



PIPELINE Project:
Dual Training Grants
June 19, 2017



Grant Round #4 Request for Application

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Topics

- PIPELINE Project Overview
- Dual Training Grant Highlights
- Application
- Reference Documents
- Dates & Deadlines
- Submission
- Questions?

PIPELINE Project Overview

Dual training is an earn-as-you-learn approach where employers invest in employees by building a training infrastructure, developing career pathways and investing in the education of employees.

Objectives:

- ✓ Develop and enhance MN skilled workforce
- ✓ Participation from industry leaders
- ✓ Expand dual-training and registered apprenticeship in MN

Strategies:

- ✓ Industry Councils
- ✓ Competency Councils
- ✓ Dual-Training Development

PIPELINE Project Overview

INDUSTRY		OCCUPATION				
Advanced Manufacturing	Flexo Technician	Machinist / CNC Operator	Maintenance and Repair Worker	Mechatronics	Quality Assurance / Food Safety Supervisor	Welder
Agriculture	Agronomist	Mechanic, Industrial Truck	Swine Manager	Swine Technician (Grow Finish)	Swine Technician (Sow Farmer)	Quality Assurance / Food Safety Supervisor
Health Care Services	Health Support Specialist	Medical Assistant	Psychiatric / Mental Health Technician In-Patient	Psychiatric / Mental Health Technician Out-Patient	Senior Living Culinary Manager	
Information Technology	Security Analyst	Service Desk / Front Line Support or Computer User Support Specialist	Software Developer	Web Developer – Back End	Web Developer – Front End	

Dual Training Grant Highlights

Funding Availability
\$2,546,000

Eligibility:

- Applicant must be an employer or a group of employers
- Dual training program with (1) Related Instruction & (2) On-the-Job Training
- “Employed” student/employee
 - Has not obtained competency standards
 - Permanent work location in MN

Minimum Requirements:

- Submit all Application content by July 7th
- 25% cost match (annual revenue \$25,000,000+) or documents showing applicant will not provide match



Dual Training Grant Highlights

Related Instruction

- Must earn industry recognized degree, certificate, or credential
- Qualified Training Provider
 - Accredited institution under CHEA or the U.S. Department of Education;
 - Licensed or registered by OHE; or
 - Meet “Standards of Instructors” as defined by Minnesota Administrative Rule [4880.1900](#)



Dual Training Grant Highlights

On-the-Job Training

Advanced Manufacturing Example

Equipment / Area	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
Catalogue (CA)						
PM's 1.5 hrs.	11/7 - 11/11	11/28 - 12/2 and 12/5 - 12/9	1/2 - 1/6			4/24 - 4/28
Blue Press						
Check hoses for wear						
Observe / Run manually and check for wearing component(s)						
Check Lube system for wear and replace components as needed						
On systems with light curtain / PLC, check for proper performance						
EOL Tester						
Check sensor wiring for wear and replace as needed						
performance						
Check for mechanical wear items and replace as needed						
needed						
Office Automation (OA)						
PM's 1.5 hrs.	11/7 - 11/11	11/28 - 12/2 and 12/5 - 12/9	1/2 - 1/6			4/24 - 4/28



Application

1st Step: READ the Request for Application

2nd Step: Review SAMPLE Documents

3rd Step: Submit Application

1. Exhibit A DTG Industry Application
2. Exhibit B DTG Occupation Training Plan
3. Exhibit C DTG Related Instruction Training Provider Form
4. Exhibit D DTG Affidavit of Non-Collusion

Application: Exhibit A

Start
HERE

Exhibit A SAMPLE – New Applicant
Industry Application

Prior Grantees: check box if some or all of the students/employees on this application have previously received dual training grant funds and need continuation of funds during this grant cycle.

PIPELINE Project Industry: **Advanced Manufacturing**

Applicant/Employer Information

Applicant/Employer Name: **ABC Manufacturing**

Street Address: **1450 Energy Park Drive, St. Paul, MN**

Name of Authorized Representative: **C. D. Cad**

Phone: **(888) 123-4567**

Email: **edcad@manufacturing.com**

Type of Applicant/Employer Organization: **For-Profit**

If **Municipality** and grant is estimated to exceed \$100,000, have you underwent a formal bidding process for selecting the related instruction training provider? Yes No
If **Non-Government Organization** and grant is estimated to be \$25,000 or higher, will you submit financial documents for review? Yes No

Will the applicant/employer be paying a match of 25% for costs of related instruction?

Yes

No, will be providing financial documentation evidencing annual revenue under \$25,000,000.

Are you an organization/agency applying on behalf of multiple employers? Yes No

If yes, please list employers. [Click here to enter text](#)

Student/Employee Information

Total number of students/employees that will be trained in the designated industry during this grant cycle (maximum 25): **15**

Of the total number of students/employees, how many have been part of a previous Dual Training Grant? **0**

Requested Grant Amount (\$6,000 X Number of Students/Employees): **\$90,000**

Of the total number of students/employees, how many will have graduated from high school or earned GED on or after January 1, 2017 OR graduated from high school or earned GED on or after January 1 of the first year in which the students/employees were part of a previous DTG? **5**

Is the permanent work location for students/employees the same as the street address listed above for the applicant/employer? Yes No

If no, list additional addresses of work locations and estimated numbers of students/employees at each location (must be within Minnesota):

[Click here to enter text](#)

REMINDERS:

- 1) Complete/Submit **Exhibit B** for each occupation affiliated with industry
- 2) Submit **Exhibit C** (completed by related instruction training provider)
- 3) Complete/Submit **Exhibit D**
- 4) Only if applicable, submit additional financial documentation (See RFA)

Type of Applicant?

Up to \$150,000 per applicant
\$6,000 per student

Application: Exhibit B



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Exhibit B – SAMPLE
Occupation Training Plan
Exhibit B must be completed for each occupation and accompany Exhibit A.

PIPELINE Project Occupation: AM Machinist/CNC Operator

Applicant/Employer Name: ABC Manufacturing

Number of students/employees that will be trained in the designated occupation during this grant cycle: 15

Do you anticipate needing additional Dual Training Grants in future years to support students/employees in the completion of their programs? Yes No

Related Instruction Information

Training Provider(s): Tool College

*NOTE: List all training providers that may be used for related instruction. Training providers cannot be added after submission of application.

List ALL Industry-recognized Degree, Certificate, or Credential(s): A.A.S. Manufacturing Engineering Technology

Estimated length of time to obtain each degree, certificate, or credential: 3 Years

Is the related instruction credit based? Yes No
If yes, estimated number of credits to be completed during this grant cycle: 12

Instruction Format (check all that apply):
 Online/Distance Classroom Work Location

Cost Information

Estimate average costs for one student/employee based upon this grant cycle (Aug. 2017 – Aug. 2018). Costs include only tuition/fees and required books/materials.

Total Cost of Related Instruction: \$2,040
(minus) Employer Contribution: \$510

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*Minimum 25% contribution is required of employers/applicants with revenue over \$25,000,000 (minus) Dual Training Grant: \$1,530
*Maximum of \$6,000
(equals) Balance Owed by Student/Employer: \$0
*May be \$0 if employer contributions and grant cover total cost

Projected average percentage increase in pay upon completion: 8%

Dual Training Plan

Provide a description of the related instruction as it relates to the credential(s):
The Manufacturing Engineering Technology is an Associate in Science degree offered at Tool College. For the dual training program, students will be able to gain an understanding of CAD drafting, engineering fundamentals, instrumentation, machining principles, and precision grinding. This program is a total of 60 credits.

How does the related instruction support the occupation and align with the Training Competencies?
A.A.S. in Manufacturing Engineering Technology will help students develop competencies like critical and analytic thinking; and communication skills. These skills are a basis for performing machine tool tasks. Most employees at ABC Manufacturing must have these skills to produce products in a timely fashion.

Provide a description of the on-the-job training (include specific structure of supervision):

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Determining cost to student

Each student will have similar on-the-job training. August 2017 – December 2017: Each week (3 days total), each student will spend 4 hours/day on (1) Manually Milling (2) Turning Operations (3) Grinding Skills. Instruction and supervisor will be conducted by Supervisor Mill for all students. Students will be expected to critique their progress and provide Supervisor Mill with monthly reports on how they can improve. January 2018 – March 2018: Each month, specialized skills will be assigned to each student. Students will need to perform more advanced tasks to enhance the skills. April 2018 – May 2018: Supervisor Mill will work with each student on final exams to determine if the student has met skill standards. Throughout the entire year, Supervisor Mill will provide quarterly classes that address workplace competencies of teamwork, planning/organizing, and business basics. These additional classes will promote a more robust on-the-job training program.

How does the on-the-job training support the occupation and align with the PIPELINE Dual Training Competencies?
The on-the-job training directly aligns with occupation-specific competencies of (1) Manually Milling, (2) Turning Operations, and (3) Grinding Skills. These are the main skills required for employees to produce our products. The training plan also expands into workplace competencies, so students gain knowledge about the business of manufacturing.

How does the related instruction correlate with on-the-job training?
Students in the A.A.S. in Manufacturing Engineering Technology program will be specializing in machine tool to learn manual milling, turning operations, and grinding skills. Supervisor Mills will work with a representative from Tool College to design on-the-job training as an enhancement of classroom instruction.

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What additional employment opportunities may students/employees have upon completion of the dual training program?
Students will be able to move onto differing machine based jobs (about 5 at ABC Manufacturing), take supervisory positions over general workers, and move into sales positions.

Acknowledgement and Submission

We, the employer, agree to the best of our ability:

- Provide appropriate work opportunities for the students/employees
- Provide a mentor to assist students/employees through the dual training program
- Work with the related instruction training provider to ensure curriculum aligns with validated PIPELINE Project competencies.
- Encourage students/employees to successfully complete the dual training program

I, the authorized representative, understand that some or all of the information provided in this application (Exhibit A and Exhibit B) may be made public. I certify that all information provided herein is true, correct and reliable for purposes of evaluation for potential grant award, and understand that submission of inaccurate or misleading information may be grounds for disqualification.

Authorized Representative Ink-Signature:
PRINT & SIGN: C. N. Card

Print Name: C. N. Card
Title: VP
Date: 6/1/17

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Be sure to include Competencies in answers!

Application: Exhibit C

To be completed by Training Provider

MUST be qualified!!!

Exhibit C – SAMPLE

Related Instruction Training Provider Form

Exhibit C must be completed by each related instruction training provider and accompany Exhibit A.

PIPELINE Project Industry: *Advanced Manufacturing*

Dual Training Grant Applicant/Employer: *ABC Manufacturing*

Training Provider Information

Related Instruction Training Provider Name: *Tool College*

Street Address: *1000 University Road, St. Paul, MN 55555*

Name of Authorized Representative: *Mach Smith*

Title: *Bursar*

Phone: *(777) 123-4567*

Email: *machsmith@toolcollege.edu*

As a training provider, check the qualification obtained to deliver instruction for the dual training program:

- We are an accredited institution under CHEA or the U.S. Department of Education
- We are licensed or registered by the MN Office of Higher Education
- Our trainers meet the "Standards for Instructors" as defined by Minnesota Administrative Rule *4880.1900* (*may be asked for additional information)

Related Instruction Information

List ALL Industry-recognized Degree, Certificate, or Credential(s): *A.A.S. Manufacturing*

Engineering Technology

How is each degree, certificate, or credential utilized within the industry? *The AAS program in*

Manufacturing Engineering Technology equips students with skills being used in machining

companies across the United States. The program allows students to select a specialization which can lead to more secure job placement. Instructors at Tools College currently either work or are involved in the industry. Nearly all classroom instruction is hands-on, so students can learn to complete tasks that are in high demand among employers.

Estimated length of time to obtain each degree, certificate, or credential: *3 Years*

Estimated related instruction costs for one student (tuition/fees and required books/materials):

\$2,040

Acknowledgement and Submission

We, the proposed related instruction training provider, understand and acknowledge that submission of this form does not constitute a contract with the applicant/employer or Office of Higher Education to provide related instruction to students/employees.

I, the authorized representative, understand that some or all of the information provided in this application may be made public. I certify that all information provided herein is true, correct and reliable for purposes of evaluation for potential grant award, and understand that submission of inaccurate or misleading information may be grounds for disqualification.

Authorized Representative Ink-Signature:

PRINT & SIGN *Mach Smith*

Print Name: *Mach Smith*

Title: *Bursar*

Date: *6/1/17*

Encouraged to attach instruction plan

Application: Exhibit D



Exhibit D – SAMPLE

Affidavit of Non-Collusion

Exhibit D must be completed and accompany Exhibit A. The notary public is required.

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
2. That the attached proposal submitted in response to the Dual Training Grant Request for Application has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Application, designed to limit fair and open competition.
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Authorized Signature

Responder's firm name: ABC Manufacturing

Print authorized representative name: C. N. Cad Title: VP

Authorized signature: *C. N. Cad* Date: 6/1/2017
<<SIGN with Notary>> (mm/dd/yyyy)

Notary Public <<MUST Complete>>

Subscribed and sworn to before me this:

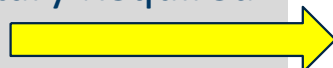
____ day
of _____

Notary Public signature

Commission expires (mm/dd/yyyy)



Notary Required



Reference Documents



Application Reference Documents

- DTG Checklist
- Exhibit A SAMPLE New Applicant
- Exhibit A SAMPLE Re-Apply Applicant
- Exhibit B SAMPLE
- Exhibit C SAMPLE
- Exhibit D SAMPLE
- Submitted Application SAMPLE

Dates & Deadlines

June 9th – July 7th, 2017
RFA and Application OPEN

June 19th @ 2:30pm: Webinar

June 23rd @ 5:00pm: Last day to submit questions

July 7th @ 5:00pm: Applications DUE

July 24th: Review Committee in session

July 31st: Recommendations to OHE

August 4th: Notify Grantees

August 8th: Public Announcement

NEXT Steps as Grantee:
Orientation, Contracts, Training Begins

Submission

Mail

(Postmarked by July 5, 2017)
Jacquelynn Mol Sletten / DTG
MN Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108

Email

Jacquelynn.Mol.Sletten@state.mn.us
Subject: Dual Training Grant Application

Fax

(651) 642-0675
ATTN: Dual Training Grant

Recent Questions

- ❖ **If I am a Round #3 Grantee (contract ending in Dec. '17), do I apply now during Round #4, so students/employees can finish in spring of 2018?**
 - ❖ NO. You will apply in Oct. '17 during Round #5 for those students/employees to finish programs in spring 2018. However, if you have new students/employees, who would like to start programs fall 2017, you should apply now during Round #4
- ❖ **We are a non-profit employer or organization. Are we required to undergo a bidding and financial review process?**
 - ❖ YES. If the grant application includes a request of \$25,000 or more. See the RFA (pages 7 & 12).

NEW Questions

Time to Ask ...

Thank you!

Jacquelynn Mol Sletten, OHE Financial Aid Administrator

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