



Minnesota Dual Training Grant
Question and Answer Webinar
May 2, 2019

PIPELINE PROGRAM

INDUSTRY-BASED. EMPLOYER-DRIVEN. DUAL-TRAINING EXPERIENCE.

mi DEPARTMENT OF
LABOR AND INDUSTRY

mi OFFICE OF
HIGHER EDUCATION

Agency Introduction

MN Department of Labor and Industry (DLI)

The mission of the Department of Labor and Industry is to ensure Minnesota's work and living environments are equitable, healthy and safe. The department serves employees, employers, and the public by regulating buildings and workplaces through education and enforcement.

MN Office of Higher Education (OHE)

The cabinet-level state agency provides students with financial aid programs and information to help them gain access to postsecondary education. The agency also serves as the state's clearinghouse for data, research, and analysis on postsecondary enrollment, financial aid, finance, and trends.

The mission of the Office of Higher Education is to support the pursuit and completion of a higher education credential by every Minnesotan, regardless of race, gender, or socio-economic status, in order to enhance our democracy, the State's economic vitality, and individual quality of life.

Dual Training Grant

Reimburse employers for related instruction costs within dual-training programs

Costs

1. Tuition and fees
2. Required books and materials

Costs Not Included

1. On-the-job training
2. Administration of dual-training program or grant
3. Travel, housing or meal costs

Dual Training Grant
est. 2015

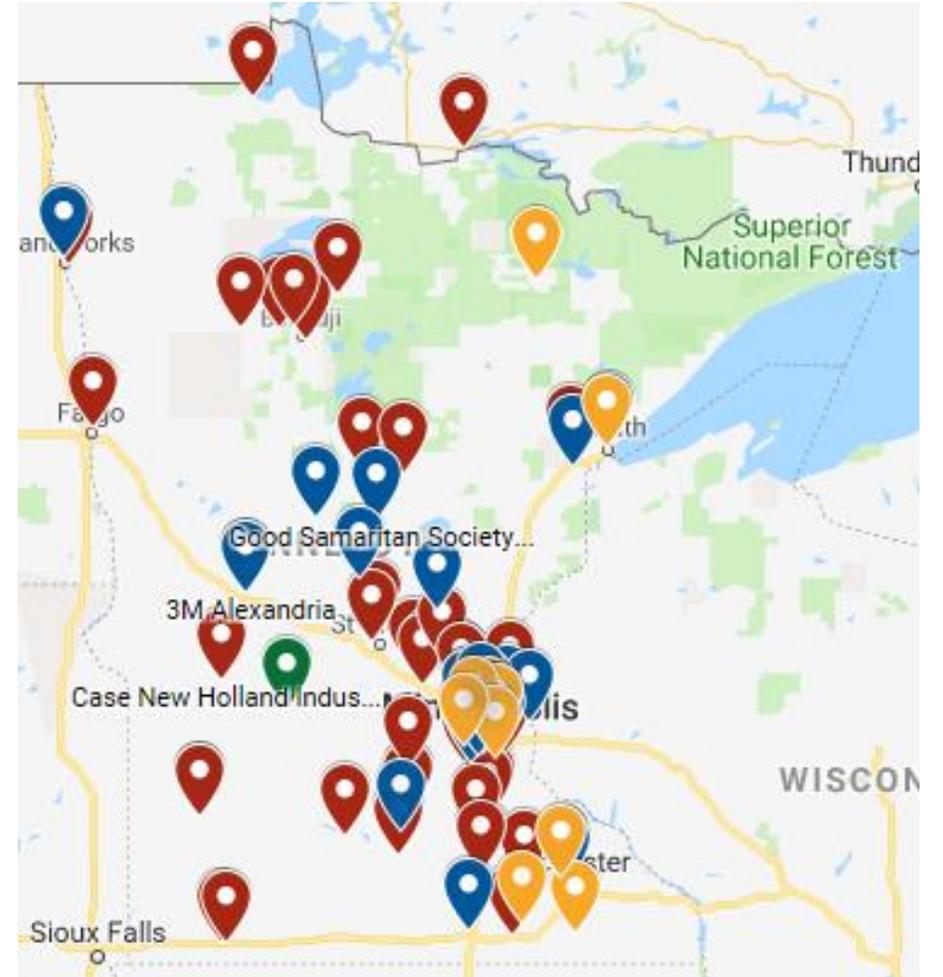


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Dual Training Grant

- ✓ 112 awards (67% in rural locations)
- ✓ 67 grantees (among 41 legislative districts)
- ✓ 913 identified dual trainees
 - ✓ 501 reported dual trainees
- ✓ 42 related instruction training providers

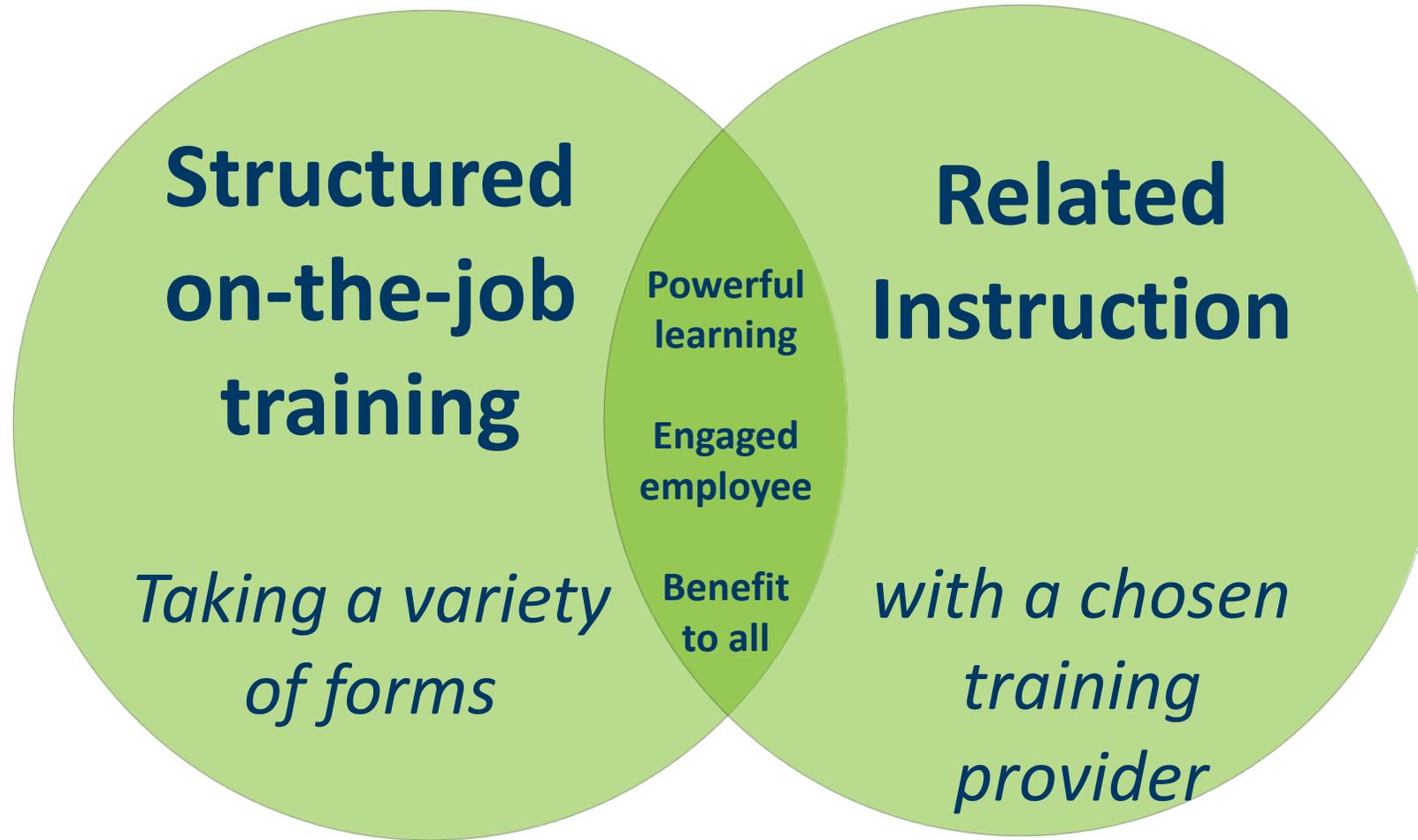
Dual Training Grant	\$2,486,135.72
Grantee	\$731,631.52
Dual Trainee	\$13,326.99
Total	\$3,231,094.23



PIPELINE PROGRAM INDUSTRY-BASED. EMPLOYER-DRIVEN. DUAL-TRAINING EXPERIENCE.

- Private Investment, Public Education, Labor and Industry Experience
- An innovative approach to address current and future workforce needs in key industries of Agriculture, Advanced Manufacturing, Health Care Services and Information Technology
- A mechanism to develop dual-training programs that are industry-based and employer-driven

Employment-Based Training



PIPELINE Program Strategies

- **Industry Councils:** *Inform and direct* PIPELINE Program on industry trends and needs through discussion and strategic planning **aimed to expand dual training.**
- **Competency Councils:** *Define and identify* specific occupational competencies for the four key industries.
- **Dual-Training Consulting:** *Create and disseminate* dual-training resources for employers, employees and dual trainees: toolbox, grants, and expanding mentorship networks to set up dual training.

- ❑ Dual-training program is for one of PIPELINE's occupations
- ❑ Dual-training program has robust OJT – Related Instruction Structure
- ❑ OJT is specifically laid out, addressing the mode:
 - ❑ Job shadowing
 - ❑ Mentorship
 - ❑ Cohort-based training
 - ❑ Assignment-based project evaluation
 - ❑ Discussion-based training

Advanced Manufacturing

- CMM programmer
- CNC programmer
- Flexo technician
- Logistics and supply chain manager
- Machinist/tool and die maker
- Machinist/CNC operator
- Maintenance and repair worker
- Mechatronics technician
- Print press operator
- Quality assurance/food safety supervisor
- Quality assurance technician
- Safety technician
- Solderer
- Welder

Agriculture

- Application technician
- Agronomist
- Agriculture equipment mechanic
- Farm animal manager (change from swine manager)
- Grain merchandiser
- Quality assurance/food safety supervisor
- Swine manager
- Swine technician (sow farm)
- Swine technician (grow finish)

Health Care Services

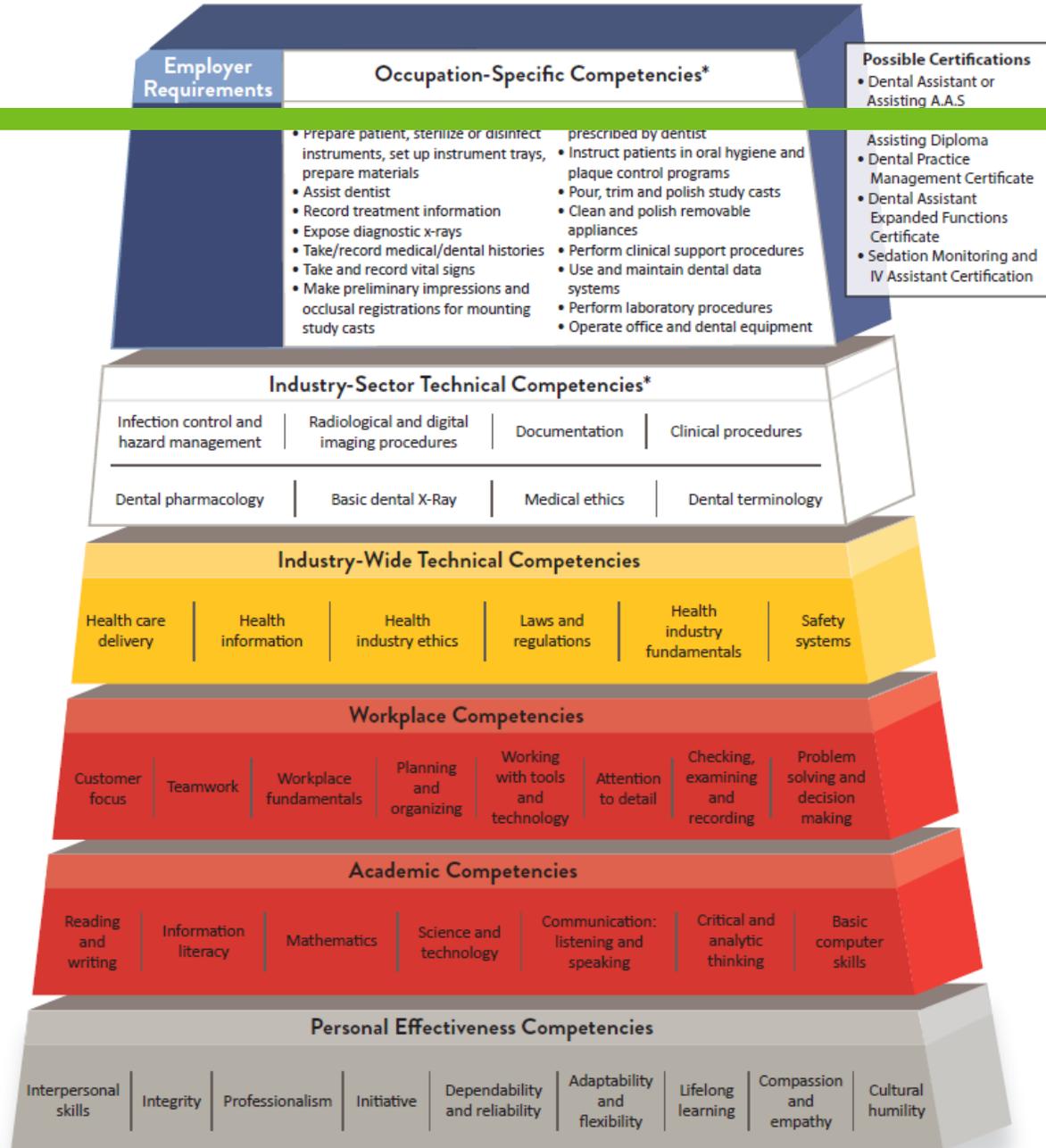
- Certified nursing assistant
- Community health worker
- Dental assistant
- Electronic health records specialist
- Health support specialist
- Licensed practical nurse
- Medical assistant
- Medical lab assistant
- Ophthalmic technician
- Psychiatric/mental health technician in-patient
- Psychiatric/mental health technician out-patient
- Radiologic technician
- Senior living culinary manager
- Surgical technologist

Information Technology

- Information management and analytics pathway
- Information security pathway
- Infrastructure administration pathway
- Programming, development and engineering pathway
- Security analyst
- Service desk/front line support or computer user support specialist
- Software developer
- Software testing and quality assurance pathway
- Technical planning pathway
- Support pathway
- Web developer – back end
- Web developer – front end

PIPELINE Program
Competency Model for Health Care Services
Occupation: Dental Assistant

Eligibility Basics



☐ Employer OR Organization of Employers

Employer does not need to be based in Minnesota, only dual trainee needs to be working at a physical location in Minnesota.

Organizations of Employers must assume responsibility of grant administration, including financial process.

Examples of Organizations of Employers

- Membership Organizations
 - Care Providers of Minnesota: <https://www.careproviders.org/>
- Community Development Organizations
 - Greater Bemidji: <https://www.greaterbemidji.com/>
- Chamber of Commerce

Eligibility Basics

- ❑ Agreement with one or more qualified Related Instruction Training Provider
 - MUST lead to industry-recognized degree, certificate, or credential
 - Traditional or customized programs



PIPELINE Related Instruction Inventory:

<http://www.dli.mn.gov/business/workforce/pipeline-related-instruction-inventory>

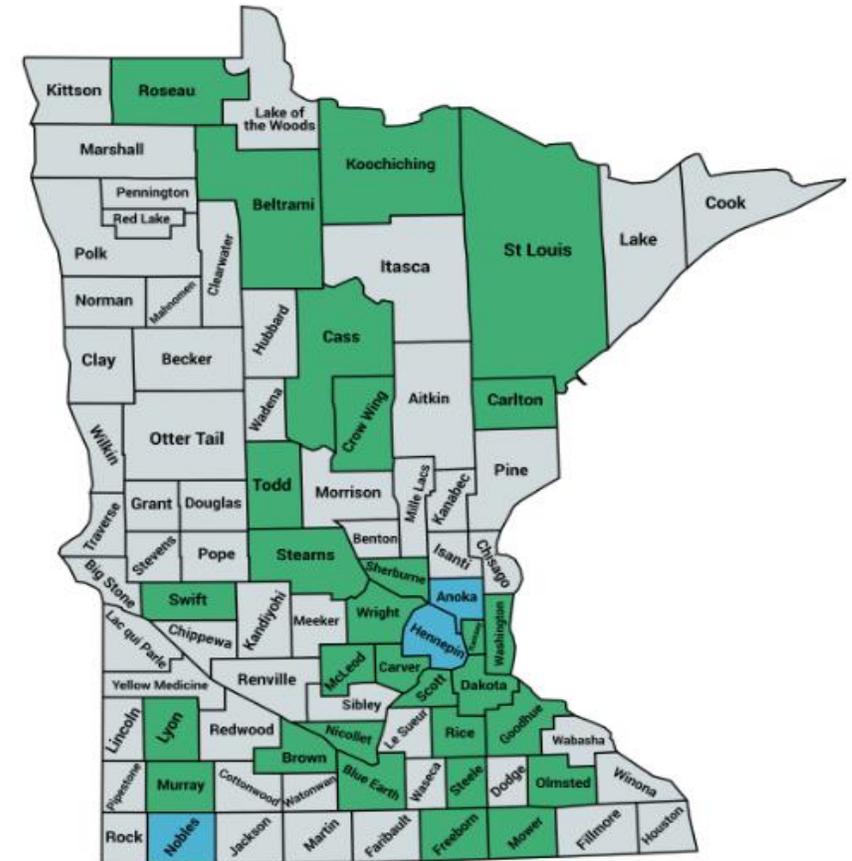


Qualified RITP:

- Accredited institution under Council for Higher Education Accreditation or the U.S. Department of Education;
- Licensed or registered by MN Office of Higher Education; or
- Meet “Standards of Instructors” as defined by [Minnesota Administrative Rule 4880.1900](#)

Eligibility Basics

- ❑ Employ dual trainee who is willing to participate
 - MUST physically work at Minnesota location
 - New Hire or Incumbent employee
 - Not recommended to list dual trainee names during application process
 - Applications with recent high school graduates or GED earner receive priority



75% of reported dual trainees were incumbent workers

Eligibility Basics

❑ Contribute 25% to related instruction costs if annual revenue exceeds \$25,000,000

Revenue: Gross earnings before deduction of expenses

All types of employers are subject to this item:

- For-Profit
- Non-Governmental (Non-Profit)
- Tribal Sovereign Nations
- Municipalities
- State Agencies



Resources



Website: <http://www.ohe.state.mn.us/mPg.cfm?pageID=2160>

Request for Application: <http://www.ohe.state.mn.us/mPg.cfm?pageID=2196>

Archive: <http://www.ohe.state.mn.us/mPg.cfm?pageID=2186>

2019 Report: http://www.ohe.state.mn.us/pdf/DTG_AnnualReport2019.pdf



Is your company looking for skilled workers?

LET'S TALK DUAL TRAINING.

- The Minnesota PIPELINE Program offers you the opportunity to build the high-in-demand skills you are searching for through a Dual Training Grant.
- Employers and organizations of employers can become Dual Training Grantees.
- Dual Training Grantees, employers like you, could cover the expenses related to employee instruction (industry recognized degrees, certificates and credentials).
- Employers also receive technical support from Minnesota's PIPELINE Program to develop and expand dual training programs.
- As an employer, your company or organization may be awarded up to \$50,000 a year (\$6,000 a year for each student).

Dual Training Grants employ the Earn-as-You-Learn Approach:

On the job training + Related instruction = Dual training

Eligible Industries:

- ▶ ADVANCED MANUFACTURING
- ▶ AGRICULTURE
- ▶ HEALTH CARE SERVICES
- ▶ INFORMATION TECHNOLOGY

Get In Touch

Jacquelyn Mol Stetten
MN Office of Higher Education
✉ jacquelyn.mol.stetten@state.mn.us
☎ (888) 355-0609



Preparing for College	Choosing a College	Paying for College	Outreach	High School & Campus Resources	Research, Data & Reports
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- Get Ready Program Overview
- College Planning Presentation Information
- Request A Presentation
- Summer Nudging
- Minnesota Indian Scholarship Program Outreach
- Competitive Grant Programs
- PIPELINE Program: Dual Training Grants
- MN Reconnect Pilot Program
- Common Black College Application

receive \$2.7 billion in financial aid.

Application Timeline

PROJECT PHASE	STARTING	ENDING
RELATED INSTRUCTION TRAINING PROVIDER WORKSHOP	3/6/2019	3/6/2019
APPLICANT WORKSHOP	3/7/2019	3/7/2019
ONLINE APPLICATION	4/1/2019	5/10/2019
APPLICATION DOCUMENTS	4/1/2019	5/17/2019
OHE & REVIEW COMMITTEE	5/20/2019	6/14/2019
REVIEWING COMMITTEE MTG	6/17/2019	6/21/2019
NOTIFY GRANTEES	6/26/2019	6/27/2019
NOTIFY PUBLIC	6/28/2019	6/28/2019
CONTRACT SETUP	7/1/2019	8/30/2019

MARCH							APRIL							MAY							JUNE							JULY							AUGUST										
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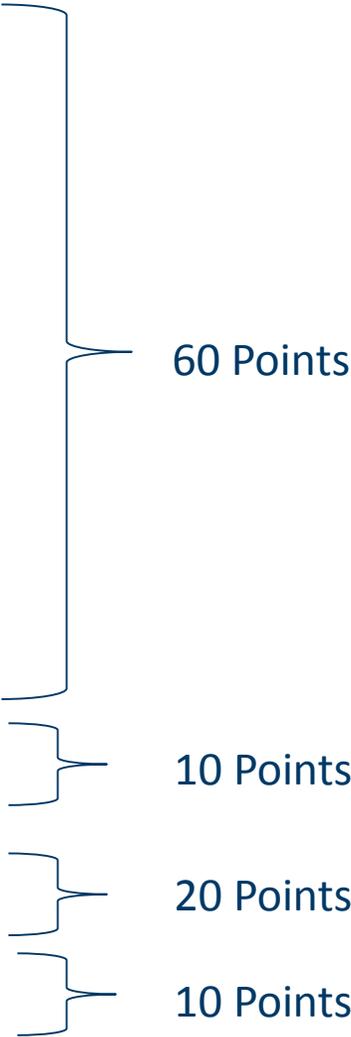


Scoring Criteria

Review Committee

- Anonymous
- State agencies, Grant administrators, K-12 Education, Higher Education, Industries
- Provided with RFA, scoring rubric, deadline of 2 weeks
- Most common application feedback: Be clear and concise. Charts and graphs help clarify the dual-training program.

Criteria
Criteria 1: The dual-training program is robust and complete
a. Related instruction supports the occupation and aligns with PIPELINE Program dual-training competencies.
b. On-the-job training supports the occupation and aligns with PIPELINE Program dual-training competencies
c. Related instruction correlates with on-the-job training
Criteria 2: Cost of related instruction and employer cost match minimizes direct costs to dual trainees
Criteria 3: Dual Trainees will have additional employment opportunities as a result of dual training
Criteria 4: Projected increase in compensation for dual trainees as a result of dual training



See Template

Letter of Intent

Related Instruction Training Provider Selection Process

Training Agreement

Applicable Applicants

- Financial Review Process
- Affirmative Action Certification

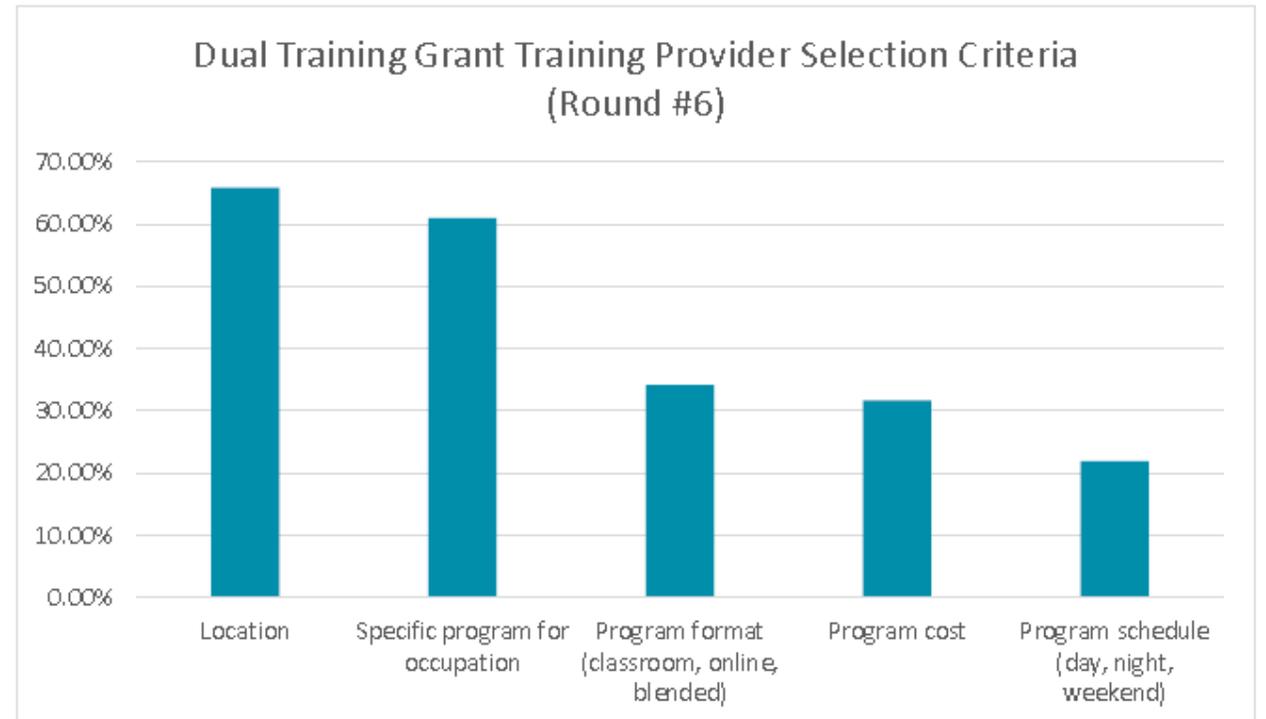
[See Templates](#)

Related Instruction Training Provider Selection Process

- Fair, open, and competitive bidding
- Document decision process
- Start NOW
- Only previous grantees with dual trainee populations who are continuing their dual-training programs with the same training provider are exempt

Top 5 Criteria for Selecting Training Provider

1. Location
2. Specific Program for occupation
3. Program format (classroom, online, blended)
4. Program Cost
5. Program schedule (day, night, weekend)



Minnesota Dual Training Grant Training Agreement

Related Instruction Training Provider agrees to the following (contingent upon notification of successful completion of a Dual Trainee Release Form):

- Provide related instruction to dual trainees for the identified industry and occupation(s) under the [PIPELINE Program](#).
- Notify the Grantee/Employer if a dual trainee withdraws from the training program
- Provide data to the Grantee/Employer on the progress of dual trainees
- Allow access to the training site by the Grantee/Employer, representatives from the Minnesota Office of Higher Education, and/or Department of Labor and Industry for possible monitoring visits
- Shall not use the Dual Training Grant as a primary incentive in advertisement

[See Template](#)

Work Plan and Budget

Dual Trainee Form

Orientation

Contract

Reimbursement

Monitoring and Reporting

Work Plan and Budget

[See "Instructions" tab for more details on how to complete this sheet.](#)

Dual Trainee Name (Last, First)	Year # Participated in DTG	Industry (from application)	Occupation (from application)	Pre-T
Smith, Jane	1	Health_Care_Services	Psychiatric/mental health technician out-patient	Person
Gonzales, Roberto	3	Health_Care_Services	Psychiatric/mental health technician out-patient	Orderly
Dual Trainee 1				
Dual Trainee 2				
Dual Trainee 3				
Dual Trainee 4				
Dual Trainee 5				
Dual Trainee 6				
Dual Trainee 7				
Dual Trainee 8				
Dual Trainee 9				
Dual Trainee 10				

See Template

Dual Trainee Form

<https://www.ohe.state.mn.us/ssl/dtg/app.cfm>

Dual Training Grant Student/Employee Form

This form is to be completed *only* by students/employees of Dual Training Grant grantees.

Read **Notice to Student** before completing application.

The information you enter on this form will be submitted via a secure system. Several of the fields require answers in order to progress through the form. If you have questions or concerns, please contact the Office of Higher Education at (651) 355-0609.

* = required field

Applicant Information

Notice to Student

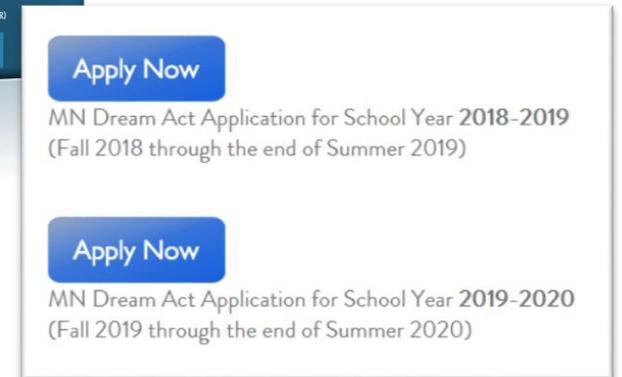
The Office of Higher Education provides support for student employment, in its programs or (651) 355-0609.

In addition, to Dual Trainee Form, Dual Trainees attending eligible RITP, must complete:

FAFSA to maximize financial aid
www.FAFSA.gov

or state financial aid application
(undocumented students)

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2065#instructions>



Tuition/Fees – Dual Training Grant – Financial Aid = Amount owed by employee

*Note: May have different impact for dual trainees receiving veteran educational benefits

Minnesota Statewide Longitudinal Education Data System (SLEDS) <http://sleds.mn.gov/>

- 181 participants (171 unique participants)
- 84% male, 14% female
- 77% full-time, 16% part-time at entry
- 81% retained at exit (33 participants)
- Average wage increase of \$6.09 at exit

Grant Timeline

PROJECT PHASE	STARTING	ENDING
MONITORING REPORT (>\$50,000)	December 2019	March 2020
ANNUAL REPORT	7/20/2020	9/11/2020
END OF CONTRACT	8/31/2020	8/31/2020
LAST REQUEST FOR REIMBURSEMENT	9/30/2020	9/30/2020
CLOSE CONTRACT	10/1/2020	10/2/2020

DECEMBER							JANUARY							FEBRUARY							MARCH							APRIL							MAY							
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JUNE							JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							
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Reimbursement

- Invoice
- Documents from Training Provider
 - Invoice
 - Dual Trainee schedule and bill
- Proof of payment to Training Provider
- If books and materials purchased outside of Training Provider:
 - Document requiring books and materials
 - Receipt
 - Proof of payment (if applicable, to dual trainee)

Ask us anything!



Thank You



Jacquelynn Mol Sletten,
Financial Aid Administrator
651.355.0609

jacquelynn.mol.sletten@state.mn.us



Annie Welch,
Program Manager
651.284.5353

annie.welch@state.mn.us



Dan Solomon,
Program Consultant
651.284.5355

dan.solomon@state.mn.us



Kathleen Gordon,
Program Consultant
651.284.5388

kathleen.gordon@state.mn.us