

Dual Training Grant

2026 Grantee Orientation

Presented by: Jacquelynn Mol Sletten & Grace Ferdinandt

OFFICE OF HIGHER EDUCATION

Welcome & Introductions

OFFICE OF HIGHER EDUCATION



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Welcome & Introductions

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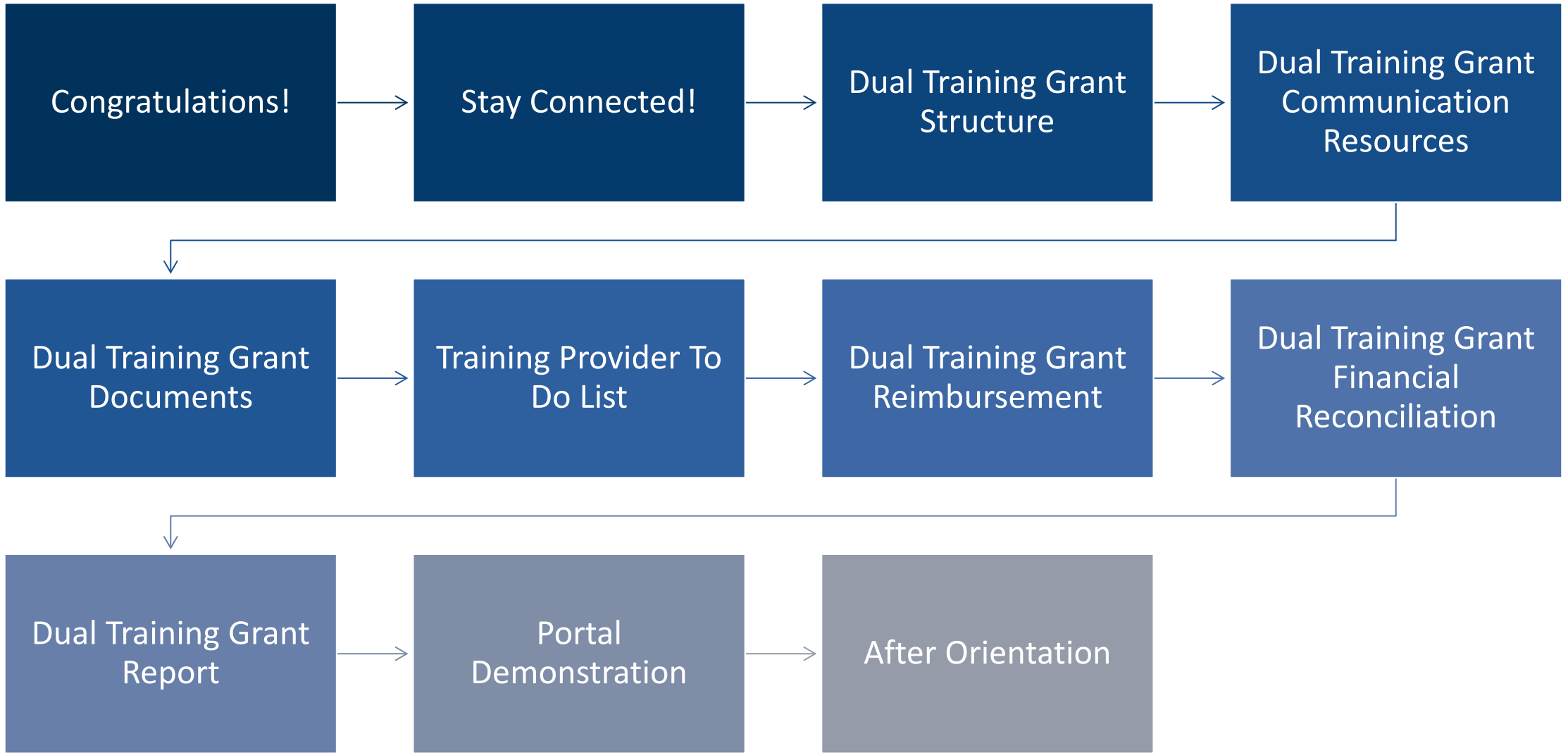
Agenda


Congratulations!
Stay Connected!
Dual Training Grant Structure
Dual Training Grant Communication Resources
Dual Training Grant Documents
Training Provider To Do List
Dual Training Grant Reimbursement
Dual Training Grant Financial Reconciliation
Dual Training Grant Report
Portal Demonstration
After Orientation

Congratulations

Congratulations
2026 Dual Training Grant Grantees

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



Leidy Osorio, Dental Hygienist
Madison Avenue Dental, Mankato, MN

"This journey has not been easy, and there have been many moments where the stress of loans and finances felt overwhelming. Because of your support, the burden felt so much lighter, and it has allowed people like me to keep dreaming big and moving forward. I know this is only the beginning for me since I still have my master's degree ahead, but I truly cannot express how grateful I am for all your help and support. It means more than you can imagine."

Congratulations

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

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

The Dual Training Grant Press Release will be issued later in June 2026.

Congratulations

2016 Round 1

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

2024 Round 13

- $2,382,519 Paid through DTG
- 71 Grantees
- 611 Dual Trainees

2025 Round 14

- $4,872,204 Contracted through DTG
- 74 Grantees
- 875 Dual Trainees

2026 Round 15

- $4,869,563 Awarded through DTG
- 76 Grantees
- 867 Dual Trainees

2027: Round 16 Opening Earlier in **January**/February 2027
$5,000,000 will be available in grant awards

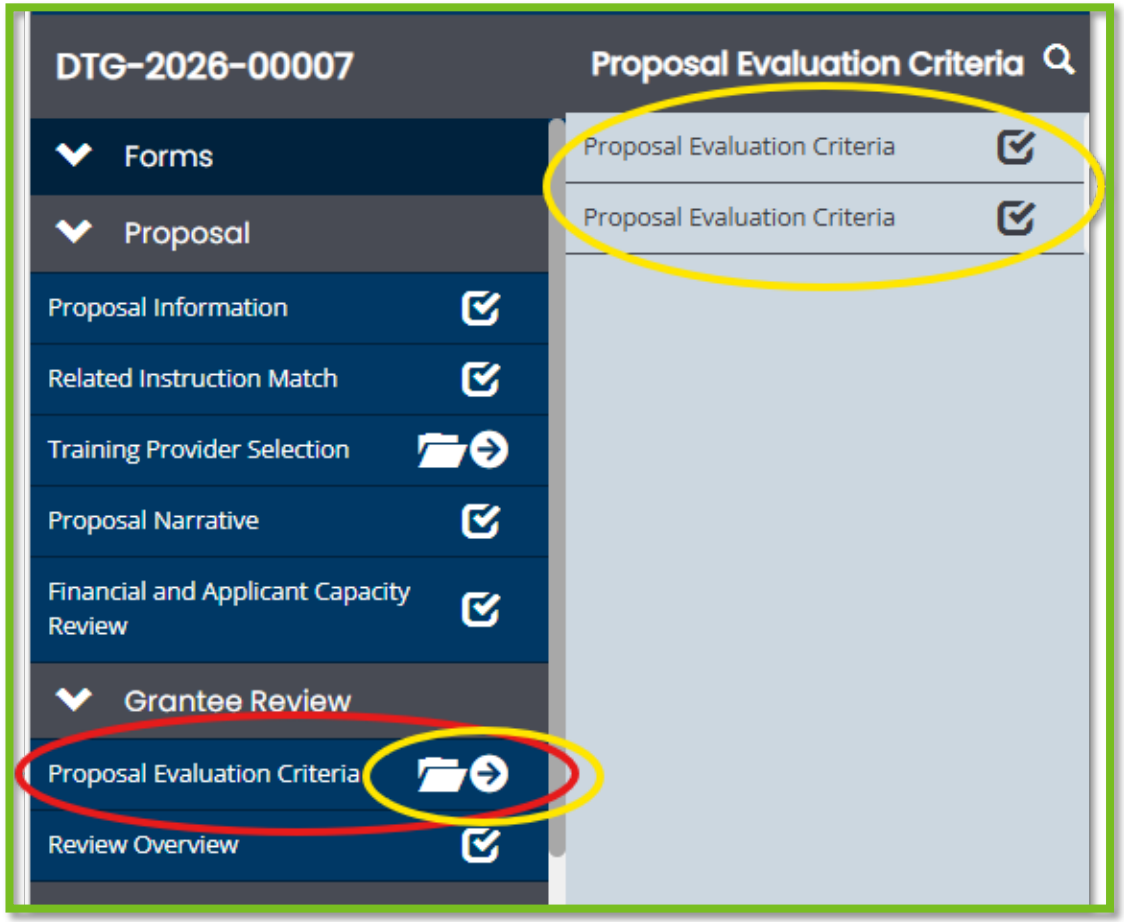
Congratulations

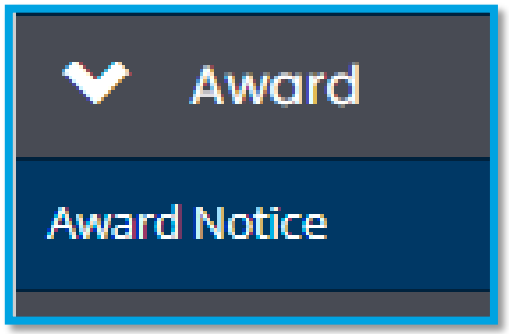
Access Proposal Scores & Comments

- Grantee Review
  - Proposal Evaluation Criteria
  - Grantee Review Overview

Access Award Letter

- Award
  - Award Notice (PDF)

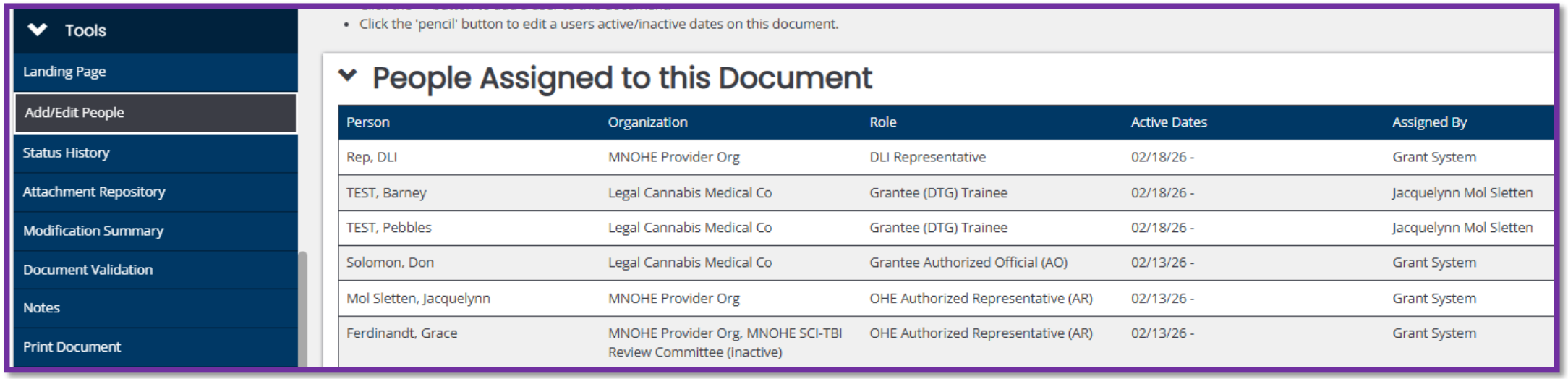


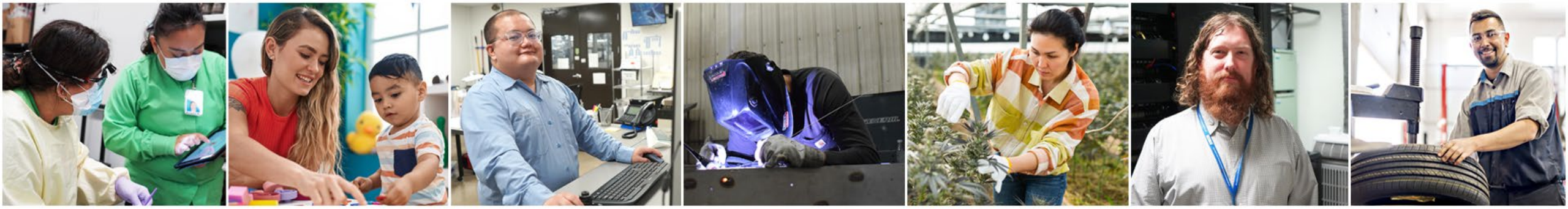


Congratulations

When a proposal is first started, only the Authorized Official (AO) who started the proposal is automatically added to the proposal. Therefore, if there is more than one AO, the grantee must email Jacquelynn.mol.Sletten@state.mn.us to have more AO's manually added to the proposal.

To check who has access to the Proposal/Grant document ('parent'), or the other documents ('child'), go to Tools and click on Add/Edit People. Important … The Grantee AO cannot add or edit people, they can only see the list. Only OHE staff can add and edit people. In addition, each role has a different level of functionality within the portal system.



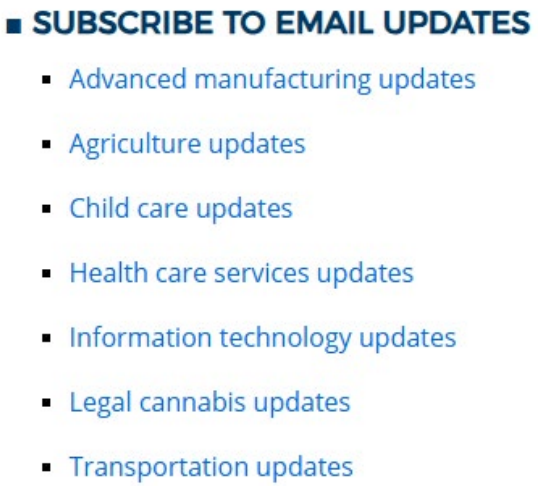


Stay Connected!

Stay Connected!

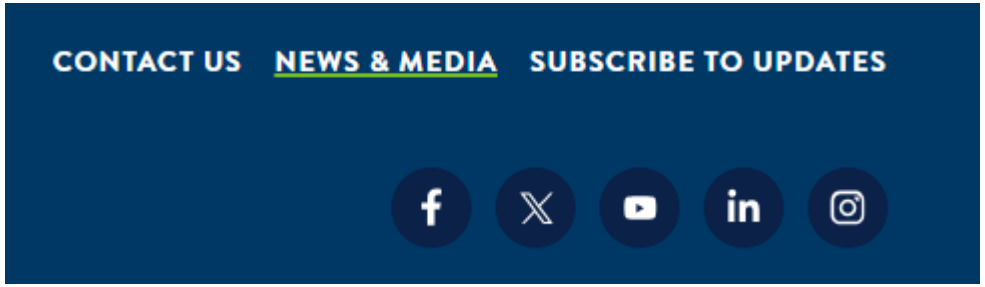
Subscribe to Email Updates from **Minnesota Dual-Training Pipeline**: https://www.dli.mn.gov/pipeline

Scroll to bottom of webpage to subscribe.



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

Scroll to bottom of page. Click on "Subscribe to Updates"



Stay Connected!

Time to Mark Calendars!

Important Dates

- July 31, 2026: Grant Documents ***Due***
- August 21, 2026: Signed Contract ***Due***
- November 15, 2026: Start **Fall Term** Reimbursement
- January 29, 2027: **Fall Term** Reimbursement Request ***Due***
- February 26, 2027: Progress Report ***Due***
- March 15, 2026: Start **Spring Term** Reimbursement
- June 30, 2027: **Spring Term** Reimbursement Request ***Due***
- July 15, 2027: Start **Summer Term** Reimbursement
- August 31, 2027: Contract Expires
- September 30, 2027: **Summer Term** Reimbursement Request ***Due***
- September 30, 2027: Final Report and Work Plan & Budgets ***Due***
- October/November: Grant Period Evaluations & Closeout

DTG Upcoming & Archived Workshops Link: Dual Training Grant Recipient Resources | MN Office of Higher Education

Stay Connected!

Time to Mark Calendars!

Workshops

- September 9, 2026 @ 2:00PM: DTG On-the-Job Training Workshop
- September 17, 2026 @ 10:00AM: DTG Reimbursement Workshop
- December 3, 2026@ 10:00AM: DTG Reports & Next Term Prep Workshop
- June 24, 2027 @ 10:00AM: DTG Final Report & Closeout Workshop

DTG Upcoming & Archived Workshops Link: Dual Training Grant Recipient Resources | MN Office of Higher Education

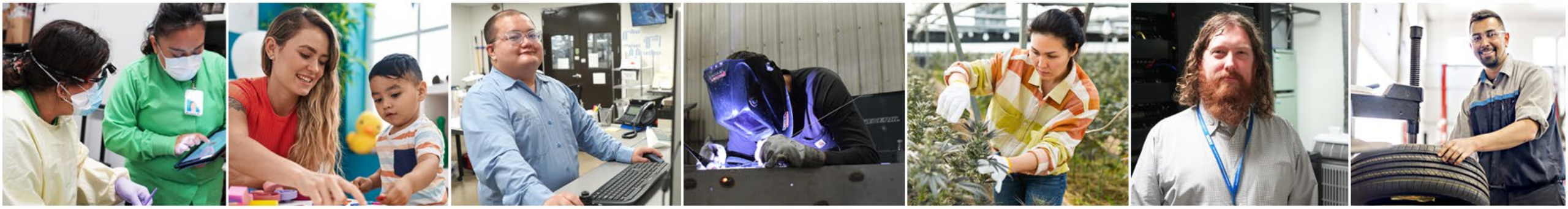
Stay Connected!

Time to Mark Calendars!

Open Office Hours

- July 2, 2026 @ Noon to 12:45pm
- July 9, 2026 @ 2:00pm to 2:45pm
- July 20, 2026 @ Noon to 12:45pm
- August 3, 2026 @ 2:00pm to 2:45pm
- October 1, 2026 @ 9:00am to 9:45am
- January 7, 2027 @ 9:00am to 9:45am

DTG Upcoming & Archived Workshops Link: Dual Training Grant Recipient Resources | MN Office of Higher Education



Dual Training Grant Structure

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

DEPARTMENT OF LABOR AND INDUSTRY

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.

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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 Structure





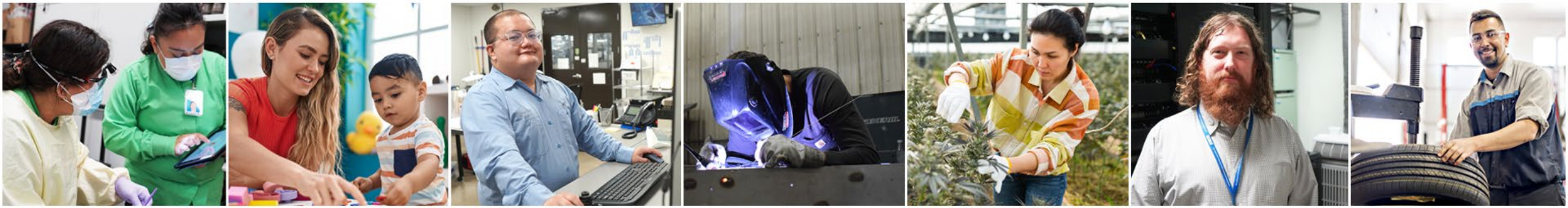
After orientation, **NEXT STEPS** with the Minnesota Dual-Training Pipeline Team?

One-on-one introduction meetings

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

Minnesota Dual-Training Pipeline participation badges

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



Dual Training Grant Communication Resources

Dual Training Grant Communication Resources

Media Resources and Recruitment

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

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

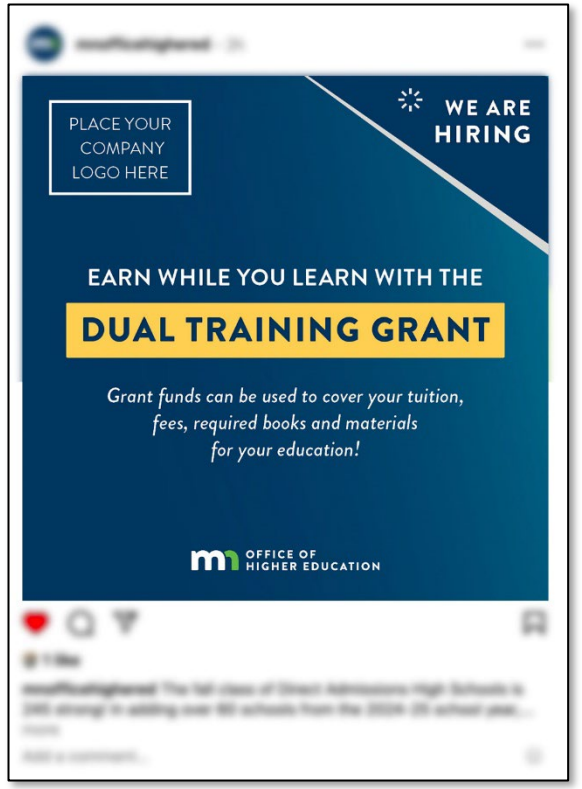


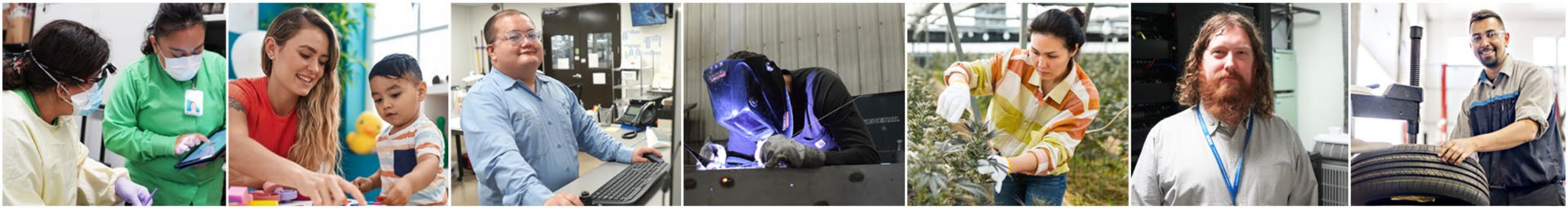
Dual Training Grant Communication Resources

Press Release

- Publication Coming Soon! News & Media | MN Office of Higher Education
  - Forward to your local media
  - Include some details about what you want the public to know
- Post on Social Media about Award
  - Share OHE and DLI posts
  - Tag OHE and DLI in your posts

Share your successes with Libby.Fahrenkamp@state.mn.us





Dual Training Grant Documents

Dual Training Grant Documents

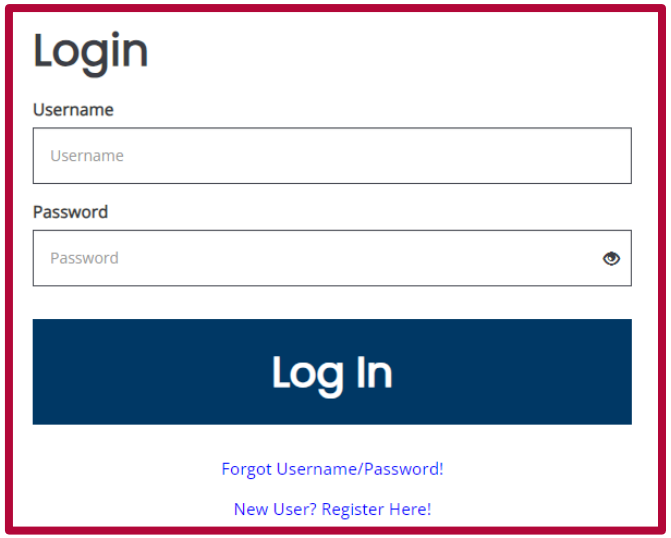
Reference the Request for Proposal!

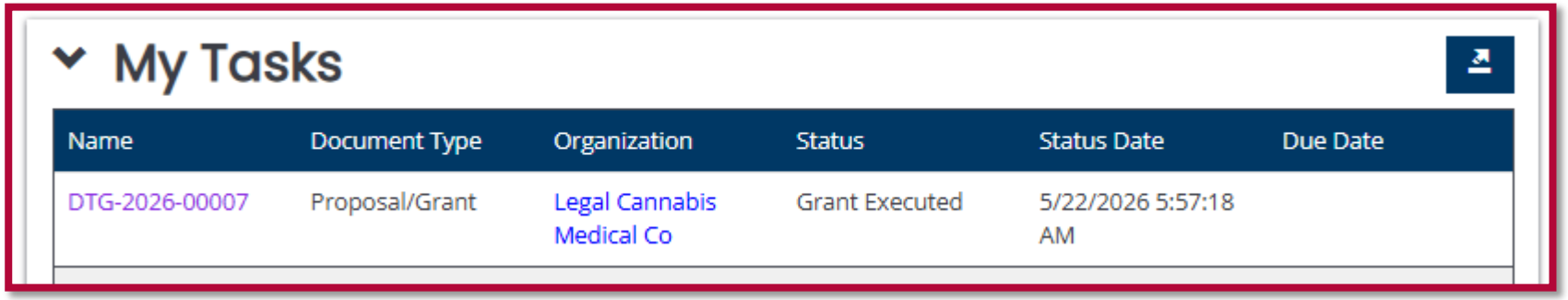
Dual Training Grant 2026 Request for Proposal.pdf

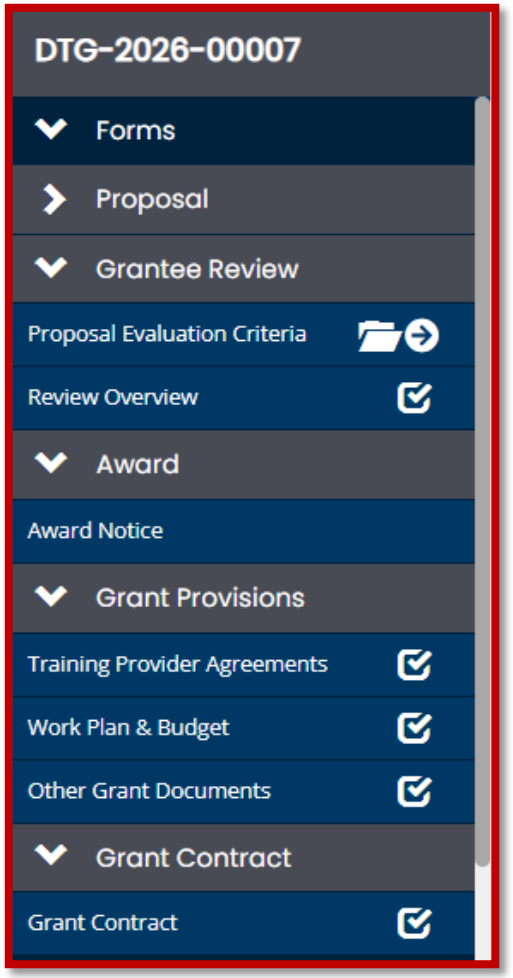


Dual Training Grant Documents

All grant documents will be completed, submitted, or viewable through the Online Grants Management System: https://gwi-ohe.intelligrants.com/IGXLogin







Dual Training Grant Documents

Training Provider 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

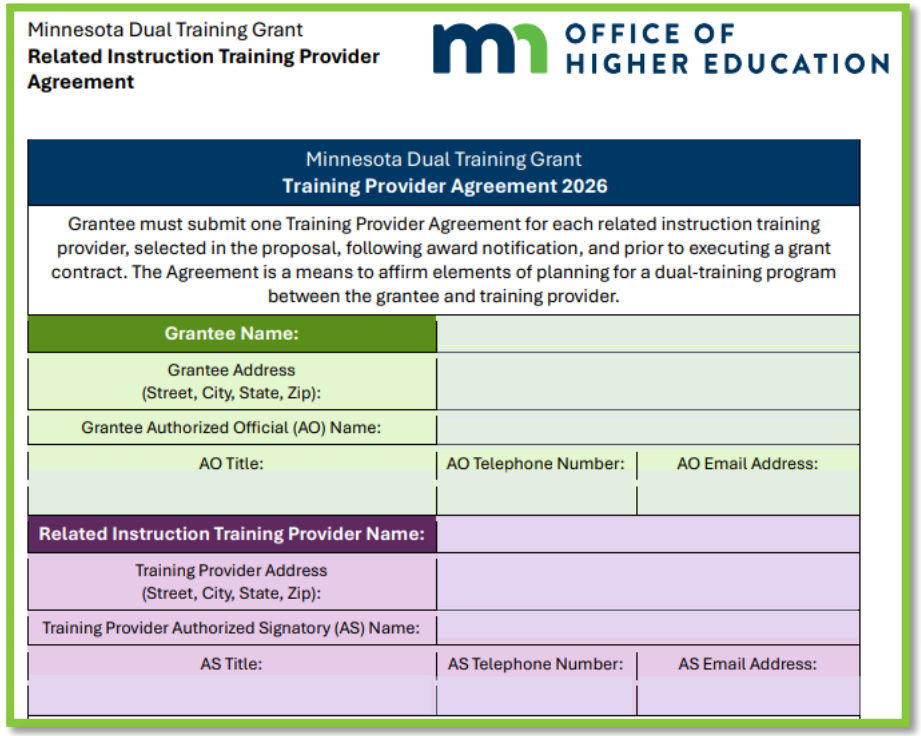
Expenditures

- 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.

Training Provider Agreements

Grantee must complete and submit Training Provider Agreement(s) prior to executing a grant contract.

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



Minnesota Dual Training Grant
Related Instruction Training Provider Agreement

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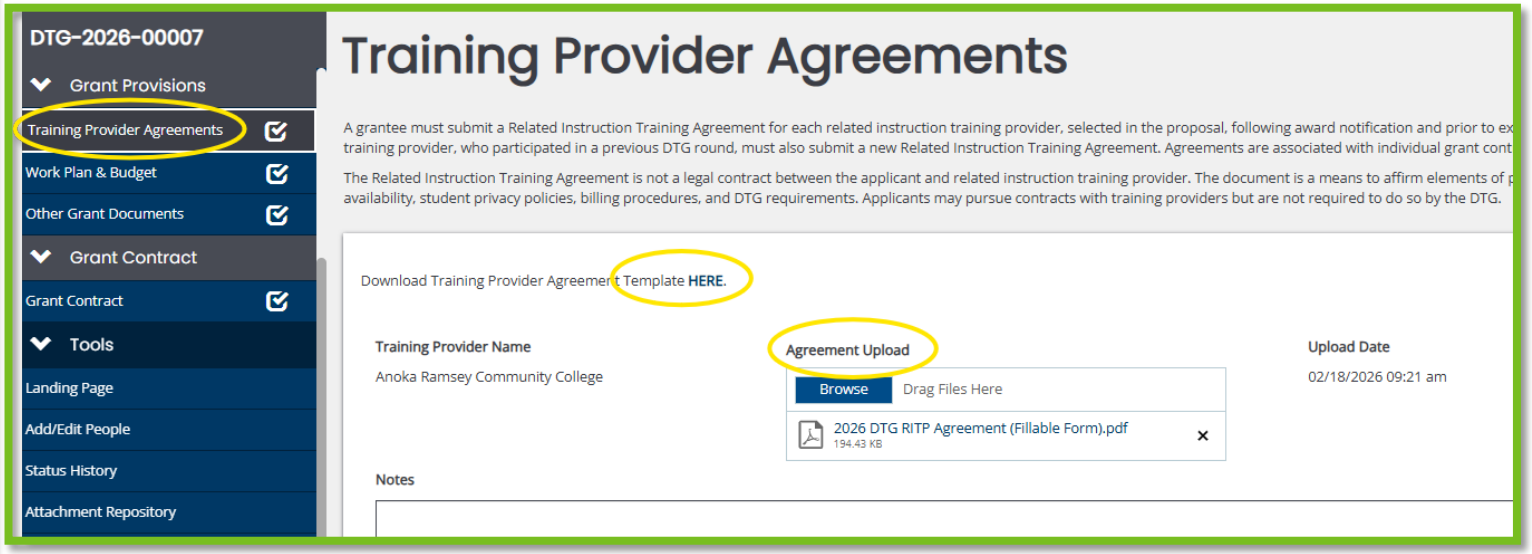
Minnesota Dual Training Grant **Training Provider Agreement 2026**		
Grantee must submit one Training Provider Agreement for each related instruction training provider, selected in the proposal, following award notification, and prior to executing a grant contract. The Agreement is a means to affirm elements of planning for a dual-training program between the grantee and training provider.		
Grantee Name:		
Grantee Address (Street, City, State, Zip):		
Grantee Authorized Official (AO) Name:		
AO Title:	AO Telephone Number:	AO Email Address:
Related Instruction Training Provider Name:		
Training Provider Address (Street, City, State, Zip):		
Training Provider Authorized Signatory (AS) Name:		
AS Title:	AS Telephone Number:	AS Email Address:



DTG-2026-00007

- Grant Provisions
- Training Provider Agreements
- Work Plan & Budget
- Other Grant Documents
- Grant Contract
- Grant Contract
- Tools
- Landing Page
- Add/Edit People
- Status History
- Attachment Repository

Training Provider Agreements

A grantee must submit a Related Instruction Training Agreement for each related instruction training provider, selected in the proposal, following award notification and prior to ex
training provider, who participated in a previous DTG round, must also submit a new Related Instruction Training Agreement. Agreements are associated with individual grant cont

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 p
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.

Download Training Provider Agreement Template **HERE**.

Training Provider Name	Agreement Upload	Upload Date
Anoka Ramsey Community College	Browse Drag Files Here 2026 DTG RITP Agreement (Fillable Form).pdf 194.43 KB	02/18/2026 09:21 am

Notes

Training Provider Agreements

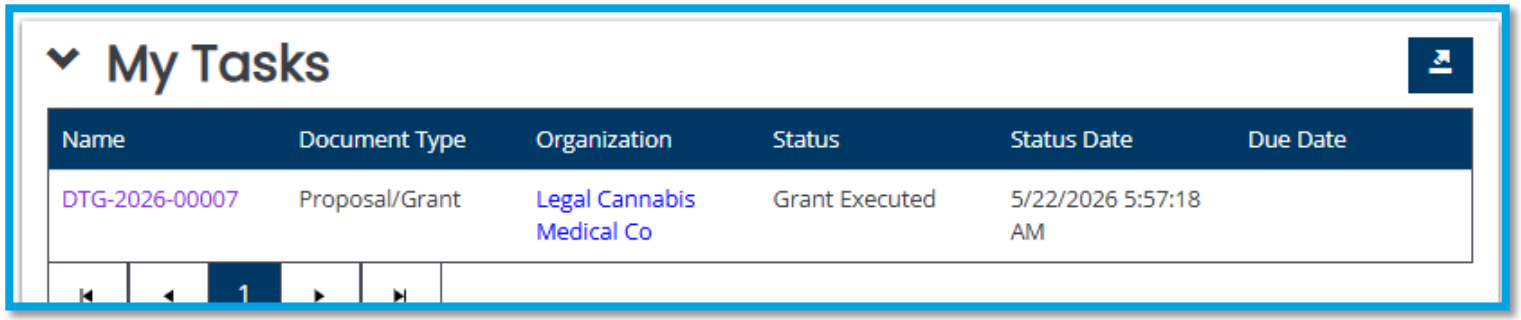
A grantee must submit a Related Instruction Training Agreement for each related instruction training provider, selected in the proposal, following award notification and prior to executing a grant contract with OHE. A grantee continuing instruction with a training provider, who participated in a previous DTG round, must also submit a new Related Instruction Training Agreement. Agreements are associated with individual grant contracts; therefore, do not carry-forward into future grant contracts.

The Related Instruction Training Agreement is not a legal contract between the applicant and related instruction training provider. The document is a means to affirm elements of planning for a dual-training program including, but not limited-to, program availability, student privacy policies, billing procedures, and DTG requirements. Applicants may pursue contracts with training providers but are not required to do so by the DTG.



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

Dual Trainee Participation Agreement





A dual trainee must complete and submit a Dual Trainee Participation Agreement prior to enrollment in a dual-training program.
An Agreement must be on file before a grantee can create a Work Plan & Budget.

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



Only the Dual Trainee registers for a User Account and completes the Agreement!

Dual Trainee Participation Agreement

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 associate with individual grant contracts; therefore, do not carry-forward into future grant rounds.

Important!

If you have dual trainees who are continuing from 2024 and/or 2025 DTG, you **must** email grace.Ferdinandt@state.mn.us to let her know. She will need to manually add the trainee to 2026 DTG, so they can gain access to the 2026 DT Participation Agreement.

Dual Trainee Participation Agreement

New Dual Trainees …

Step 1: Grantee sends identified dual trainee resources and LINK to portal
Step 2: Dual trainee registers with portal as a new user
Step 3: Office of Higher Education reviews and sets up the dual trainee in the portal (1 to 3 days)
Step 4: Dual trainee receives an email notice that registration is approved
Step 5: Dual trainee logs into portal and FIRST updates their profile (***including date of birth***)
Step 6: While in the portal, the dual trainee then completes and *saves* the participation agreement
Step 7: Grantee can then select dual trainee within the Work Plan and Budget

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

Dual Trainee Participation Agreement

Resources for Dual Trainees

Directions document with screenshots coming soon!

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

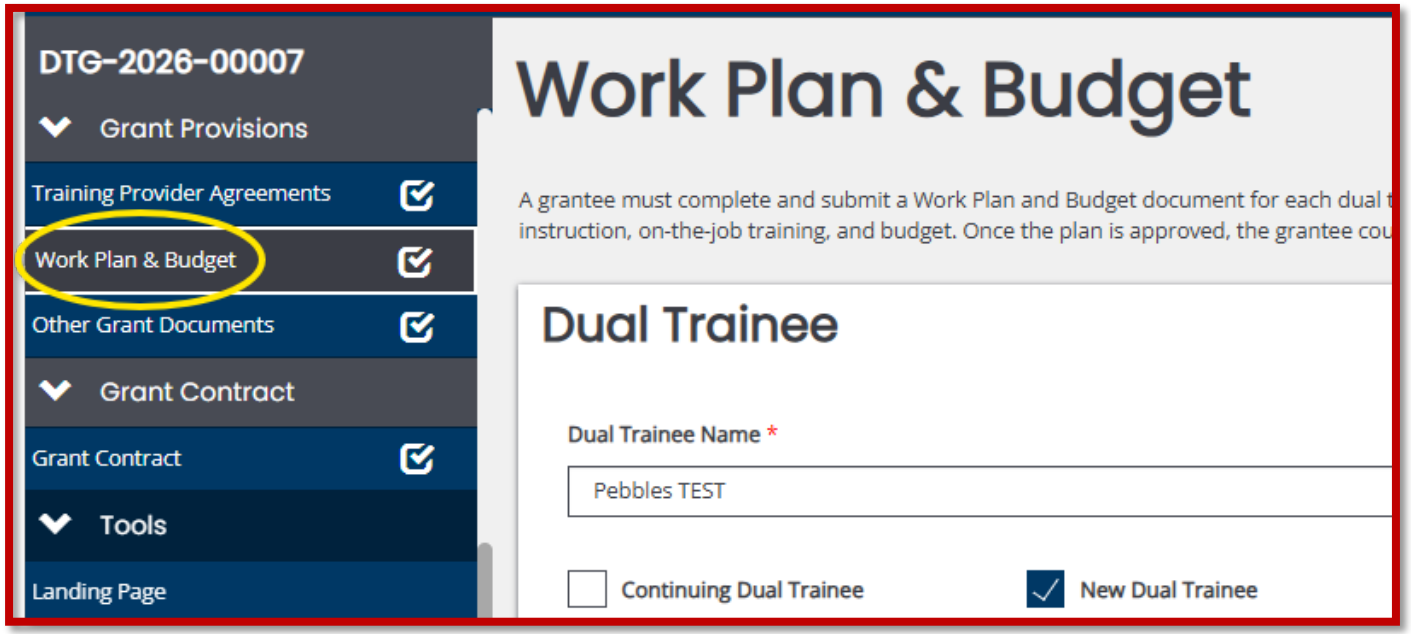
Grantees must watch these videos before sending directions to their dual trainees.

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

Work Plan and Budget

Grantee must complete and submit prior to executing a grant contract.
If a dual trainee is identified after executing a grant contract, a WPB must be completed prior to the dual trainee entering into the dual-training program.

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







Under Profile Name (top-right)

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

Work Plan and Budget

Once the WPB is approved, the grantee may be permitted to make changes but must consult with OHE prior to making changes.

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

Work Plan and Budget

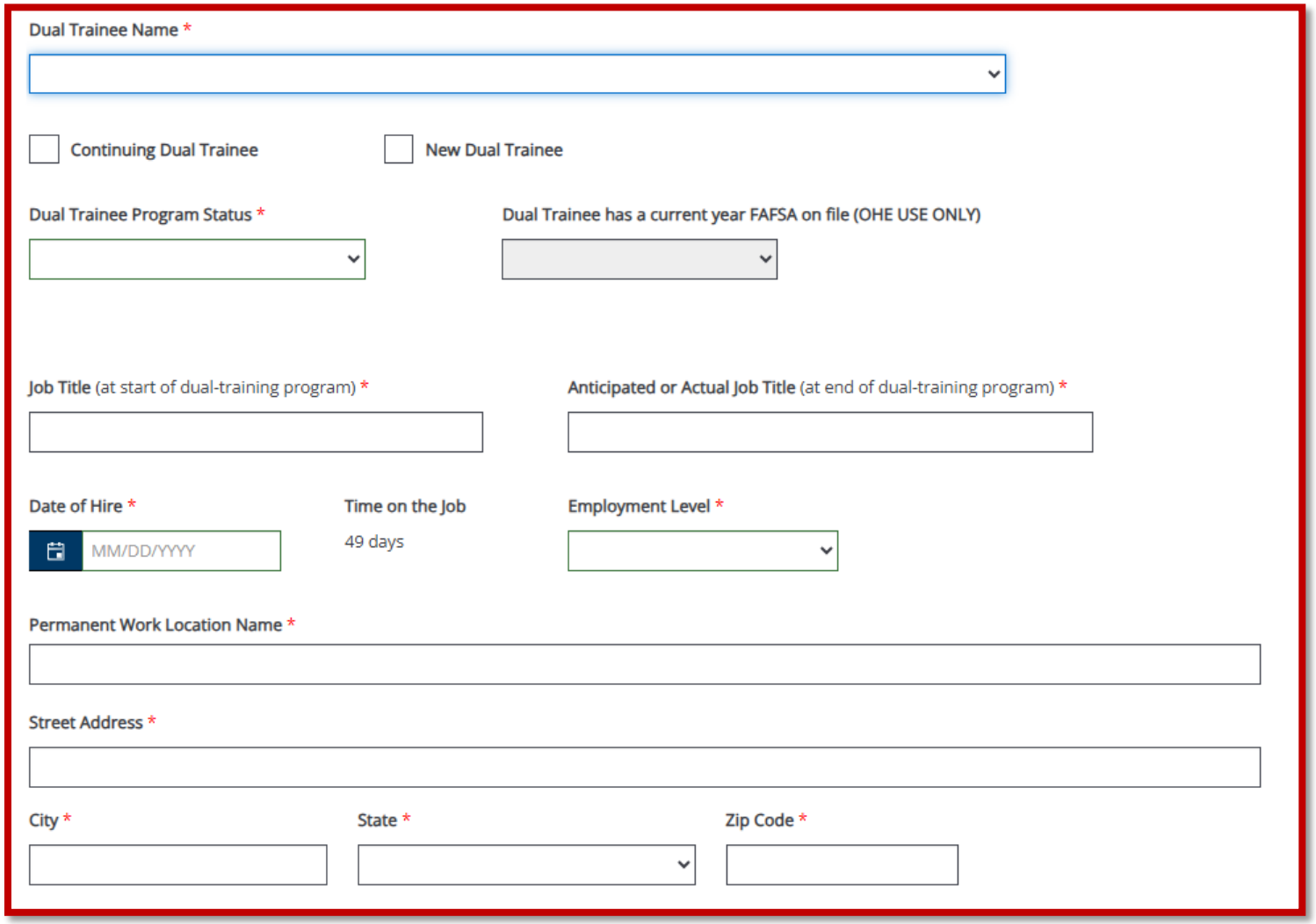
Dual Trainee

A “Continuing Dual Trainee” is a trainee who has received DTG funds previously.

A “New Dual Trainee” is a trainee who has never received DTG funds, even if they have already been attending a related instruction program.

OHE will populate the FAFSA field.

Enter Job Titles, even if the “Anticipated or Actual Job Title” at the end of the dual-training program may change.



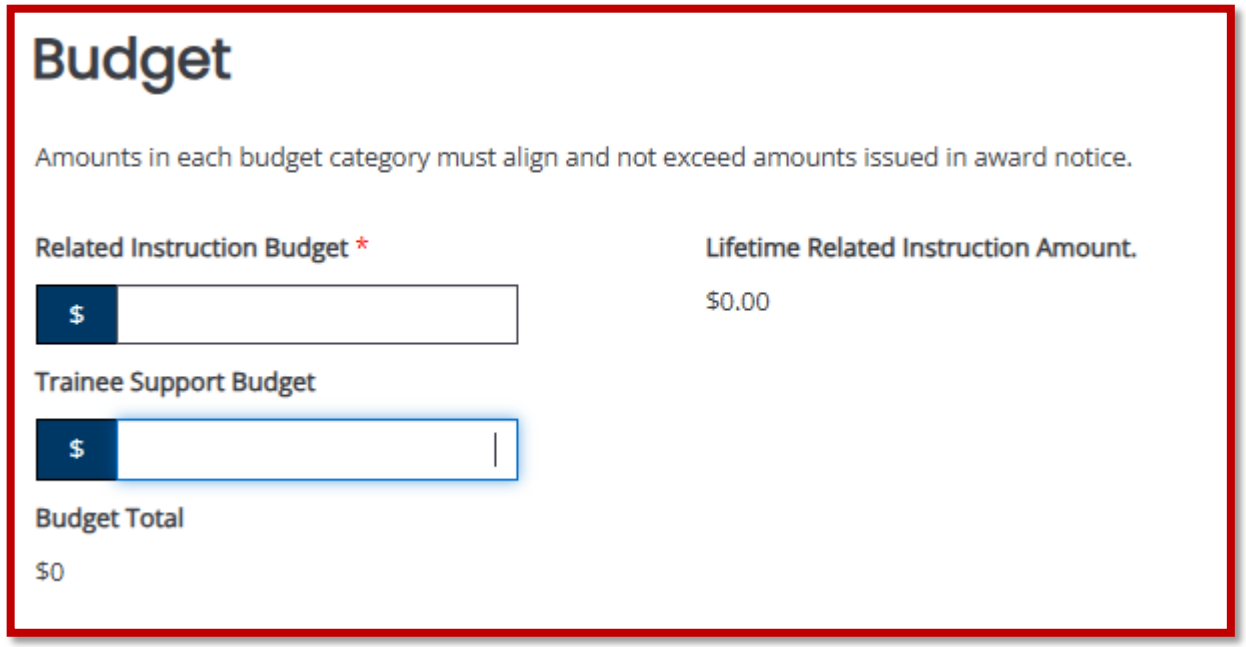
Work Plan and Budget

Budget

The budget must stay as up-to-date as possible.

“Trainee Support Budget” should only be populated if awarded trainee support funds.

“Lifetime Related Instruction Amount” updates each time the WPB is saved.



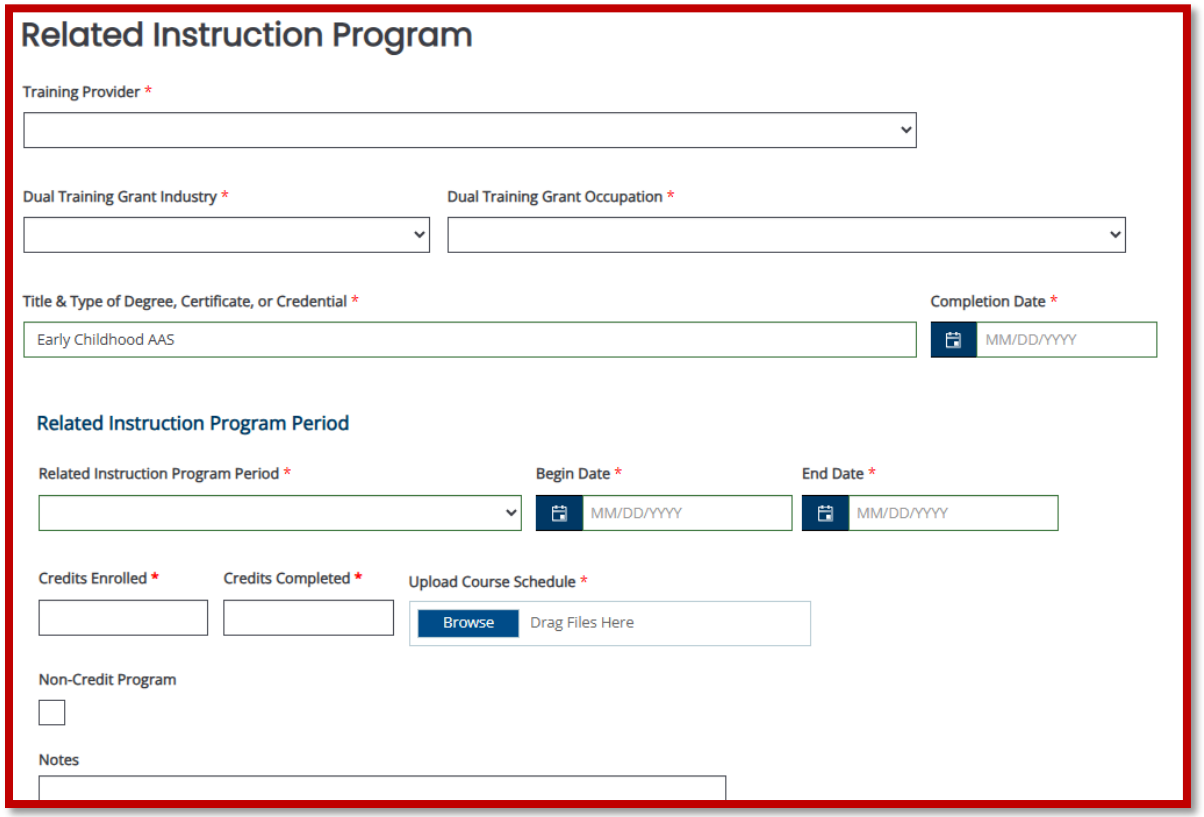
Work Plan and Budget

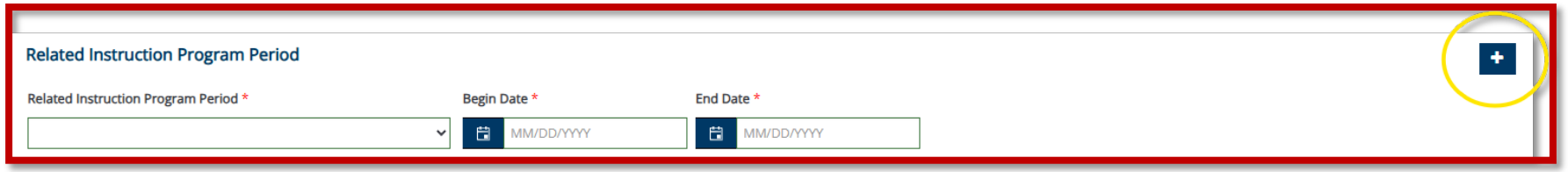
Related Instruction Program

Type out the full “**Title** & **Type** of Degree, Certificate, or Credential.”

Select from “Program Period:” Fall, Spring, Summer, or Customized

To the far right of the section, is a “+” button, to add another Program Period section.



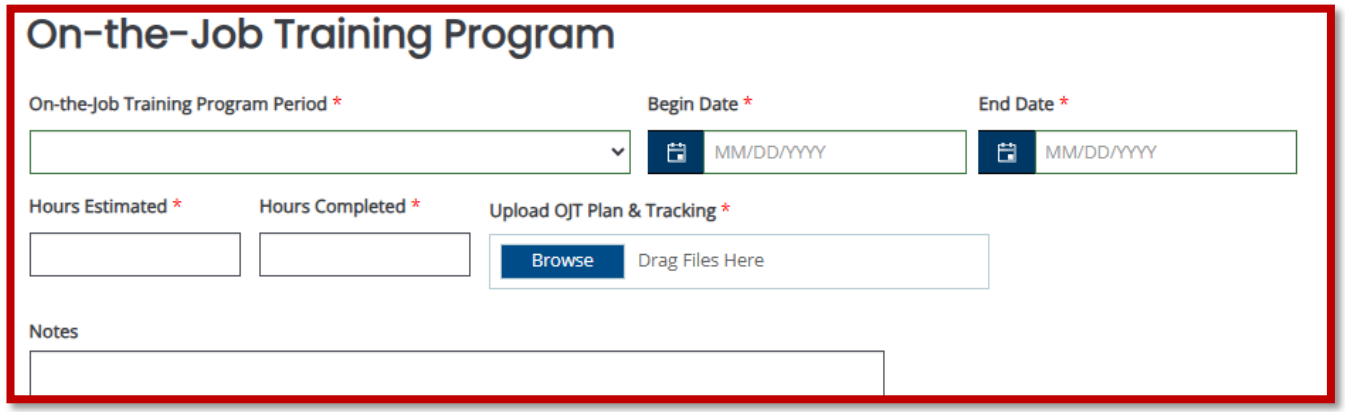


Work Plan and Budget

On-the-Job Training Program

Must meet all the following:

- Be administered and **tracked** by grantee and/or employer partnering with grantee for each dual trainee
- Align with Occupation Competency Model and identify OJT competencies
- Include 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



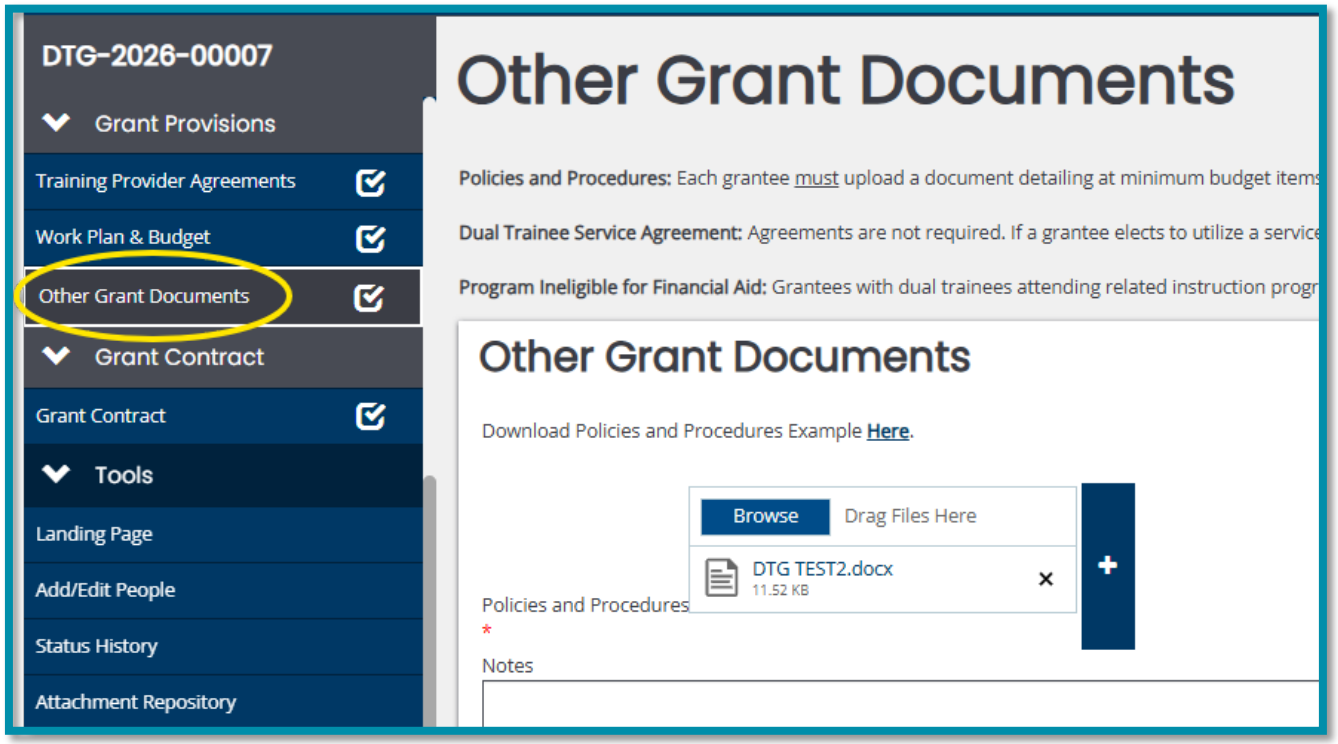
Encouraged to use **Pipeline OJT Templates** at
Pipeline tools | Minnesota Department of Labor and Industry

Other Grant Documents

Policies and Procedures
Required! Upload P&P. At minimum, budget items among the categories of Related Instruction and Trainee Support must be documented in the P&P. Dual trainees must be notified by the grantee about budget items within the P&P prior to entering into the dual-training program.

Dual Trainee Service Agreement
Agreements are not required. If the grantee elects to utilize a service agreement, the grantee must upload a copy of the general agreement.

Program Ineligible for Financial Aid
If a related instruction program is ineligible for financial aid, the grantee must upload supporting documentation from the training provider.



Dual Trainee Financial Aid

A dual trainee attending a Federal Pell and/or Minnesota state grants eligible program must complete the Free Application for Federal Student Aid (FAFSA) OR Minnesota Alternative State Aid Application (MASAA) prior to the 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.

2026-2027 Free Application for Federal Student Aid (**FAFSA**): https://studentaid.gov/h/apply-for-aid/fafsa

2026-2027 Minnesota State Financial Aid Application (**MASAA**): https://ohe.mn.gov/mn-dream-act

Important Financial Aid Dates:

June 1, 2026 was the deadline to file a FAFSA to have eligibility for North Star Promise

30 Days after Term Start Date is the deadline to file a FAFSA or MASAA for Minnesota State Grant

Dual Trainee Financial Aid

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

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

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

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

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

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

*In the circumstance that a dual trainee is receiving financial aid or outside funding that *must* be applied directly to tuition and fees only, please contact OHE to discuss options related to participation through the DTG.



Dual Trainee Financial Aid

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

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

1st) Training Provider's Financial Aid Office 

2nd) Educational Opportunity Center

- https://minneapolis.edu/student-services/support-services/trio-programs/educational-opportunity-center

3rd) Minnesota Goes to College

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

Business with the State (SWIFT)

Grantee must complete NOW and prior to Executing a Grant Contract.

Email OHE: SWIFT Supplier ID #, SWIFT Location # and SWIFT Address #

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

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

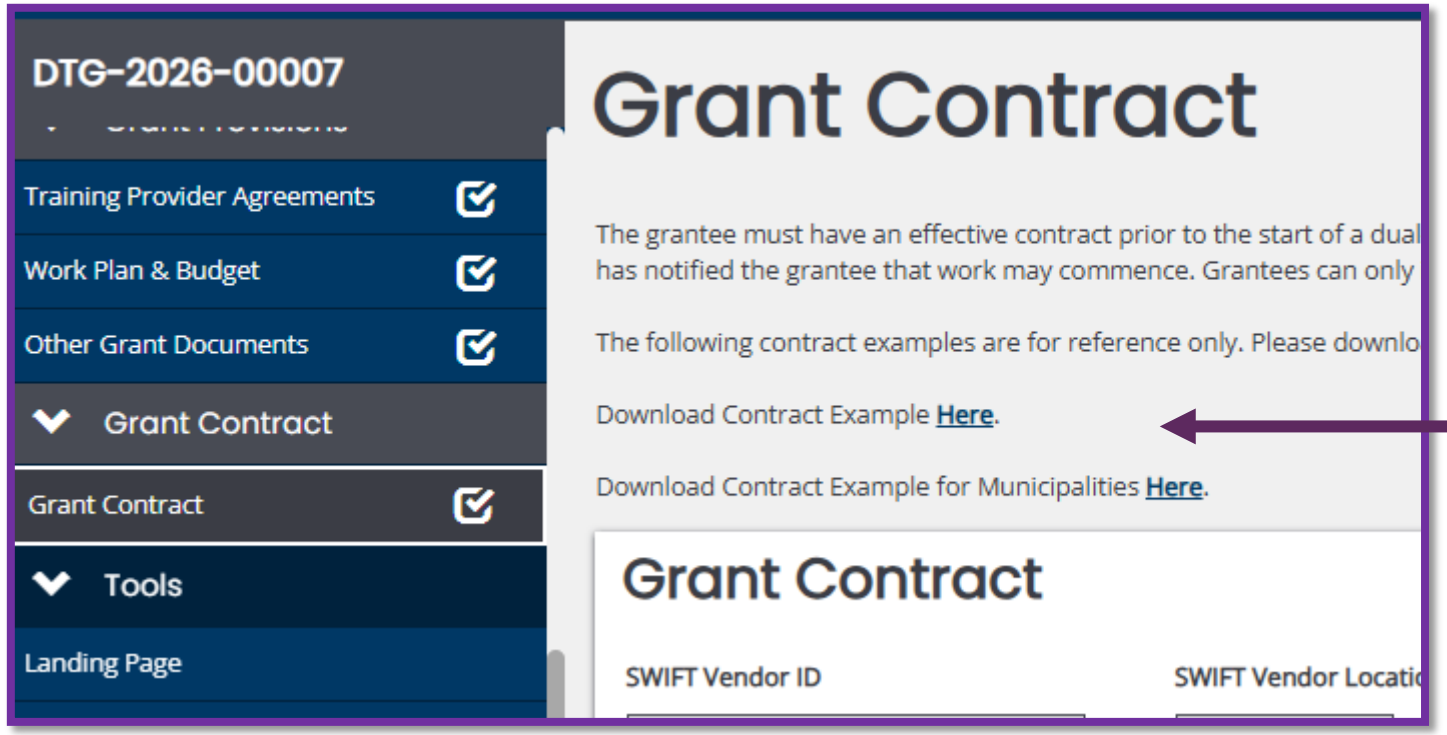
SWIFT is operated by Minnesota Management and Budget (MMB). If you have any questions, please contact the MMB Vendor Helpline at (651) 201-8106 or efthelpline.mmb@state.mn.us.

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

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

Contract

Grantee must have an effective contract prior to the start of the dual-training program.



Contract Examples available. Have legal team review and let OHE know of any suggested edits immediately.

Contract

Step 1: Grantee must notify OHE of any contract edits.

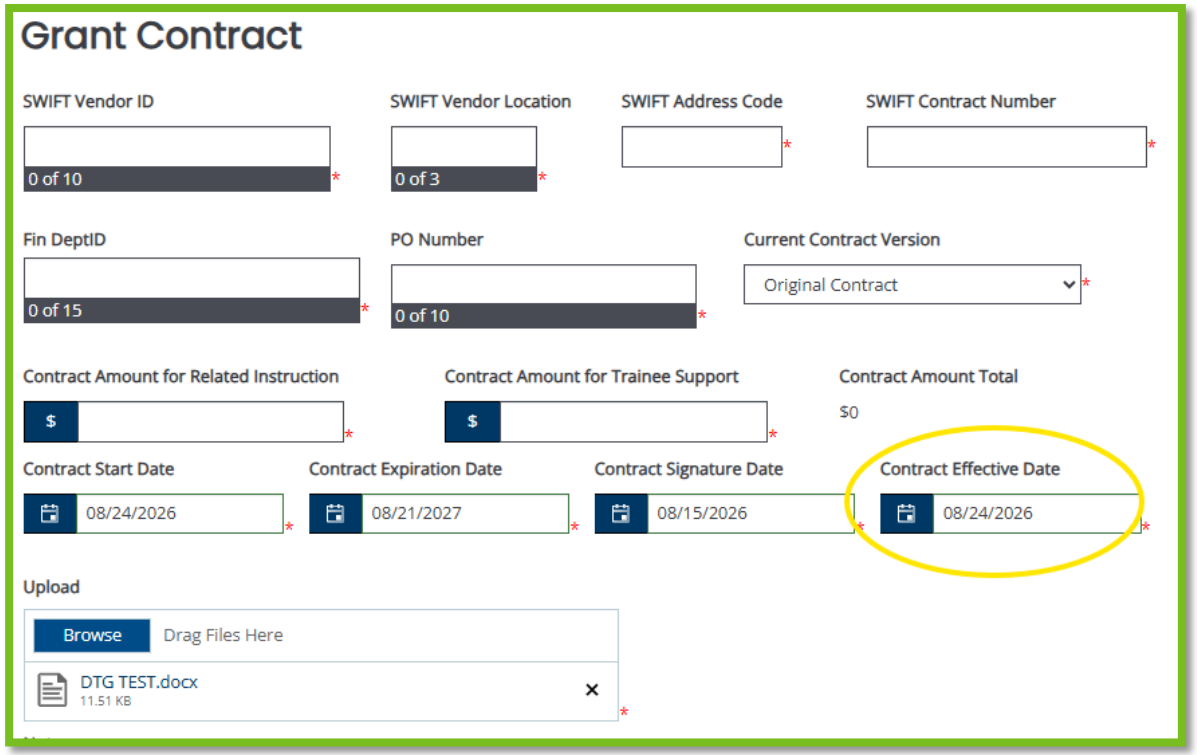
Step 2: Grantee must notify OHE of Organization's FEIN, SWIFT Supplied ID #, SWIFT Location #, SWIFT Address #, and Authorized Signatory's name, title, address, phone, and email.

Step 3: OHE Grants & Workforce Initiatives will notify OHE Contracts to officially setup the contract in SWIFT.

Step 4: Authorized Signatory will receive notice via email to sign the contract via DocuSign.

Step 6: OHE Contracts will provide final signature and finalize the contract.

Step 7: OHE Grants & Workforce Initiatives will upload the contract to the portal



Contract

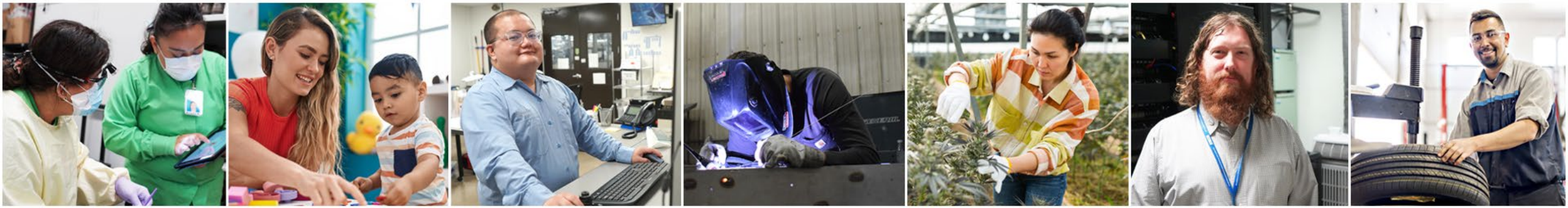
IMPORTANT

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

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

All grant documents must be complete by **July 31st** in order to have an effective contract by **August 24th**, when fall term begins at Minnesota State Colleges and Universities. Fall term at the University of Minnesota begins **September 8th.**

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



Training Provider To Do List

Training Provider To Do List

Admissions

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

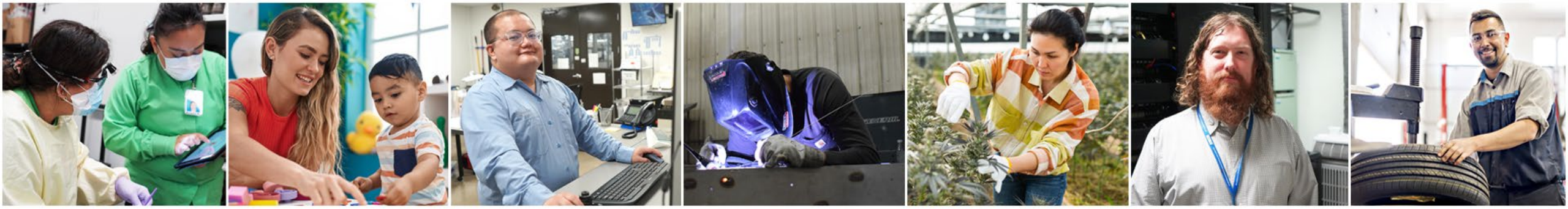
Financial Aid

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

Third Party Billing

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

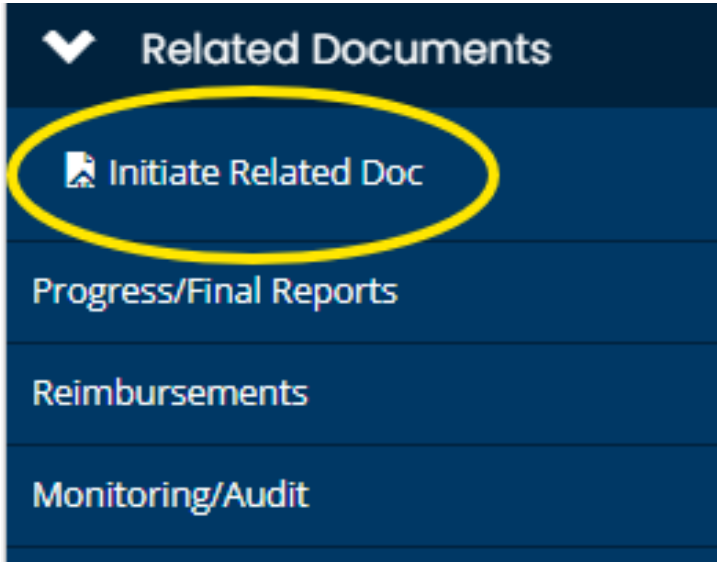

5 Minute
Break



Dual Training Grant Reimbursement

Dual Training Grant Reimbursement

Do NOT start a reimbursement request until after OHE provides an email notice or the DTG Reimbursement Workshop, whichever comes first.

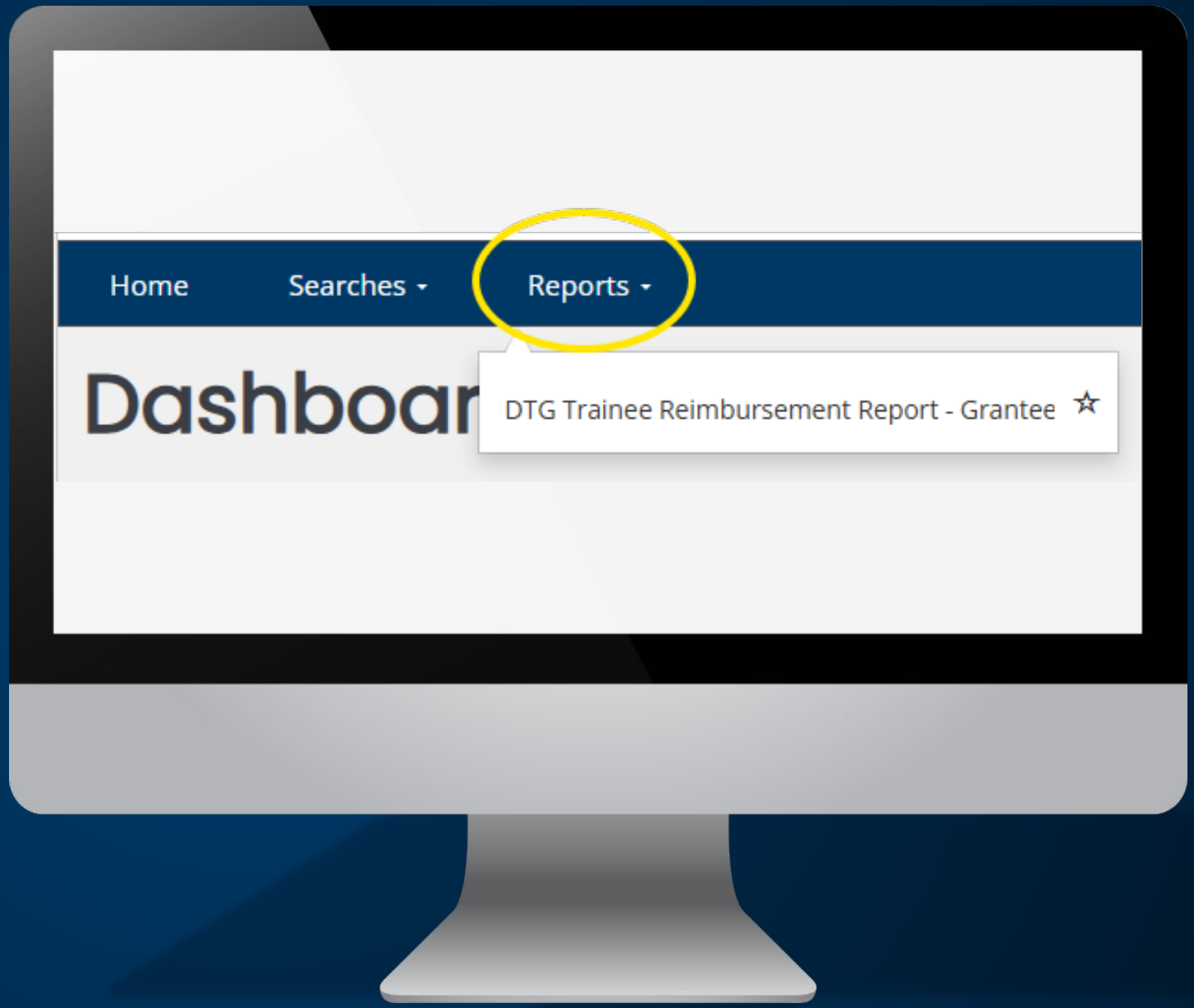


Dual Training Grant Reimbursement

NEW!

DTG Trainee Reimbursement Report - Grantee

Pull data from 2024, 2025, and 2026 DTG



Dual Training Grant Reimbursement

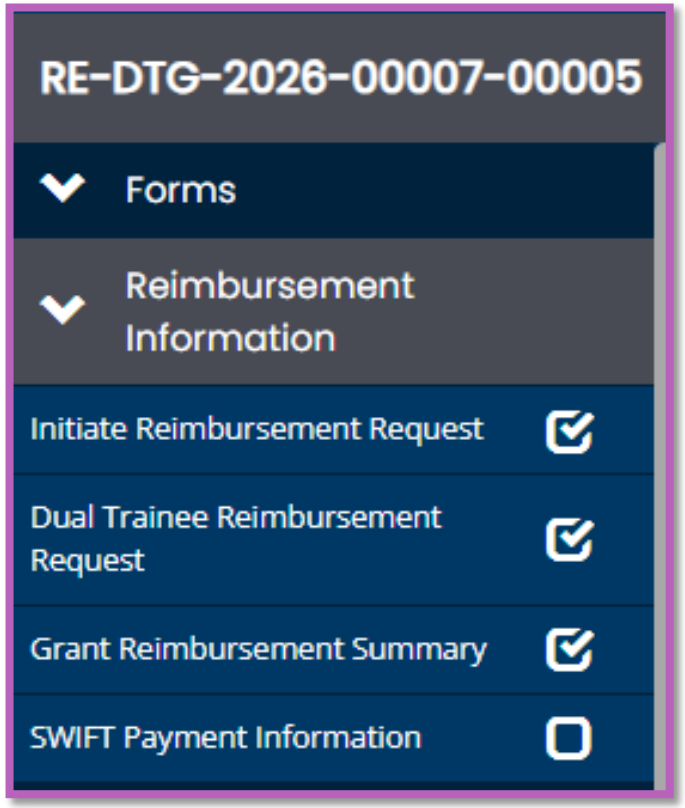
Must request reimbursement no later than 45 days after the end of a term or set of courses.

The **Reimbursement** process is available in the portal.

Details about Expenditures start on Page 25 of the Dual Training Grant 2026 Request for Proposal.pdf.

DTG Reimbursement Workshop
September 17, 2026 @ 10:00am





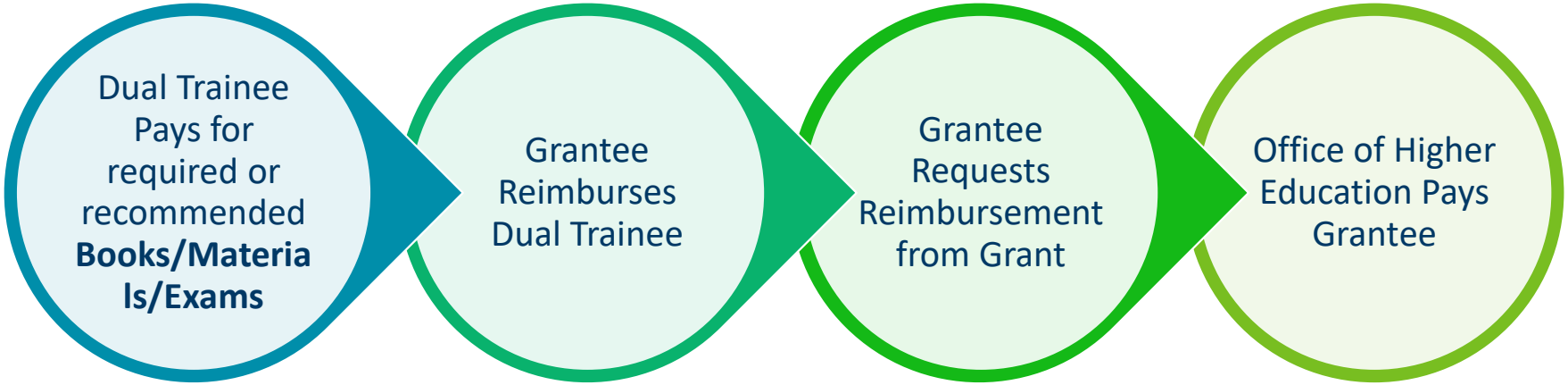
Dual Training Grant Reimbursement



Note

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

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



Dual Training Grant Reimbursement

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

- Tuition
- Fees
- Required and recommended books
- Required and recommended materials

Allowable grant expenditures categorized as fees extends to instances where an industry governing organization, other than the training provider, must administer examinations and award certificates or credentials. The training provider must ensure dual trainees are connected to governing organizations and follow through with exam procedures.

Please consult with OHE, if a postsecondary institution requires a dual trainee to take a related instruction course through another eligible training provider.

Dual Training Grant Reimbursement

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

- Recommended related instruction tuition and fees
- Test-out fees
- Prior learning credit fees
- Federal or private educational loan fees
- Internship stipends
- Dual trainee wages
- Transportation
- Mileage
- Lodging
- Meals
- One-the-job training infrastructure
- Grantee administrative staff
- Grantee on-the-job training staff



Dual Training Grant Reimbursement

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

- Transportation
  - Public transportation fees, which may include transit pass program
  - Occasional vehicle rental costs
  - Occasional group busing costs
  - Gas (only) card purchases
- Mileage
- Lodging
- Meals
- Tutoring Services
- Translation, interpreter, and/or accessibility services
- Preparatory Course: first-year experience, student success strategies, or academic success course that aims to help students build skills to succeed in college and life.

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

Dual Training Grant Reimbursement

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

- 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



Dual Training Grant Reimbursement

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

Maximum Dual Training Grant is **$6,000** per dual trainee
Maximum grantee contribution (25%) is **$2,000** per dual trainee

Example

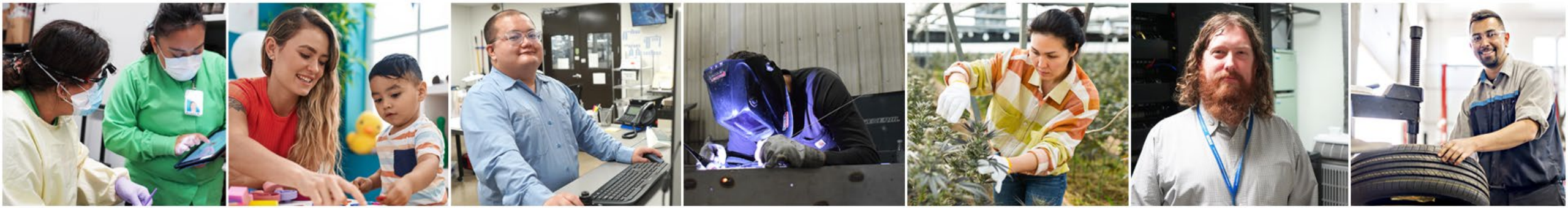
Term	Related Instruction Cost	Required (25%) Match	Dual Trainee Contribution	Dual Training Grant
Fall	$3,750.00	$937.50	$0.00	$2,812.50
Spring	$4,800.00	$1,062.50	$550.00	$3,187.50
Total	$8,500.00	**$2,000.00**	$550.00	**$6,000.00**

Dual Training Grant Reimbursement

Be sure reimbursement requests include supporting documents!

- Related Instruction
  - Invoice from training provider to grantee
  - Dual trainee course schedule (with details)
  - Dual trainee bill (with details)
  - Proof of Payment from grantee to training provider
- Trainee Support
  - Original receipt
  - Acknowledgement Form
  - Proof of Payment from grantee to entity, training provider and/or dual trainee

OHE reserves the right to request additional documentation for verification prior to approval for reimbursement. Grantees must respond and complete follow-up items **within 15 days** of receiving a request for additional documentation from OHE. OHE will issue payment to a grantee within 30 days of a completed and approved reimbursement request.



Dual Training Grant Financial Reconciliation

Dual Training Grant Financial Reconciliation

What is financial reconciliation?

- Financial reconciliation is the process of reconciling a grantee's reimbursement request for a given period with supporting documentation for that request, such as purchase orders, receipts, payroll records, canceled checks, bank statements, general ledger records, etc.

- OHE must perform a financial reconciliation of at least one reimbursement request from each grantee during the grant period

- This is a requirement of the Minnesota Department of Administration via the Office of Grants Management as well as OHE's own Grants Policies and Procedures

Dual Training Grant Financial Reconciliation

What interaction will the Grantee have with OHE Audit?

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

Dual Training Grant Financial Reconciliation

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

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

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

Dual Training Grant Financial Reconciliation

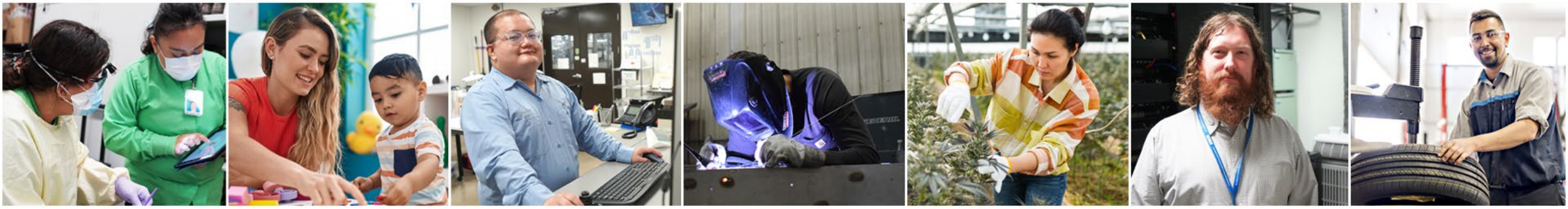
What is the financial reconciliation process?

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

Dual Training Grant Financial Reconciliation

Continued …

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



Dual Training Grant Reports

Dual Training Grant Reports

Monitoring Visit

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

- October 2026 through April 2027
- OHE finalizes report in portal

Progress Report

All Grantees

- Due February 26, 2027 in portal

Final Report

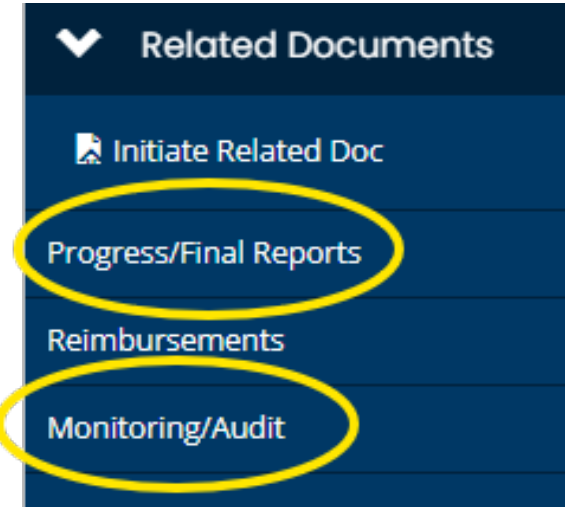
All Grantees

- Due September 30, 2027 in portal

Performance Evaluation

All Grantees

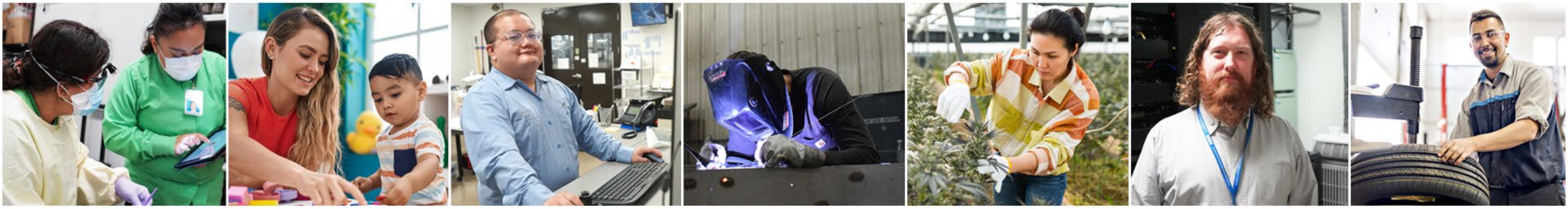
- OHE publishes evaluation in portal





DTG Reports & Next Term Prep Workshop
December 3, 2026 @ 10:00am

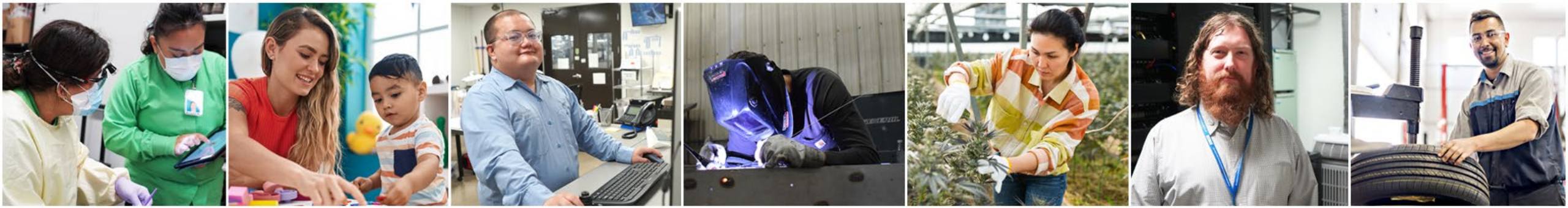
DTG Final Report & Closeout Workshop
June 24, 2027 @ 10:00am



Grants Management Portal Demonstration

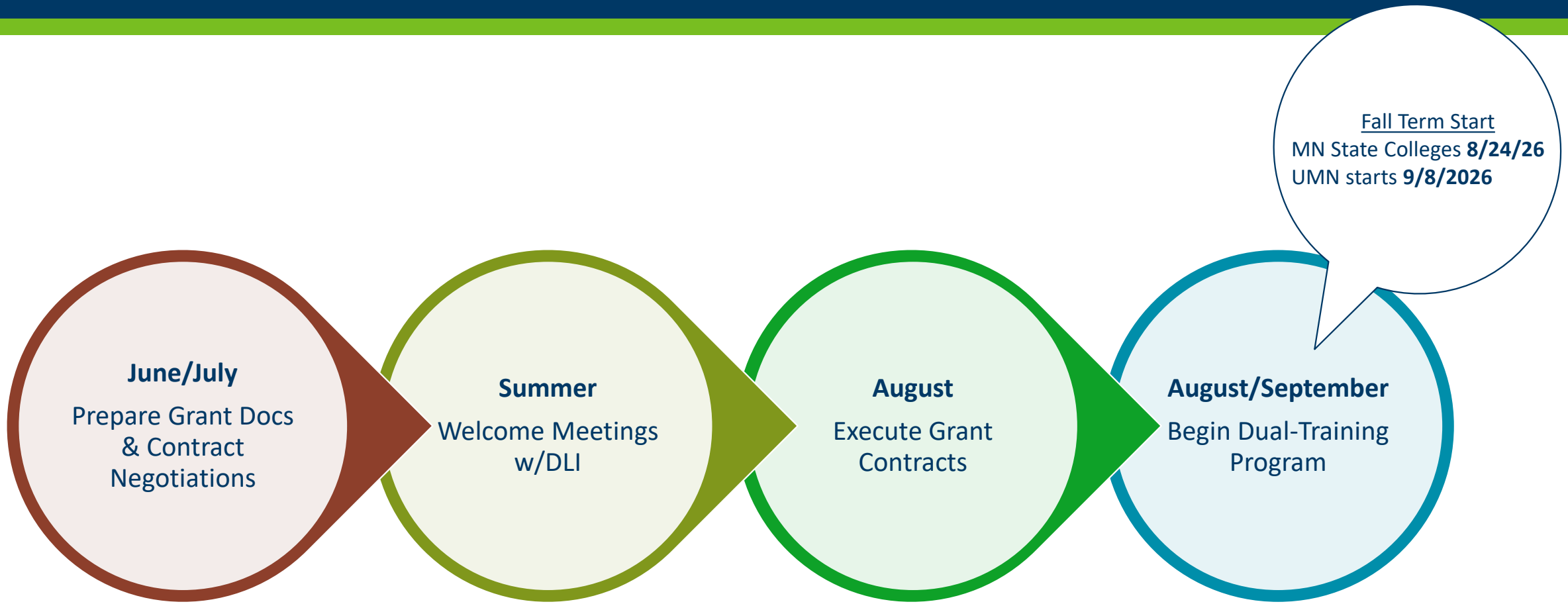
Grants Portal

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



After Orientation

After Orientation



After Orientation

2026 DTG Open Office Hours

Via Microsoft Teams: Links at Dual Training Grant Recipient Resources | MN Office of Higher Education

Use this time to get your questions answered!

- July 2, 2026 @ Noon to 12:45pm
- July 9, 2026 @ 2:00pm to 2:45pm
- July 20, 2026 @ Noon to 12:45pm
- August 3, 2026 @ 2:00pm to 2:45pm
- October 1, 2026 @ 9:00am to 9:45am
- January 7, 2027 @ 9:00am to 9:45am

After Orientation

All-Industry Forum

The forum will include a presentation from the State Demographer's Senior Research Analyst Dr. Jeff Howison about population and education trends in Minnesota, an update about Minnesota's economy from Wilder Foundation's Research Manager and Minnesota Compass Director Allison Liuzzi, Dual-Training Pipeline program updates, an employer panel about implementing earn-and-learn initiatives, networking, coffee, lunch and more.

Tuesday, June 16, 2026 from 8:30am to 1:00pm

In-Person at Dakota County Northern Service Center, West St. Paul

Event Flyer: Flyer for June 16, 2026, All-Industry Forum

Email PIPELINE.Program@state.mn.us with any questions.



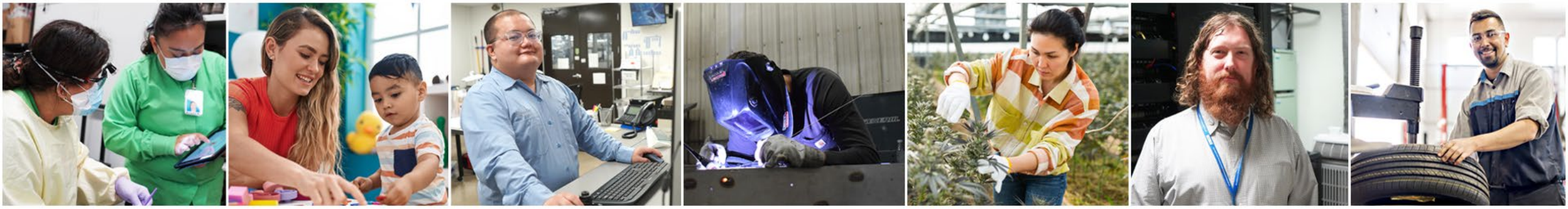
Minnesota Dual-Training Pipeline 101 Webinar

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

Tuesday, June 30th, 2026 from 9:00 to 10:00am

Register HERE: Microsoft Virtual Events Powered by Teams

More information available online at Pipeline events | Minnesota Department of Labor and Industry.



Thank You!

OHE & DLI are excited to partner with you.

OFFICE OF HIGHER EDUCATION