

# Dual Training Grant

## 2026 Request for Proposal Writing Workshop

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

# Welcome & Introductions

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HIGHER EDUCATION



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LABOR AND INDUSTRY

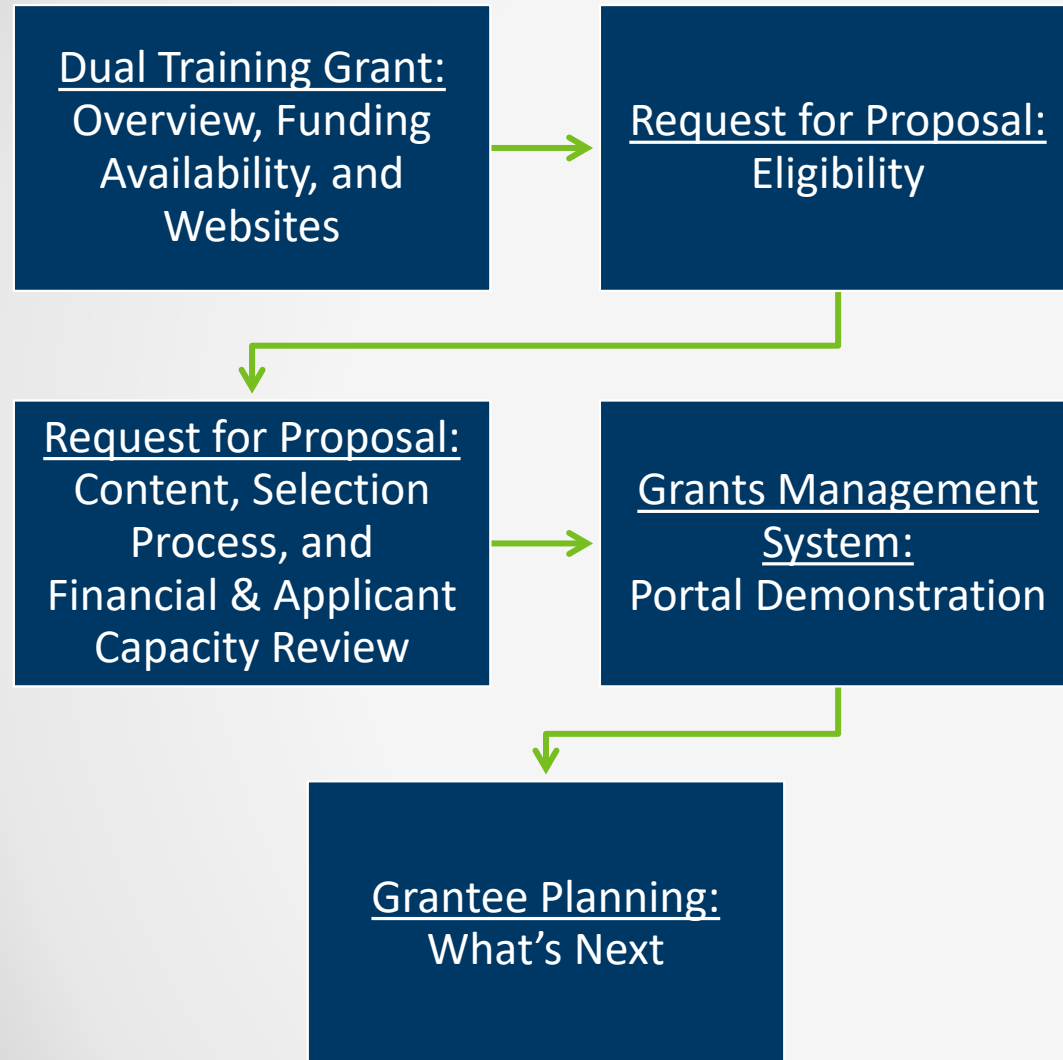


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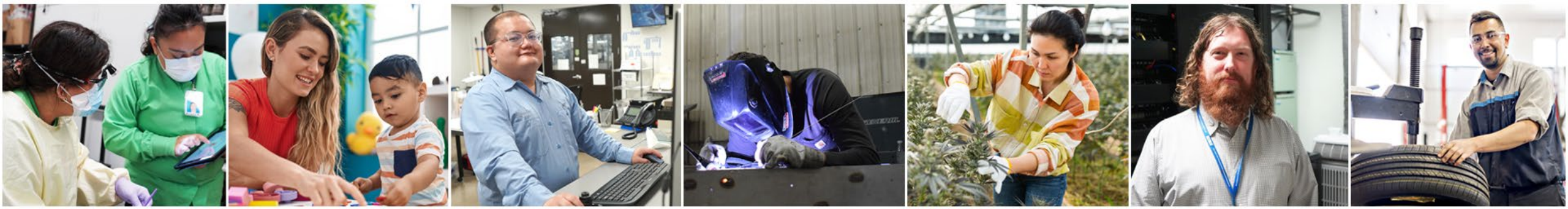
# Agenda



## By the end you should ...

- Have a better understanding of the Dual Training Grant.
- Understand what needs to be included in the proposal.
- Have a basic idea of the competitive grant process through the State of Minnesota.
- Know who you contact if you have a question on the proposal vs. a question regarding industries and occupations.
- Know the timeline of events for the proposal.
- You should know what to do first in the portal.





# Dual Training Grant

*Overview, Funding Availability, and Websites*

# Dual Training Grant Overview



## What is the role of the Minnesota Dual-Training Pipeline Team?

- Hold **industry forums** to *inform* and *direct* Minnesota Dual-Training Pipeline on industry trends and needs.
- Facilitate **competency councils** to *define* and *identify* specific occupational competencies for the seven key industries.
- Provide **dual-training consulting** to *create* and *disseminate* dual-training resources for employers, employees and dual trainees: toolbox, grants, and expanding mentorship networks to set up dual training.



## What is the role of the Dual Training Grant Team?

- Create, release, and manage the Request for Proposal.
- Determine and announce grant awards.
- Setup and manage grant contracts.
- Process grant reimbursement requests.
- Provide various trainings and supports.
- Review and process progress reports.
- Conduct grant monitoring.
- Collect and analyze annual grant report data.
- Write and publish annual grant report .

# Dual Training Grant Overview

## Overview

- 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 Dual Training Grant (DTG) provides grants that generate collaborative and strategic educational solutions between employers and related instruction training providers across Minnesota.
- The DTG reimburses grantees for related instruction costs of tuition, fees, required and recommended books and materials, and trainee supports.



2025 MN Statute 175.45: Standards for Dual Training <https://www.revisor.mn.gov/statutes/cite/175.45>

2025 MN Statute 136A.246: Dual Training Competency Grants <https://www.revisor.mn.gov/statutes/cite/136A.246>

# Dual Training Grant Overview

## Dual Training Grant Success Profiles

<https://ohe.mn.gov/dual-training-grant>



**mn OFFICE OF HIGHER EDUCATION**

### Advance your workforce through DUAL TRAINING GRANT

The Dual Training Grant (DTG) helps your company or organization meet workforce needs by pairing on-the-job training with formal related instruction. Through the dual-training approach, employees are offered a pathway toward attaining an industry-recognized degree, certificate or credential, while you can request reimbursement for related expenses.

This collaborative and strategic partnership between the Minnesota Office of Higher Education (OHE) and the Minnesota Department of Labor and Industry allows Minnesota companies to build a skilled workforce while creating a robust learning environment for their employees.

**Up To \$5,000,000 In Funding Available**  
REQUEST FOR PROPOSAL IS AVAILABLE EACH SPRING

**RECEIVE THE FUNDING YOU NEED TO SKILL-UP YOUR EMPLOYEES**

You can receive up to **\$150,000 a year** in grant funds (**\$6,000 per trainee**) to cover the expenses related to an employee's instruction. Up to an additional **\$15,000 in funds** is available to be used for trainee support.

<b>WHAT'S IN IT FOR YOU</b>	<b>WHAT'S IN IT FOR EMPLOYEES</b>
<ul style="list-style-type: none"><li>• Build knowledge in your workforce</li><li>• Enhance company culture</li><li>• Improve retention and acquisition</li></ul>	<ul style="list-style-type: none"><li>• Acquire industry skills</li><li>• Receive financial support for their education</li><li>• Earn a tangible degree, certificate or credential</li></ul>

**THE BEST TRAINING DOESN'T ALWAYS COME IN TRADITIONAL FORMS**

With the DTG, eligible training can come in different forms. Whether the training ends with an accredited degree, an industry certification or something in between, there is a wide range of options for your employees. More information about training providers is available on our website.

The request for proposal is available each spring. Visit [OHE.MN.GOV](https://ohe.mn.gov) for up-to-date information.  
**HAVE QUESTIONS?** Email us: [gwi.ohe@state.mn.us](mailto:gwi.ohe@state.mn.us)

**ELIGIBLE INDUSTRIES**

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

## Dual Training Grant Handout

[https://ohe.mn.gov/sites/default/files/2026-01/OHE\\_DTG\\_2026\\_ADA.pdf](https://ohe.mn.gov/sites/default/files/2026-01/OHE_DTG_2026_ADA.pdf)

## 2026 <sup>(15<sup>th</sup>)</sup> Dual Training Grant Request for Proposal

\$5,000,000 available in grant funds

Proposal Period: February 23, 2026– April 8, 2026

Grant Period: August 2026 – August 2027

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. Applicants will be notified about award decisions on **May 29, 2026**.

# Funding Availability

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	<ul style="list-style-type: none"> <li>Tuition</li> <li>Fees</li> <li>Books</li> <li>Materials</li> </ul>	\$150,000	\$6000	25% of Related Instruction (Up to \$50,000)	\$2,000
Trainee Support	Associated with Related Instruction: <ul style="list-style-type: none"> <li>Transportation</li> <li>Mileage</li> <li>Lodging</li> <li>Meals</li> <li>Tutoring services</li> <li>Translation, interpreter, and/or accessibility services</li> <li>Preparatory course</li> </ul>	10% of Related Instruction  (Up to \$15,000)	N/A	N/A	N/A

A dual trainee may benefit from a maximum of **\$24,000** in DTG Related Instruction funds during a lifetime.

## Minnesota Dual-Training Pipeline



### Pipeline Tools

- Guidance for developing effective on-the-job training.
- Dual-training program tracking templates.

### Pipeline Related Instruction Inventory

Searchable inventory of related instruction programs. The inventory is updated by DLI. However, we are unable to guarantee that a training provider has made changes in delivery and availability.

### Pipeline Industries

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

# Website Resources

## Dual Training Grant



### Dual Training Grant Information

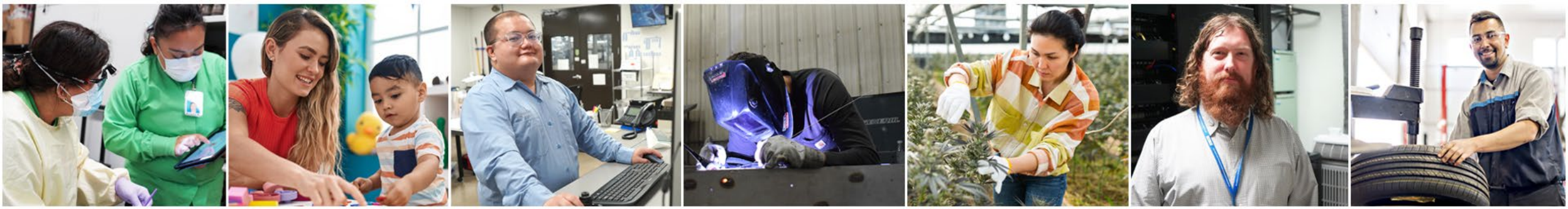
- About the Grant
- DTG Request for Proposal
- Past Recipients
- Success Stories

### Dual Training Grant Recipient Resources

- Workshops
- Dual Training Grant Media Resources

### DTG Grants Portal

- Proposal/Grant
- Progress Reports
- Reimbursement Requests
- Monitoring Reports



# Request for Proposal

*Eligibility*

**Eligible Applicant:** An eligible applicant must meet all the following:

Be an employer or organization of employers, which include the following types:

- Business Entity
- Nonprofit Organization
- Political Subdivision
- State of Minnesota
- Tribal Sovereign Nation



**Organizations of Employers** typically include chambers of commerce, industry associations, and workforce development organizations

Have or will have a dual-training program.

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.

## Eligible Industries & Occupations

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

1. Advanced Manufacturing: <http://www.dli.mn.gov/business/workforce/advanced-manufacturing>
2. Agriculture: <http://www.dli.mn.gov/business/workforce/agriculture>
3. Child Care: <https://www.dli.mn.gov/business/workforce/child-care>
4. Health Care Services: <http://www.dli.mn.gov/business/workforce/health-care-services>
5. Information Technology: <http://www.dli.mn.gov/business/workforce/information-technology>
6. Legal Cannabis Industry: <https://www.dli.mn.gov/business/workforce/legal-cannabis-industry>
7. Transportation: <https://www.dli.mn.gov/business/workforce/transportation>

## Eligible Dual Trainee

An eligible dual trainee must meet all the following:

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

## Eligible Dual Trainee (continued)

- A dual trainee cannot be contracted through another entity like a staffing agency or third-party employer.
- A dual trainee's employment cannot be contingent upon completion of a dual-training program.
- Information that would identify a dual trainee must not be included in the proposal process, like name.
- At the time of proposal submission, an eligible applicant does not need to determine the specific dual trainees who will be participating in the program. Upon receiving a grant award, the grantee may then officially select dual trainees.

## Eligible Related Instruction

Related instruction is formal education completed with an eligible related instruction training provider. The related instruction must meet all the following:

Provided by an eligible training provider.

Meets one or more identified competency standards.

Instructor-led for a majority of the training.

Results in the dual trainee receiving an eligible industry-recognized degree, certificate, or credential.

### Majority Instructor-Led

- Content is delivered 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.

## Eligible Industry-Recognized Degree, Certificate, or Credential

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.

Programs that result only in achieving a certificate of completion, certificate of participation, continuing education credit or unit, fundamental credit hours, non-accredited academic credit, and course audit are not eligible for DTG funds.

## Eligible Related Instruction Training Provider

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

- Operated by the Board of Trustees of the Minnesota State Colleges and Universities or the Board of Regents of the University of Minnesota.
- Registered degree-granting institution.
- Licensed private career school.
- State Authorization Reciprocity Agreement (SARA) School.
- Limited Licensed Training Provider.

## Eligible Related Instruction Training Provider (continued)

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



### [Minnesota Dual-Training Pipeline Related Instruction Inventory](#)

Searchable inventory of related instruction programs. The inventory is updated by DLI. However, we are unable to guarantee that a training provider has not made changes in delivery and availability.

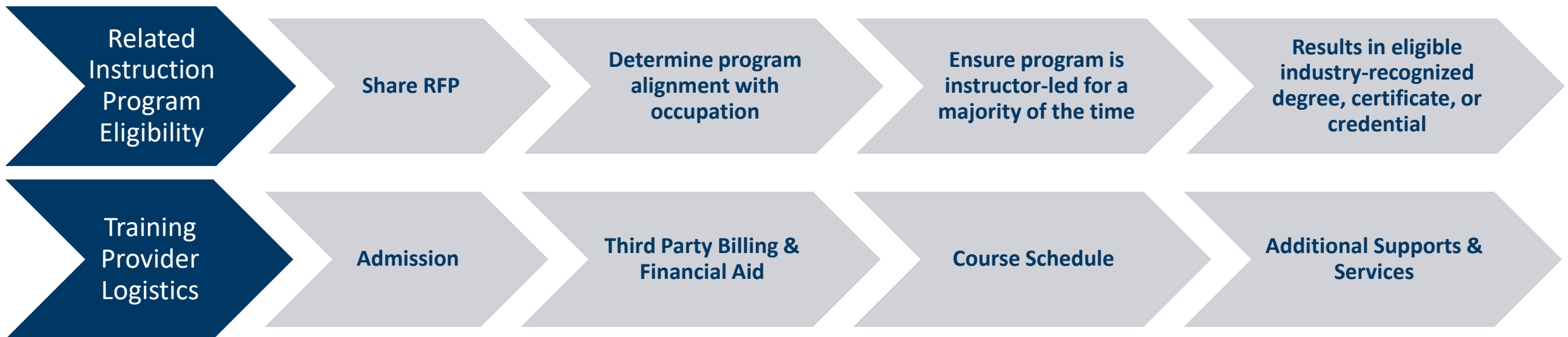


### [MyHigherEd Minnesota College Search](#)

MyHigherEd simplifies the process, providing all the information you need to know about preparing, searching, applying, and paying for college in one place.

## Eligible Related Instruction Training Provider (continued)

Contact Related Instruction Training Provider to review and determine the following:



## Eligible Related Instruction Training Provider (continued)

### Introduction

- I am a [insert industry] employer looking for training opportunities for my employees. I have the opportunity to apply for a Minnesota Dual Training Grant, which will help our company cover the costs of tuition, fees, books and materials for our employees. Can we meet to make sure the [insert program] is an eligible program for the grant?

### Instructor-Led

- Is the related instruction program delivered in a synchronous format for a majority of the time?

### Industry Recognized Credential

- Being a certificate program, can you confirm that the certificate is not a certificate of completion or participation?

### Accredited Program

- Since the credit being earned is considered academic credit, can you confirm that the program is accredited?

### Confirmation of Support

- At the end of the program, you as the training provider, will assist my employees in earning their degree, certificate, or credential, correct?


## Eligible On-the-Job Training

### Dual-Training Program [Tracking Templates](#)

- DLI hosts and maintains Dual-Training Program Tracking Templates as a resource for applicants to develop and track dual-training programs for their dual trainees.
- The templates can be an effective way to ensure all dual trainees participating in the dual-training program are meeting their required trainings and mastering required competencies.
- Applicants are not required but strongly encouraged to use a Dual-Training Program Tracking Templates.
- The templates are a potential resource for applicants to demonstrate on-the-job training plans.

### Common Types (Modes) of Effective OJT

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

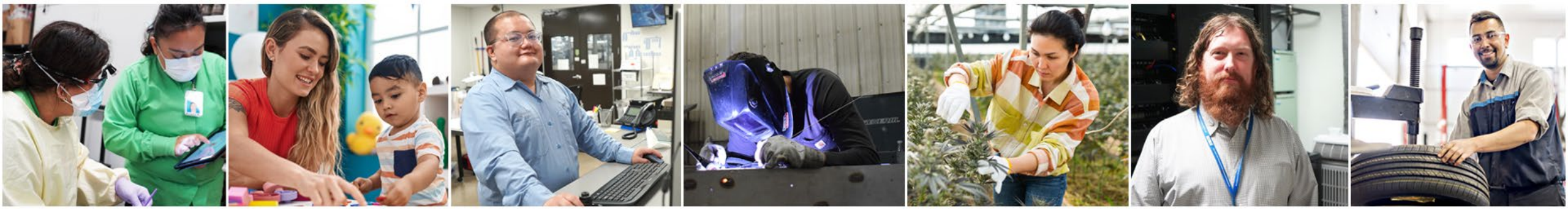


DLI's Guidance  
for Effective On-  
The-Job Training!

## Eligible On-the-Job Training (cont.)

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.



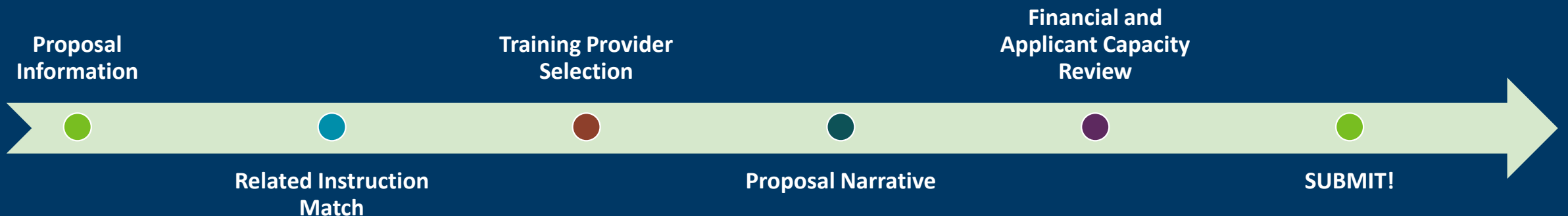
# Request for Proposal

*Content, Selection Process, and  
Financial & Applicant Capacity Review*

# Proposal Content

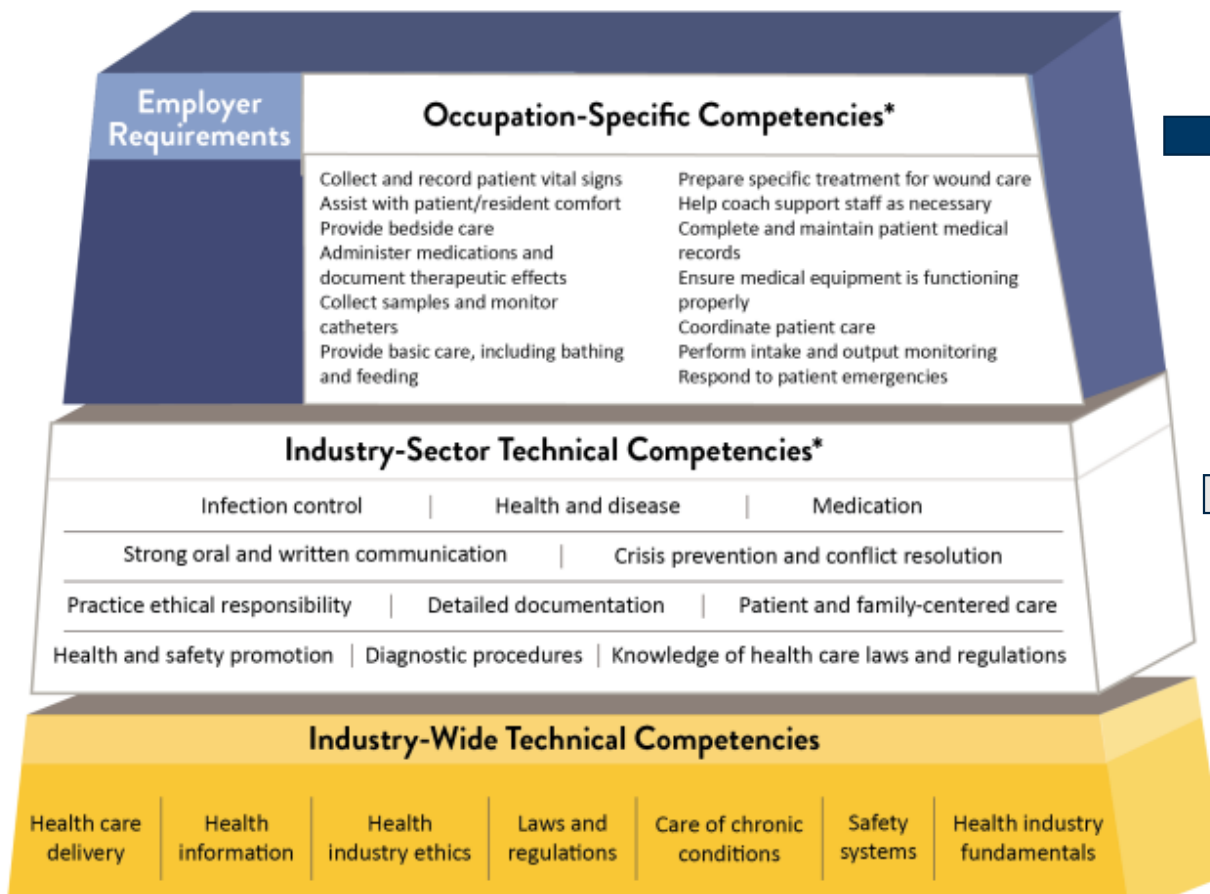
## Proposal Logistics

- 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.
- **Once the proposal is submitted, no adjustments to the proposal are allowed.**



# Proposal Content

## Minnesota Dual-Training Pipeline Competency Model for Health Care Services Occupation: Licensed Practical Nurse



Competencies learned through on-the-job training with the employer.

Competencies learned through related instruction with the training provider.

# Proposal Content

Grants Management System: <https://gwi-ohe.intelligrants.com/>.

## Proposal Information

Applicants must provide general information about their organization and dual-training program.

## Related Instruction Match

Applicants must determine whether they are required or exempt from contributing 25% toward the cost of related instruction (tuition, fees, books, materials).

## Training Provider Selection

Applicants must list their final selections for partnering related instruction training providers and programs.

## Proposal Narrative

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

## Financial & Applicant Capacity Review

Applicants must describe and acknowledge components of their organization, list other grant funds, and/or provide financial documentation.

# Selection Process

## Competitive Priorities

- OHE prioritizes awards to previous grantees with continuing dual-trainee populations.
  - Grantees with continuing dual-trainee populations must apply for the grant each year.
  - The years a dual trainee participates in the grant program do not need to be consecutive.
- OHE balances awards among applicants with dual trainees working at locations outside and within the metropolitan area, across industries, and employer size.
- If applicant is awarded a grant based solely upon competitive priorities, and not the proposal score, the grantee will only be able to train dual trainees who meet the competitive priorities.

## Collaboration

Collaboration with related instruction training providers, and employers (if representing an organization of employers), is necessary to ensure feasibility and accuracy of dual-training program. **However, the employer or organization of employers, applying for the grant, must write and submit the proposal and meeting all responsibilities detailed in this request for proposal.** Training providers do not have user accounts for the grants management system and will not be approved if requested.

# Selection Process

## 100-point scale

**NOTE:** Once reviewer selections are submitted to OHE. OHE will convene to review and weight proposals based upon 2026 Dual Training Competency Grant funds available, dual-training program serving diverse populations, and previous performance as a grantee (if applicable).

20 Points

- Related instruction programs support eligible occupations and align with Minnesota Dual-Training Pipeline Competency Models.

20 Points

- On-the-job training plans support eligible occupations and align with Minnesota Dual Training Pipeline Competency Models.

10 Points

- 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

- The applicant demonstrates the ability to recruit, train, and retain dual trainees who are employees of color, American Indian employees, and employees with disabilities.

# Selection Process

5 points

- The applicant outlines plans for monitoring and documenting dual trainee progress.

5 points

- The applicant outlines plans for evaluating the success of the dual-training program.

10 Points

- The applicant describes how direct costs of related instruction (tuition, fees, books, and materials) are minimized for dual trainees.

10 Points

- The applicant identifies and elaborates on additional employment opportunities dual trainees will have because of the dual-training program.

10 Points

- The applicant details the projected increase in compensation dual trainees will have because of the dual-training program.

## Selection Process Timeline

- Applicants notified: May 29, 2026
- Grantees publicly announced: June 4, 2026
- Mandatory Grantee Orientation (12:00 p.m. to 2:00 p.m. central time): June 8, 2026
- Prepare grant documents: June through July 2026
  - 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.
- Sign grant contract: August 2026

# Financial & Applicant Capacity Review

## Financial & Applicant Capacity Review

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

### Organizations will complete:

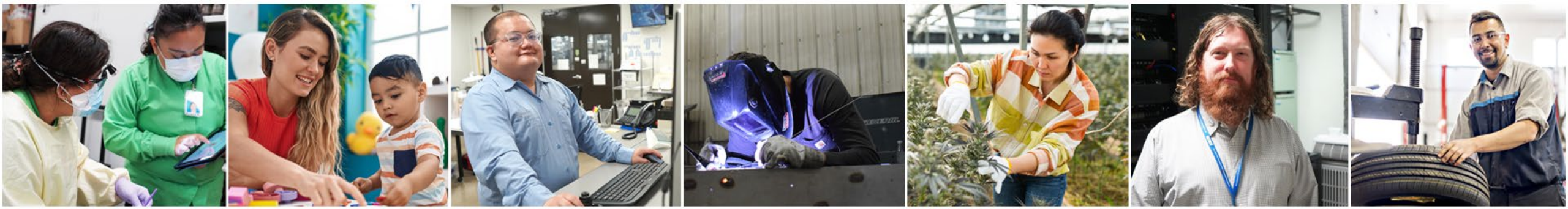
- Capacity Response
- Certification of No Felony Financial Crime
- Certifications of Good Standing with Secretary of State
- Organizational Financial Documents



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).



# 5 Minute Break 😊



# Grants Management System

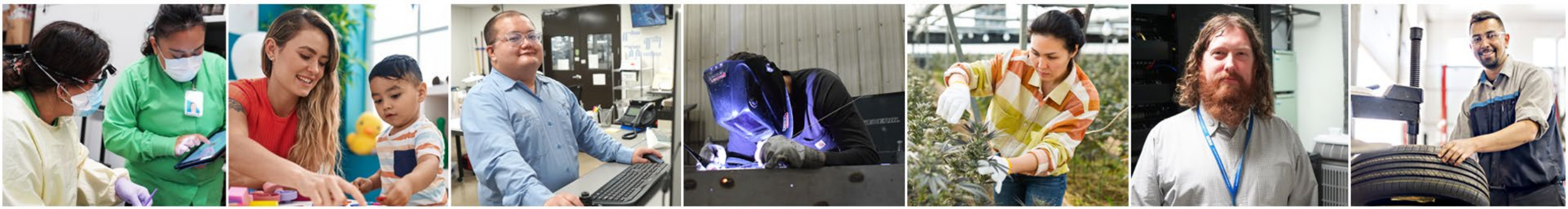
*Demonstration*

# Grants Management System Demonstration

## Proposal Submission

Proposal Due Date  
4:00 p.m. central  
time, on  
Wednesday, April  
8, 2026.

Grants Portal



# Grantee Planning

## Mandatory Orientation

Following award notification, OHE hosts a virtual mandatory two-hour orientation for the (1) grantee and (2) grantee employer partners.

- June 8, 2026, from 10:00am to 12:00pm.
- Grantee employer partners include employers participating in the grant through a grantee who is considered an organization.
- Training providers are highly encouraged and should make effort to attend the orientation.
- The purpose of orientation is to prepare grantees for the grant administration and encourage strategic planning.

# Grantee Planning

## Related Instruction Training Agreement

- 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.

## Dual Trainee Participation Agreement

- A dual trainee must complete and submit a Dual Trainee Participation Agreement prior to enrollment in a dual-training program.

## Work Plan and Budget

- 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.

## Policies and Procedures

- A grantee must submit a Policies and Procedures document following award notification and prior to executing a grant contract with OHE.

## Dual Trainee Service Agreements

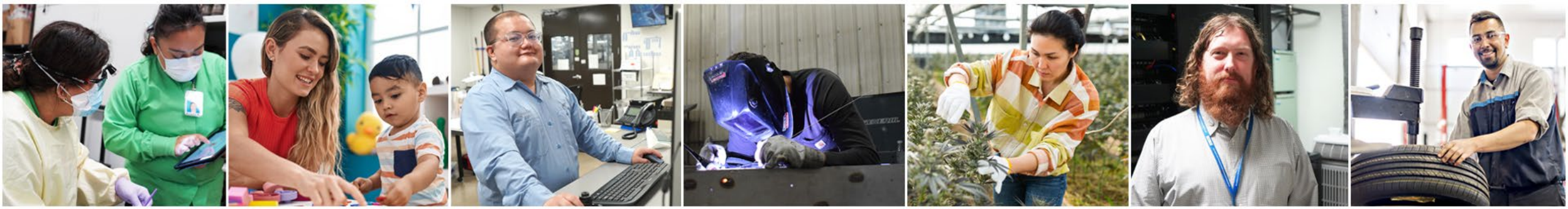
- Dual Trainee Service Agreements are not required by OHE. If a grantee elects to utilize a service agreement, the grantee must submit a copy of the general agreement to OHE.

## Financial Aid Application

- 2026-2027 Free Application for Federal Student Aid (FAFSA) at [Link](#)
- 2026-2027 Minnesota Alternative State Application at [Application](#)

## 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.



# Thank you!

## Applications due April 8, 2026 (4:00PM CT)

- Technical assistance is available for interpreting instructions or preparing proposals by emailing [gwi.ohe@state.mn.us](mailto:gwi.ohe@state.mn.us).
- Each week, OHE will post responses to technical questions online here: <https://ohe.mn.gov/dual-training-grant>.
- Technical questions must be submitted no later than 4:00 p.m. central time, on **March 25, 2026**.