

# Concurrent Enrollment Program

## 2025 Request for Proposal Writing Workshop

Presented by: Grace Ferdinandt  
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# Welcome & Introductions



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- Concurrent Enrollment Grant Program Overview
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# Concurrent Enrollment Grant Program Overview

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## **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.

# Eligibility

## Eligible Applicant

- An eligible applicant must meet all of the following
  - 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/>)



## 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.*

## 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

## Competitive Priorities

- OHE prioritizes awards to applicants who are expanding their existing concurrent enrollment program which are currently at capacity.
- To the extent possible, OHE balances awards throughout the State of Minnesota and among the two types of eligible projects.

## Collaboration

Applicants, high schools, and school districts may collaborate on the content of the proposal. Applicants must write and submit proposals.

# Selection Criteria & Process

## Selection Criteria

During the request for proposal process, an applicant will address all of the following criteria based upon their project. 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 will be evaluated and awarded separately. Depending upon the status of the project, an applicant may need to approach the evaluation criteria with a lens of strategic planning or a reflection of current operations.

## Selection Criteria (continued)

A committee representing content and community specialists with regional knowledge will convene to review and utilize a rubric to evaluate proposals based upon the following 100-point scale:

- Need and Significance of Project (25 Points)
- Quality of Project Design (25 Points)
- Commitment to Equitable Access, Outreach, Recruitment, and Student Support (25 Points)
- Quality of Project Evaluation (10 Points)
- Quality of Budget (10 Points)
- Quality of Personnel, Resources, and Management (5 Points)

# Selection Process

## Selection Process

OHE will ensure applicants meet all eligibility requirements and have complete proposals. If requirements are not met or proposals are incomplete, applicants' proposals will not be submitted to the review committee.

The review committee will evaluate all eligible and complete proposals received by the deadline.

OHE will review all committee recommendations and is responsible for award decision. The award decisions of OHE are finale and not subject to appeal.

- Request for Proposal posted on the OHE website: November 27, 2024
- Technical questions due no later than 4:00 p.m. central time: December 18, 2024
- Proposals due no later than 11:59 p.m. central time: January 05, 2025
- Committee begins review of proposals: January 13, 2025
- Committee recommendations submitted to OHE for review: January 27, 2025
- Applicants notified of award decisions: February 05, 2025
- Grantees publicly announced: February 20, 2025
- **Mandatory grantee orientation (2:30 p.m. to 4:00 p.m. central time): March 03, 2025**

Preparation of grant documents will begin following grantee orientation. Upon completion of grant documents, grantees will enter into a grant contract with OHE. Only upon full execution of the grant contract may a grantee begin incurring project expenses which will be reimbursable through the grant.

# Selection Process

## Selection Process (continued)

The review committee will submit their evaluations of proposals to OHE for review and final award decisions. OHE does consider past grantee performance before awarding subsequent grants. OHE determines awards through the following steps:

**Step 1:** Proposals are organized based upon competitive priorities. Awards are granted to applicants who are expanding their existing concurrent enrollment programs which are currently at capacity.

**Step 2:** Proposals are organized based upon proposal evaluations (100-point scale). Awards are granted to applicants with the highest proposal evaluations. All available funds are awarded during this step.

**Step 3:** Proposals are organized based upon competitive priorities. To the extent possible, OHE balances awards among the two eligible projects.

**Step 4:** Proposals are again organized based upon proposal evaluations. Remaining applicants will not be granted awards.

*Note: After OHE publicly announces grantees, all applicants will receive copies of their evaluation records.*



# Grantee Planning

## Mandatory Orientation

**\*\*Corrected Date: Monday, March 03, 2025 from 2:30 p.m. - 4:00 p.m.**

Following award notification, OHE hosts a virtual mandatory orientation for the grantees. The purpose of orientation is to prepare grantees for the grant administration and encourage strategic planning.

# Grantee Planning

## Grant Payments

Per Office of Grants Management Policy 08-08 (<https://mn.gov/admin/government/grants/policies-statutesforms/>), OHE will process payment requests through a method of reimbursement. All grantee requests for reimbursement must correspond to the current and approved work plan and budget documents. All grantee requests for reimbursement must include supporting documentation of expenditures. OHE will review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant report before approving payment. Grant payments shall not be made on grants with past due reports unless OHE has given the grantee a written extension. Grantees must submit requests for reimbursement in October 2025 and July 2026, which corresponds with the grant progress report timeline.

## Grant Reporting

All grantees are required to submit two data reports to OHE during the grant contract period. The estimated report deadlines are **October 2025 and July 2026**.

## Grant Monitoring

All grantees with awards of \$50,000 and higher are required to submit a monitoring report and attend a monitoring visit.

# Walkthrough of Application Materials

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## Minnesota Concurrent Enrollment Grant Program Application Materials

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

- Request for Proposal (RFP)
  - [https://www.ohe.state.mn.us/Documents/Competitive%20Grants/CEGP/FY25%20Concurrent%20Enrollment%20Program%20Grant%20Request%20for%20Proposal%20FINAL\\_ADA.pdf](https://www.ohe.state.mn.us/Documents/Competitive%20Grants/CEGP/FY25%20Concurrent%20Enrollment%20Program%20Grant%20Request%20for%20Proposal%20FINAL_ADA.pdf)
- RFP Application Checklist
  - [https://www.ohe.state.mn.us/Documents/Competitive%20Grants/CEGP/FY25%20Concurrent%20Enrollment%20Program%20Grant%20Proposal%20Submission%20Checklist%20\(Fillable%20Form\)\\_ADA.pdf](https://www.ohe.state.mn.us/Documents/Competitive%20Grants/CEGP/FY25%20Concurrent%20Enrollment%20Program%20Grant%20Proposal%20Submission%20Checklist%20(Fillable%20Form)_ADA.pdf)
- Proposal Narrative Template
  - [https://www.ohe.state.mn.us/Documents/Competitive%20Grants/CEGP/FY25%20Concurrent%20Enrollment%20Program%20Grant%20Proposal%20Narrative%20Template%20FINAL%20\(Fillable%20Form\)\\_ADA.pdf](https://www.ohe.state.mn.us/Documents/Competitive%20Grants/CEGP/FY25%20Concurrent%20Enrollment%20Program%20Grant%20Proposal%20Narrative%20Template%20FINAL%20(Fillable%20Form)_ADA.pdf)
- Budget Template (Excel Spreadsheet)
  - <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ohe.state.mn.us%2FDocuments%2FCompetitive%2520Grants%2F%2FCEGP%2FFY25%2520Concurrent%2520Enrollment%2520Program%2520Grant%2520Budget%2520Template%2520FINAL.xlsx&wdOrigin=BROWSELINK>

# Walkthrough of Application Materials

## Minnesota Concurrent Enrollment Grant Program

Proposal Packet Documents Completed through Microsoft Forms

- Proposal Coversheet
  - <https://forms.office.com/g/DijLM18fnB>
- Budget Narrative
  - <https://forms.office.com/g/Vydmg6bgX0>
- Financial and Grantee Capacity Review
  - <https://forms.office.com/g/9V0tWwJTKd>

# Questions & Closing

Applications due January 5, 2025 (11:59pm)

Technical assistance is available for interpreting instructions or preparing proposals by emailing [grace.ferdinandt@state.mn.us](mailto:grace.ferdinandt@state.mn.us). Each week, OHE will post responses to technical questions online here: <https://www.ohe.state.mn.us/mPg.cfm?pageID=2179>. Technical questions must be submitted no later than 4:00 p.m. central time, on **December 18, 2024**.