction match
 - Training provider selection
 - Proposal narrative
 - Financial and applicant capacity review
 - Submit proposal

Creating the Proposal/Grant Document

The dashboard will display once you are logged into to the Grants Management System.

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

My Tasks

[Initiate Related Document](#)

> Filter

▼ My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
DTG-2025-00005	Proposal/Grant	TEST Health Care Nonprofit	Application In Process	3/4/2025 1:34:07 PM	
DTG-2025-00007	Proposal/Grant	TEST Health Care Nonprofit	Application In Process	3/10/2025 12:46:47 PM	
DTG-2025-00008	Proposal/Grant	TEST Health Care Nonprofit	Application In Process	3/10/2025 2:40:29 PM	

My Opportunities

> Filters

▼ My Opportunities

Name	Provider	Availability	Description
Dual Training Grant 2026	MNOHE Provider Org	1/27/2026 12:00:00 AM - Open Ended	
Dual Training Grant: Legal Cannabis Industry 2025	MNOHE Provider Org	1/13/2025 12:00:00 AM - Open Ended	
Emergency Assistance for Postsecondary Students 2026-2027	MNOHE Provider Org	3/5/2025 12:00:00 AM - Open Ended	

Under “My Opportunities,” select “Dual Training Grant 2026.”

My Opportunities

> Filters

My Opportunities

Name	Provider	Availability	Description
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Emergency Assistance for Postsecondary Students 2026-2027	MNOHE Provider Org	3/5/2025 12:00:00 AM - Open Ended	

A pop-up box appears. Read the agreement language and, if you agree, select “agree” to create the proposal document.

Dual Training Grant 2026

Provided By: MNOHE Provider Org

Provided To: TEST Health Care Nonprofit

Proposal/Grant Availability Dates: 1/27/2026 12:00:00 AM -

Due Date: N/A

Agreement Language:
Thank you for your interest in the Minnesota Dual Training Grant. Prior to starting the proposal process, please be sure to carefully read the Request for Proposal and other resources available online at Dual Training Grant <https://ohe.mn.gov/dual-training-grant>

Agree **Decline**

Proposal/Grant Document Navigation and Entry

The proposal/grant document you created will open to the “Document Landing Page.” This page will show general information about the document created. On the Proposal/Grant document, OHE has included the “Dual Training Grant Timeline,” to keep you informed of when items are due and grant related events occur.

Home Searches - Reports -

DTG-2026-00011

Document Landing Page

Template: Dual Training Grant 2026 Instance: Dual Training Grant 2026 Process: Proposal/Grant

Document Name: DTG-2026-00011 Document Status: Application in Process

Organization: TEST Health Care Nonprofit Your Role: Grantee Authorized Official (AO) Period Date: 1/27/2026 12:00:00 AM

Application Submitted Proposal Awarded Agreement Draft in Process Grant Executed Grant Closeout in Process Grant Closed

Dual Training Grant Timeline

February 23, 2026	2026 DTG Request for Proposal Available
April 8, 2026	2026 DTG Request for Proposal Due (by 4pm)
May 29, 2026	Applicants Notified
June 8, 2026	Mandatory Orientation (Virtual from 10am to Noon)
June & July 2026	Prepare Grant Documents & Contract Negotiations

Proposal Information

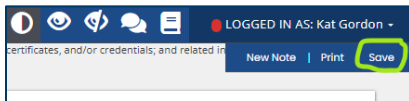
From the left navigation bar, select “Proposal Information.” This will open the “Proposal Information” form within the Proposal/Grant document.



Basic information regarding the organization will populate on the screen such as address, applicant name, and applicant type. The applicant is responsible for entering the following fields:

1. Dual-Training Program Start Date
2. Is the applicant an employer or organization representing employers?
3. Estimated Number of Dual Trainees
4. Of the Estimated Number of Dual Trainees, how many are continuing their related instruction program from a previous grant round?
5. Total Grant Request Amount for Related Instruction
6. Total Grant Request Amount for Trainee Support
7. Name of Applicant Contact
8. Contact Title
9. Contact Phone
10. Contact Email

Once the fields are entered, click “Save” in the right-hand corner of the page.



Example of what an entry may look like:

The image shows a screenshot of the 'Proposal Information' form. The left sidebar shows the 'Proposal' section expanded. The main form area contains the following fields and values:

- Applicant Name:** TEST Health Care Nonprofit
- Dual-Training Program Start Date:** 08/24/2026
- Street Address:** 1450 Energy Park Drive
- City:** St. Paul
- State:** Minnesota
- Zip:** 55108
- Is the applicant an employer or organization representing employers?:** Employer
- Estimated Number of Dual Trainees:** 10
- Of the Estimated Number of Dual Trainees, how many are continuing their related instruction program from a previous grant round?:** 3
- Total Grant Request Amount for Related Instruction:** \$ 60,000
- Total Grant Request Amount for Trainee Support:** \$ 6,000
- Total Grant Request Amount:** \$66,000
- Name of Applicant Contact:** Grace Ferdinandt
- Contact Title:** Administrator
- Contact Phone:** (123) 456-7777
- Contact Email:** test@test.com

Related Instruction Match

To navigate to the next form, select “Next Form” from the blue bar at the bottom of the screen, or use the left-hand navigation bar to select the next form under “Proposal.”

The “Related Instruction Match” form is where the determination is made if the organization must contribute the 25% match. The applicant must enter annual gross revenue from the previous calendar year.

- If the annual gross revenue exceeds \$25,000,000, the 25% match will be required.

The screenshot shows the 'Related Instruction Match' form in a system interface. On the left is a navigation menu with 'Forms' and 'Proposal' sections. Under 'Proposal', 'Related Instruction Match' is selected. The main form area has the title 'Related Instruction Match' and a sub-header. Below the sub-header is a question: 'Did the applicant have annual gross revenue that exceeded \$25,000,000 in the previous calendar year (Jan. 1, 2025 - Dec. 31, 2025)?'. A dropdown menu is open, showing 'Yes' and 'No' options.

This screenshot shows the 'Related Instruction Match' form with the 'Yes' option selected in the dropdown menu. Below the question, a yellow highlighted message states: 'Applicant is required to contribute 25% toward the cost of related instruction, up to \$2,000 per dual trainee per grant period.'

- If the organization’s annual gross revenue does not exceed \$25,000,000, the applicant has the option to contribute a 25% match, but the contribution is not required.

This screenshot shows the 'Related Instruction Match' form with the 'No' option selected in the dropdown menu. Below the question, a yellow highlighted question asks: 'Although not required, would the applicant like to contribute 25% toward the cost of related instruction?'. A dropdown menu is open, showing 'Yes' and 'No' options.

This screenshot shows the 'Related Instruction Match' form with the 'Yes' option selected in the dropdown menu. Below the question, a yellow highlighted message states: 'Applicant will contribute 25% toward the cost of related instruction, up to \$2,000 per dual trainee per grant period.'

- If the applicant selects that “no” to the optional contribution. The applicant must submit supporting financial documentation to confirm the annual gross revenue.

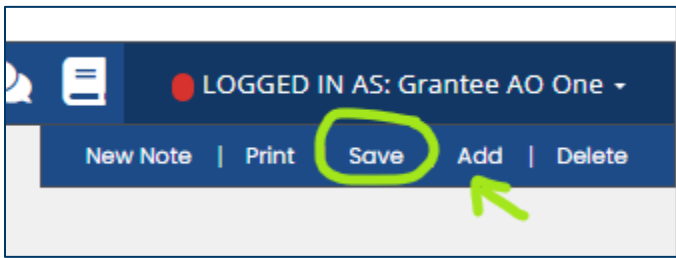
Training Provider Selection

The “Training Provider Selection” form is where all the training providers, that the applicant has reached out to and established a partnership for approved programs pertaining to specific occupations, are entered.

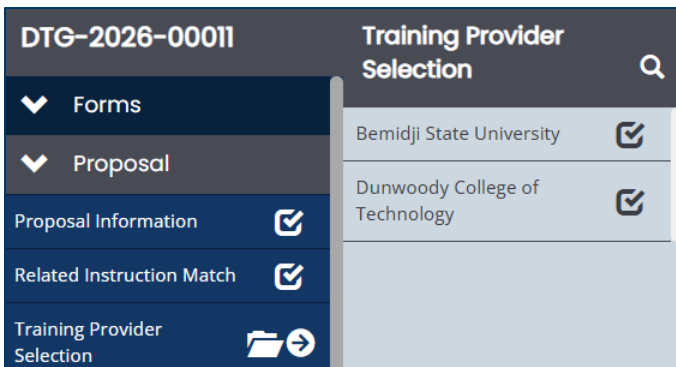
The approved providers are listed in the dropdown for the “Training Provider Name” field. If the provider is not listed. Please reach out to The Office of Higher Education’s (OHE) Grants and Workforce Initiatives Unit at oh.e.gwi@state.mn.us.

The applicant must list every occupation. If there is more than one program or occupation that will fall under one provider, the applicant must add multiple rows to make additional entries.

If the applicant needs to add a provider, they need to “save” the current entry and click “add” from the top right of the screen. Selecting “add” will create a new record and not delete the existing training provider selection.

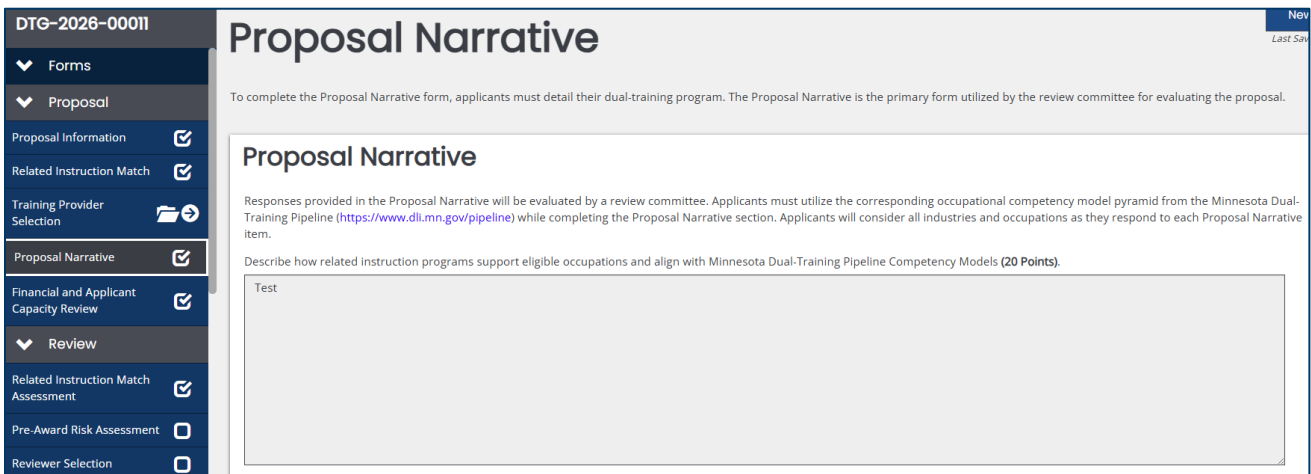


If multiple training providers are entered. An arrow will appear with the “Training Provider Selection” menu item. Selecting the menu item will display a list of the training providers the applicant has entered.



Proposal Narrative

The “Proposal Narrative,” lists the scoring criteria for the competitive grant. To avoid losing any data due to a system interruptions, such as timing out, OHE recommends the applicant enters the proposal narrative in a separate word processing software. Then, copy and paste the sections of the proposal into the portal.



Financial and Applicant Capacity Review

If the applicant's organization type is one that requires OHE to complete a Financial and Applicant Capacity Review, the applicant must provide a Capacity Response within the portal.

The screenshot shows a web portal for 'DTG-2028-00011'. The main heading is 'Financial and Applicant Capacity Review'. A sidebar on the left lists various steps: Forms, Proposal, Proposal Information, Related Instruction Match, Training Provider Selection, Proposal Narrative, Financial and Applicant Capacity Review (highlighted), Review, Related Instruction Match Assessment, and Pre-Award Risk Assessment. The main content area includes a note about Minnesota Statute §16B.981, a section for 'Capacity Response' with a text area, and a 'Test' input field.

Following the Capacity Response, there are two statements that the applicant will need to confirm.

- Certification of No Felony Financial Crime. An organizational chart or list of principles that the applicant certifies.

This form section is titled 'Certification of No Felony Financial Crime'. It contains a paragraph of text explaining the requirement. Below the text are three input fields: 'Signature' (containing 'Grace Ferdinandt'), 'Signature Title' (containing 'SPA'), and 'Signature Date' (containing 'Mar 3 2026 10:13AM'). There is also a file upload section with a 'Browse' button and a file named 'TEST Doc For Upload Fields.docx' (11.74 KB).

- Certification of good standing with the Secretary of State.

This form section is titled 'Certification of good standing with the Secretary of State'. It contains a paragraph of text explaining the requirement. Below the text is a dropdown menu with 'Yes' selected.

Lastly, the organization must submit financial documentation.

- Nonprofit Organization 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 309.53 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.

Financial Review New

Nonprofit Organization Financial Documents

Requesting **\$50,000 or less** in total grant funds: Must submit financial documents representing most recently completed year (1 year total)
 Requesting **over \$50,000** in total grant funds: 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 grantees is required to complete an audit under Section 309.53 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

Please describe the contents of your upload

IRS Form 990

Browse Drag Files Here

TEST Doc For Upload Fields.docx
11.74 KB

- **Business Entity 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.
 - The image is a screen shot of "The Financial Review" and what documentation is to be included for Nonprofit Organizations.

Business Entity Financial Documents

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

Please describe the contents of your upload

Test

Browse Drag Files Here

TEST Doc For Upload Fields....
11.74 KB

- The following questions must be confirmed in alignment with the financial documents provided or lacking. An explanation may be required.

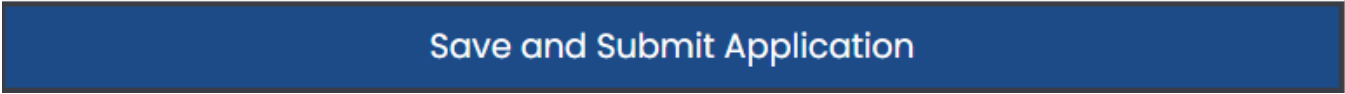
Has the organization been in business long enough to have a tax return? Yes ▼

Does the organization have any liens on assets? No ▼

Is the business under bankruptcy proceedings? No ▼

Submit Proposal

Finally, the applicant will submit the completed proposal by selecting the bar at the bottom of the form stating, "Save and Submit Application."



Save and Submit Application