



Concurrent Enrollment Grant Program 2025 Orientation

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Welcome & Introductions



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Agenda

- ❑ Welcome, Introductions & Congratulations
- ❑ **Grantees Share a Quick Overview of Their Projects**
- ❑ Concurrent Enrollment Grant Program Overview
- ❑ Concurrent Enrollment Grant Program Documents
- ❑ Concurrent Enrollment Grant Program Reimbursement
- ❑ Concurrent Enrollment Grant Program Reports
- ❑ Grantee TO DO List

Congratulations!

The four Concurrent Enrollment Grant recipients for 2025 are:

- Minnesota State University, Mankato is awarded \$103,157.92 to expand their partnership and course offerings with Stillwater High School.
- Alexandria Technical and Community College (ATCC) is awarded \$56,222.40 to expand their partnership with Alexandria Area High School, including the addition of a course in carpentry.
- Distance MN, a consortium of three Minnesota State colleges (ATCC, Northland Community and Technical College, and Northwest Technical College), is awarded \$276,124.46 to expand career and technical education to [over 50 high schools statewide through their Online College in the High School program](https://www.ochs.education/s/?tabset-c6129=2) (<https://www.ochs.education/s/?tabset-c6129=2>).
- Bethel University is awarded \$27,303.84. They will partner with Como High School to offer students courses in healthcare.

Grantees Share a Quick Overview of Their Projects

Grantee Share

- Healthcare Career Pathway
Bethel University Partnering with Como Park Senior High School, St. Paul
- Carpentry CTE Addition to Expand Existing CE Partnership
Alexandria Technical & Community College (ATCC) Partnering with Alexandria Area High School
- Ponies to Mavericks, Expanding Concurrent Enrollment Partnerships
Minnesota State University, Mankato Partnering with Stillwater High School
- Career Technical Education: Online High School Opportunities
Distance MN (ATCC, Northwest Technical College, Northland Community & Technical College) Partnering with over [50 High Schools in Minnesota](#)

Concurrent Enrollment Grant Program Overview

Concurrent Enrollment Grant Program Overview

Concurrent Enrollment Grant Program History

2024 MN Statute 136A.91: Concurrent Enrollment Grants

<https://www.revisor.mn.gov/statutes/cite/136A.91>

The Concurrent Enrollment Grant Program (CEGP) was established during the 2015 Minnesota legislative session with the aim of providing grants to Minnesota postsecondary institutions that support concurrent enrollment/career and technical education (CTE) development and expansion of existing concurrent enrollment programs for the 2016-2017 biennium.

Concurrent Enrollment Grant Program Overview

Funding Availability

Proposal Period: November 27, 2024 - January 05, 2025

Project Period: March 2025 - June 30, 2026

- Total appropriation for CEGP during fiscal years 2024 and 2025 was \$680,000. The appropriation does not include an allocation for agency administrative costs. Based upon current grant utilization among grantees and received appropriations, up to \$640,877 is available for this grant round.
- Two Project Types are Eligible for Funding.
 - New Career and Technical Education Concurrent Enrollment Courses
 - Expansion of Existing Concurrent Enrollment Program
- Applicants are not limited by a maximum grant amount. However, applicants may receive partial grant awards based upon competitive priority parameters, budget efficiency and/or availability of grant funds.

Concurrent Enrollment Grant Program Overview

Eligible Applicant

- Minnesota postsecondary institution
- Accredited by the Higher Learning Commission (HLC), at the time of proposal submission (<https://www.hlcommission.org/>)
- Accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) or working towards NACEP accreditation (<https://www.nacep.org/>)



Concurrent Enrollment Grant Program Overview

Eligible Projects

- An eligible applicant may apply for CEGP funding to support either of the following eligible projects:
 - New Career and Technical Education Concurrent Enrollment Courses: Develop new concurrent enrollment courses under Minnesota Statutes, section 124D.09, subdivision 10, (<https://www.revisor.mn.gov/statutes/?id=124d.09>) that satisfy the elective standard for career and technical education.
 - Expansion of Existing Concurrent Enrollment Program: Expand concurrent enrollment programs already offered by the postsecondary institution and support the preparation, recruitment, and success of students who are underrepresented in concurrent enrollment classrooms by creating new sections within the same high school or offering the existing course in new high schools.
- An applicant may elect to pursue both types of eligible projects. In such cases, an applicant would be required to submit two separate proposals. Each proposal would be evaluated and awarded separately.

Note: *The courses must not be developmental (remedial) courses or any other course that is not college level.*

Concurrent Enrollment Grant Program Overview

Eligible Projects (continued)

Eligible projects must include the following planning and developmental components:

- Adherence to Minnesota Statutes 124D.09 Postsecondary Enrollment Options Act (<https://www.revisor.mn.gov/statutes/cite/124D.09>) regarding concurrent enrollment program administration and student participation.
- Course and program approval standards that are reflective of NACEP Concurrent Enrollment Partnership Standards, <https://www.nacep.org/accreditation/standards/>.
- Institutional commitment and support for concurrent enrollment course development and program expansion.

Concurrent Enrollment Grant Program Documents

Concurrent Enrollment Grant Program Documents

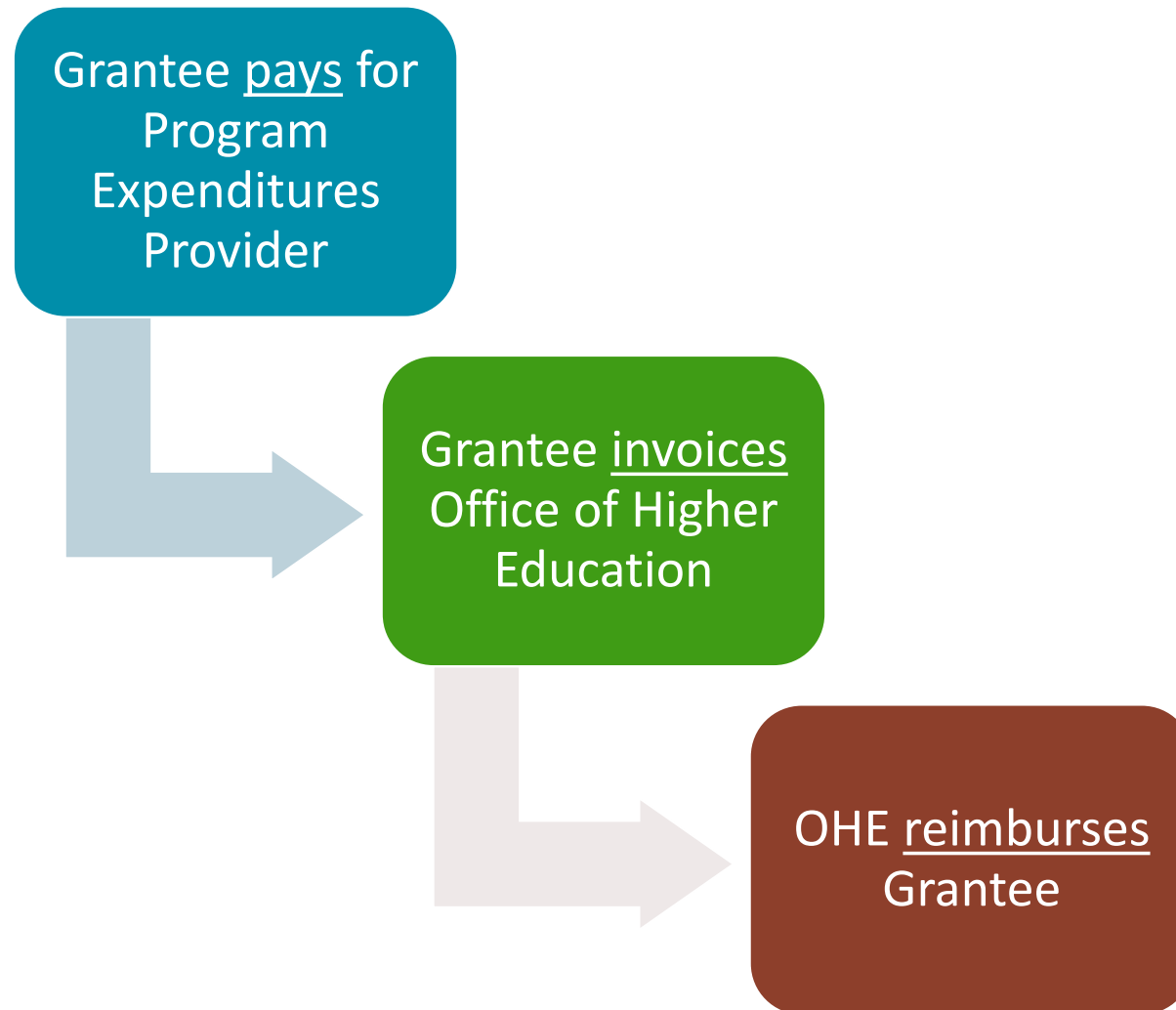
Minnesota Concurrent Enrollment Grant Program 2025 Program Materials

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2179>

- Business with the State (SWIFT): <https://mn.gov/mmb/accounting/swift/help-desk/>
- Contract (Sent to grantees prior to orientation)
- Workplan: <https://forms.office.com/g/N89Gxpxgdr>
- Budget: Excel Template (Sent to grantees prior to orientation)
- Invoice Template (Sent to grantees prior to orientation)
- Interim Narrative Report: <https://forms.office.com/g/j6YjNrY9fk>
- Final Narrative Report : <https://forms.office.com/g/ZubbuMVRjf>

Concurrent Enrollment Program Grant Reimbursement Process

Reimbursement Process



Reimbursement Process

Be sure reimbursement requests include supporting documents!

- Invoice form from OHE (Excel Template)
- Report from your accounting or business office showing the expenditures paid for the program
- Receipts and paystubs upon request from OHE Program Administrator

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.

IMPORTANT:

- Budget changes may be accepted, but they need to be submitted to OHE for approval prior to invoicing.
- If there are significant adjustments to the budget that were not accounted for in the budget narrative, OHE will request an updated justification (budget narrative) for the expenditures.

Concurrent Enrollment Program Grant Reports

Concurrent Enrollment Program Grant Reports

Monitoring Report

General feedback about the grant period to-date

- Grantees at or above \$50,000
 - OHE reserves the right to select additional grantees for monitoring
- September-December 2025
- Receive notice in Summer 2025

Reporting Requirement and Payment Periods

Dual trainee level data related to grant progress

- Interim Report **Due October 31, 2025**
Contract Begin date-September 30, 2025
- Final Report **Due July 14, 2026**
October 1, 2025-June 30, 2026

Transparency MN (Contracts & Grants):
<https://mn.gov/mmb/transparency-mn/>

- State Agencies do utilize the website to ensure applicants and grantees are in good standing with reporting and reimbursement requirements

Important! Grant reimbursement and future Concurrent Enrollment Program Grant eligibility is contingent upon fulfillment of reporting requirements.

Next Steps/ TO DO List

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In order to accurately setup the contract, below is the Grantee's TO DO List:

- Confirm via email with OHE contact information for the Authorized Signatory, who will sign the grant contract.
- Email OHE the organization's Federal Tax Identification Number
- Email OHE the organization's SWIFT Vendor Number

Before Setting up the Contract the following must be completed:

- Work Plan: <https://forms.office.com/g/N89Gxpxgdr>
- Budget (Sent in email, Excel formatted template)

Questions & Closing

