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# Concurrent Enrollment Grant Program

Fiscal Year 2024 Request for Proposal

Minnesota Statutes 136A.91

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## Important Dates

Proposal Available: December 15, 2023

Technical Question Deadline: January 22, 2024

Proposal Submission Deadline: **January 31, 2024**

Award Notice to Applicants: **March 4, 2024**

Mandatory Grantee Orientation: March 14, 2024

Project Period: March 2024 – June 30, 2025

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## About the Office of Higher Education

The Minnesota Office of Higher Education is a cabinet-level state agency providing 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 Minnesota State Grant Program is the largest financial aid program administered by the Office of Higher Education, awarding more than \$224 million annually in need-based grants to Minnesota residents attending eligible colleges, universities and career schools in Minnesota. The agency oversees other state scholarship programs, tuition reciprocity programs, a student loan program, Minnesota's 529 College Savings Plan, licensing and early college awareness programs for youth.

## **Minnesota Office of Higher Education**

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## Grant Overview

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The Minnesota Office of Higher Education (OHE) is responsible for administering the Concurrent Enrollment Grant Program (CEGP). The statute governing the grant program is located in Minnesota Statutes 136A.91 Concurrent Enrollment Grants (<https://www.revisor.mn.gov/statutes/cite/136A.91>).

The CEGP is a funding source which aims to increase access to postsecondary education for Minnesota high school students by providing funds to postsecondary institutions for the development of new concurrent enrollment courses and the expansion of existing concurrent enrollment programs (<https://www.ohe.state.mn.us/mPg.cfm?pageID=2179>). Concurrent enrollment courses are postsecondary courses taught at a high school by a qualified secondary teacher or a postsecondary faculty member in which high schools students earn both secondary and postsecondary credits. The goal of CEGP is to create and provide postsecondary-level courses which encompass, but are not limited to, the following:

- Expose high school students to postsecondary and workforce options that are culturally relevant and address workforce needs
- Encourage equitable educational and economic attainment regardless of student's race, creed, ethnicity, disability, gender, sexual orientation, religious beliefs, or affiliations.
- Create an early familiarity with postsecondary-level expectations and procedures
- Foster a rigorous educational environment in high schools

Applicants may apply for CEGP funds to support the following projects:

- **New** Career and Technical Education (CTE) 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.

## Funding Availability

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Total appropriation for CEGP during fiscal year 2024 was \$340,000. The appropriation does not include an allocation for agency administrative costs. Therefore, the total amount for grant awards is \$340,000. The intention is to award as many grants as possible within the means of available funds. Any future grant proposal periods will be contingent upon available funds.

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.

A committee representing content and community specialists with regional knowledge will review and score proposals through a competitive process. OHE will notify and announce grantees in **March 2024**. If selected, a grantee may only incur eligible expenditures when the grant contract is fully executed and the grant has reached its effective date. OHE is not permitted to make an exception to this rule.

## Minimum Requirements

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Applicants must meet the minimum requirements in order to be fully considered for this grant opportunity. Applicants must submit the following items through the online Grants Portal (<https://www.ohe.state.mn.us/ssl/grantsportal/>):

- Proposal Cover Sheet
- Proposal Narrative
- Project Budget
- Letters of Commitment
- Resumes (if applicable)
- Financial and Grantee Capacity Review

## Commitment to Diversity and Inclusion

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It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. Department of Administration Office of Grants Management (OGM) Policy 08-02 ([https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final\\_tcm36-312046.pdf](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf)) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant will serve high school students of all races, creeds, ethnicities, disabilities, genders, sexual orientations, religious beliefs, and affiliations. OHE is committed to promoting and supporting concurrent enrollment projects that benefit students who have been traditionally under-represented in secondary and postsecondary institutions: students of color, American Indian students, low-income students, and first-generation students to earn postsecondary degrees. This commitment is demonstrated through a criterion in the proposal evaluation process.

The grant outcomes will include:

- New CTE Concurrent Enrollment Courses
  - Courses developed
  - Number of high school students enrolled in courses
- Expansion of Existing Concurrent Enrollment Program
  - Programs expanded
  - Number of high school students who enrolled in programs

## Eligibility

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### 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.

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

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.

Increasing services to high school students through concurrent enrollment course offerings requires support for the postsecondary institution's faculty and staff as they plan and develop new courses and programs. New course offerings must be taught by qualified high school instructors or college faculty (team-teaching is also permissible). Assessment methods and content must be the same as equivalent sections taught on the postsecondary campus. Students must be able to earn high school and college credit upon successful completion of the course(s). Students must earn a grade based on their work over the entire term of the course and on varied assessments. Developed and expanded courses must be postsecondary catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.

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
- Institutional commitment and support for concurrent enrollment course development and program expansion

## Competitive Priorities

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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

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

## Selection Criteria

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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 would be evaluated and awarded separately.

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.

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:

1. Need and Significance of Project (**25 Points**):
  - a. Identifies how high school student or school need shapes the course development or program expansion request
  - b. Documents how course or program implementation will meet high school student or school need
  - c. Identifies how course or program implementation will meet larger community need



- d. Addresses the overall goal of providing rigorous postsecondary coursework for high school students
  - e. If applicable, documents how the program is at capacity and how the grant would allow for program expansion
2. Quality of Project Design **(25 Points)**:
- a. Goals, objectives, activities, and outcomes to be achieved are clearly specified and measurable
  - b. Project will complement and coordinate with other concurrent enrollment programming
  - c. Timeline and milestones for accomplishing tasks are clearly defined and achievable
  - d. Staff size, time commitment, and responsibilities are clearly defined and are appropriate for the project
3. Commitment to Equitable Access, Outreach, Recruitment, and Student Support **(25 Points)**:
- a. Postsecondary institution and high school create a recruitment plan that targets traditionally underrepresented participants in concurrent enrollment program to achieve course enrollment that reflects the diversity of the school community
  - b. High schools identify all students who are eligible to participate and actively promote concurrent enrollment course offerings to students and families
  - c. Students are informed about how concurrent enrollment selection decisions are made (including the appeal process), course rigor, applicability to their intended career pathway, and impact to their transcripts
  - d. Enrollment materials requiring parental signature/consent are translated into languages other than English
  - e. Concurrent enrollment student supports leverage postsecondary staff, faculty, students, and/or resources that are available to all students on a postsecondary campus
  - f. Pedagogies are culturally relevant and encourage student development
4. Quality of Project Evaluation **(10 Points)**:
- a. Course or program evaluation provides a rigorous assessment of the student outcomes for each course developed
  - b. Course/program is aligned with postsecondary offerings
  - c. Student feedback is incorporated into the course/program evaluation
5. Quality of Budget **(10 Points)**:
- a. The extent to which the budget is cost effective, appropriate, and reflective of program requirements, project objectives and outcomes, and number of students to be served
6. Quality of Personnel, Resources, and Management **(5 Points)**:
- a. Qualifications, training, and experience of key personnel are appropriate for their assignments
  - b. Resources are adequate to meet project's goals and objectives
  - c. Adequacy of the management plan to achieve the proposed project on time and within budget
  - d. Project timeline and milestones for accomplishing tasks are clearly defined

## Selection Process

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The review committee will submit their evaluations of proposals to OHE for review and final award decisions. 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.

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

## Required Financial and Grantee Capacity Review

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In alignment with Minnesota Statute §16B.981, Minnesota Session Laws Chapter 62, Article 7, Section 11, Subdivision 1(c) (<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/62/>), OHE requires all applicants applying for grants in the state of Minnesota to undergo a pre-award risk assessment via financial and capacity reviews prior to a grant award.

In order to comply with this requirement, the following information will need to be answered, statements certified, and documents uploaded in the Grants Portal

(<https://www.ohe.state.mn.us/ssl/grantsportal/index.cfm>) by the proposal deadline of **January 31, 2024**:

- **Capacity response:** Describe the applicant's history of performing the work that will be funded by this grant. This includes describing the applicant's current staffing, organization structure, and budget.
- **Certification of no felony financial crime:** Certify that no current principals have been convicted of a felony financial crime in the last ten years.
- **Certification of good standing with Secretary of State:** Certify that applicant has filed and is up-to-date with the Secretary of State. OHE will verify applicant's status with the Secretary of State's Office.
- **Financial documents:** OHE will locate and review the last three years of audited financial statements for the applicant. If financial documents are not already on file, OHE will require the applicant to provide all or remaining audited financial statements. If the most recent audited financial statement is incomplete, OHE will require the applicant to provide an explanation and estimated timeline for audit completion.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Based on Minnesota Statute §16B.981, Minnesota Session Laws Chapter 62, Article 7, Section 11, Subdivision 3-5 (<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/62/>), establishes the authority for a granting agency to:

- Provide or require enhanced grant oversight
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant agreement. The applicant has 30 days to respond to such a request.
- Develop a plan to address the risk or concerns identified
- Not award the grant
  - The granting agency must provide notice of this determination to not award the grant to the applicant and the Commissioner of Administration. The notice must include:
    - The reason for postponing/not awarding the grant
    - The timeline for the process for contesting the agency's decision

## Technical Assistance Questions

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Technical assistance is available for interpreting instructions or preparing proposals by emailing [jacquelynn.mol.sletten@state.mn.us](mailto:jacquelynn.mol.sletten@state.mn.us). Please review all available materials before emailing your inquiry.

Each week, OHE will post responses to frequently asked 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 **January 22, 2024**.

To ensure fair and equitable processing of proposals, OHE will not review and/or comment on draft proposals.

## Proposal Content

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Applicants must submit all proposal content by the deadline date of **January 31, 2024**, through the online **Grants Portal** (<https://www.ohe.state.mn.us/ssl/grantsportal/index.cfm>) in order for OHE to consider the proposal as complete. OHE does not discriminate on the basis of preference in the admission or access to, or treatment or employment, in its programs or activities. OHE will provide applicants with proposal materials in an alternative format upon request.

## Proposal Cover Sheet

The proposal cover sheet is fillable online through the Grants Portal.

- Applicant authorized official (administers proposal process)
  - Name (first, last)
  - Title
  - Email address
  - Phone number
- Project title
- Postsecondary institution (applicant)
  - Name
  - Address (street, city, state, zip)
  - Campus locations (city)
- Partnering secondary institution(s)
  - Name
  - Address
- Project type
  - New Career and Technical Education (CTE) Concurrent Enrollment Courses
  - Expansion of Existing Concurrent Enrollment Program
- Target population
- Requested grant amount
- Grantee authorized official (administers project upon award)
  - Name (first, last)
  - Title
  - Email address
  - Phone number
  - Address (street, city, state, zip)
- Grantee authorized signatory (signs grant contract upon award)
  - Name (first, last)
  - Title
  - Email address
  - Phone number
  - Address (street, city, state, zip)

## Proposal Narrative

The proposal narrative is uploaded (Word or PDF format) online through the Grants Portal.

The proposal narrative must be published using 12-point font, have at least 1.5 line spacing, and not be more than 12 pages in total length. Reference the [Selection Criteria](#) section of this proposal for further details about the following sections of the narrative:

- 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)

## **Project Budget**

The project budget is fillable online through the Grants Portal.

An applicant must populate a budget form, which may include the following items:

- Personnel Costs
  - Salaries for grantee personnel
  - Fringe benefits based on salaries paid
- Course preview consumable supplies and instructional materials
- Other direct costs
- Indirect costs

In addition, an applicant must complete a budget narrative by thoroughly describing each budget line item and providing justification for the expense.

Travel expenditures listed in the budget must directly relate to the project and occur within the state of Minnesota.

Indirect expenditures must be limited to eight percent of the direct expenditures, which are reimbursable through this grant.

Equipment purchases and capital expenditures are not reimbursable through this grant.

## **Letters of Commitment**

Letters of commitment are uploaded (Word or PDF format) online through the Grants Portal.

An applicant must submit one letter from each partnering secondary school.

An applicant may elect to submit additional letters from other entities like union boards, chambers of commerce, or other potential partners.

## **Resumes**

Resumes are uploaded (Word or PDF format) online through the Grants Portal.

If funding from this grant will support a staff position related to the project, the applicant must submit a copy of the staff's resume.

An applicant may elect to submit additional resumes of staff who will be working on the project, but who will not be supported through funding from this grant. If this is the case, the applicant must ensure the resume documents are clearly labeled.

## Financial and Grantee Capacity Review

Financial and grantee capacity review forms are fillable and uploaded (Word or PDF format) online through the Grants Portal.

Reference the [Required Financial and Grantee Capacity Review](#) section of this proposal for further details about the following items:

- Capacity response
- Certification of no felony financial crime
- Certification of good standing with Secretary of State
- Financial documents

## Proposal Submission

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OHE must receive all proposal content no later than 11:59 p.m. central time, on January 31, 2024. Utilize the Grants Portal for processing all proposal content: <https://www.ohe.state.mn.us/ssl/grantsportal/index.cfm>.

Late or incomplete proposals will not be considered. The applicant will incur all costs associated with applying to this request for proposal. By submission of proposal content, the applicant affirms the information provided is true, correct and reliable for purposes of evaluation for a potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification.

## Review Process and Timeline

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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: December 15, 2023

Technical questions due no later than 4:00 p.m. central time: January 22, 2024

Proposals due no later than 11:59 p.m. central time: **January 31, 2024**

Committee begins review of proposals: February 12, 2024

Committee recommendations submitted to OHE for review: February 26, 2024

Applicants notified of award decisions: **March 4, 2024**

Grantees publicly announced: March 11, 2024

Mandatory grantee orientation (2:30 p.m. to 4:00 p.m. central time): **March 14, 2024**

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.

## Conflicts of Interest

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OHE takes steps to prevent individual and organizational conflicts of interest, both in reference to applicants, reviewers, and administrators per Minnesota Statute §16B.98, Subdivision 2-3 (<https://www.revisor.mn.gov/statutes/cite/16B.98>) and Conflict of Interest Policy for State Grant-Making 08-01 (<https://mn.gov/admin/government/grants/policies-statutes-forms/>).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the OHE due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

## Public Data

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Per Minnesota Statutes 13.599 Grants (<https://www.revisor.mn.gov/statutes/cite/13.599>),

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in Minnesota Statutes 13.37 General Nonpublic Data (<https://www.revisor.mn.gov/statutes/cite/13.37>)) will be public data after the evaluation process is completed. For purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

- All data created or maintained by OHE as part of the evaluation process (except trade secret data as defined and classified in Minnesota Statutes 13.37 General Nonpublic Data) will be public data after the evaluation process is complete (for the purposes of this grant, when all grant agreements have been fully executed).

## Grant Provisions

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2023 Minnesota Statutes 136A.91: <https://www.revisor.mn.gov/statutes/cite/136A.91>.

Total appropriation for CEGP during fiscal year 2024 was \$340,000. The appropriation does not include an allocation for agency administrative costs. Therefore, the total amount for grant awards is \$340,000. The intention is to award as many grants as possible within the means of available funds. Any future grant proposal periods will be contingent upon available funds. 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.

Office of Grants Management – Grant contract agreement templates are available for review online at <https://mn.gov/admin/government/grants/policies-statutes-forms/>.

## Expenditures

Allowable expenditures are limited to the project as described in the proposal content and must align with the following budget categories:

- Personnel Costs
  - Salaries for grantee personnel
  - Fringe benefits based on salaries paid
- Course preview consumable supplies and instructional materials
- Other direct costs
- Indirect costs

Ineligible expenditures include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking violations and traffic violations
- Out of state transportation and travel expenses.
  - Minnesota will be considered the home state for determining whether travel is out of state.
- Equipment purchases and capital expenditures



## Orientation

Following award notification, OHE hosts a virtual mandatory orientation for the (1) grantees and (2) secondary institution partners. Other entities involved in the success of the project are encouraged but not required to attend orientation. The purpose of orientation is to prepare grantees for the grant process and encourage strategic planning.

## Work Plan

A grantee must complete and submit a Work Plan document following award notification and prior to executing a grant contract with OHE. The Work Plan includes detailed information about the project target population. Objectives, timeline, outcomes, and evaluation methods. Once the plan is approved, the grantee has the ability to make changes within the scope of the project, but must consult with OHE prior to making changes to the Work Plan.

## Budget

A grantee must complete and submit a Budget document following award notification and prior to executing a grant contract with OHE. The Budget includes detailed information about personnel costs, course preview consumable supplies and instruction material costs, and other direct costs. Once the Budget is approved, the grantee has the ability to make changes within the scope of the project, but must consult with OHE prior to making changes to the Budget.

## Business with the State

A grantee must register as a vendor with the State of Minnesota's SWIFT System (<https://mn.gov/mmb/accounting/swift/>) prior to executing a grant contract with OHE. The grantee's federal tax identification number is required to complete registration. Contracts and grant reimbursement will be processed through the SWIFT vendor portal. Grantees who are already registered as vendors but do not remember information, should contact Minnesota Management and Budget (MMB) vendor helpline at (651) 201-8106 or [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us).

## Grant Contract

A grantee must have an effective contract prior to incurring expenditures to the Concurrent Enrollment Grant Program. The grantee authorized official and OHE financial services staff must sign the grant contract through an electronic system as determined by the Agency. The grant becomes effective when the grant contract agreement is fully executed, the contract has reached the effective date, and the State's authorized official has notified the grantee that work may commence. Grantees can only incur eligible expenditures upon the grant contract effective or execution date, whichever is later. Expenditures incurred prior are not eligible for reimbursement through the grant.

## Grant Payments

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Per Office of Grants Management Policy 08-08 (<https://mn.gov/admin/government/grants/policies-statutes-forms/>), 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 2024** and **July 2025**, which corresponds with the grant narrative report timeline.

OHE reserves the right to request additional documentation to verify the reimbursement request. Grantees must respond with follow-up items within 14 days of receiving the request from OHE. Failure to submit documentation within the timeline will result in a void invoice and the grantee must submit an updated reimbursement request.

OHE will promptly issue payment to grantees within 30 days of receiving all required reimbursement documents.

## Grant Bidding Requirement

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Grantees must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. Grantees must support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation of verbal quotes or bids and justifying a single/sole source bid, if applicable.

Grantees must not contract with vendors who are suspended or debarred in Minnesota per the Department of Administration's report: <https://mn.gov/admin/osp/government/suspended-debarred/>.

## Reporting and Accountability

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Grantees must complete all monitoring and reporting documentation and visits as required by OHE. Grant reimbursement and future grant eligibility is contingent upon fulfillment of reporting requirements. Grantees must also adhere to audit, affirmative action and non-discrimination requirements, and voter registration requirement.

## Grant Monitoring

Minnesota Statutes 16B.97 and Office of Grants Management Policy 08-10 Grant Monitoring (<https://mn.gov/admin/government/grants/policies-statutes-forms/>) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

In circumstances of OHE not being required to monitor a grantee based upon the above scenarios, OHE will consider requests from grantees to conduct monitoring services.

OHE will base monitoring schedules upon the availability of staff and grantee. To the extent possible, monitoring will be conducted at the location of the grantee and will occur within six months of the contract effective date.

## Grant Reporting

All grantees are required to submit two narrative reports to OHE: Interim Narrative Report (due **October 2024**) and Final Narrative Report (due **July 2025**). OHE will inform grantees of the report content and format.

## Audit

Per Minnesota Statutes 16B.98 Grants Management Process, Subdivision 8 (<https://www.revisor.mn.gov/statutes/cite/16B.98>), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the Commissioner of Administration, the state granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## Affirmative Action and Non-Discrimination Requirements

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified (Minnesota Statute 363A.02 <https://www.revisor.mn.gov/statutes/cite/363A.02>). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part 5000.3500 (<https://www.revisor.mn.gov/rules/5000.3500/>).

- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

### **Voter Registration Requirement**

The grantee will comply with Minnesota Statutes 201.162 Duties of State Agencies (<https://www.revisor.mn.gov/statutes/cite/201.162>) by providing voter registration services for its employees and for the public served by the grantee.

### **Contact Information**

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### **Proposal Documents Available Online**

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General information about the Concurrent Enrollment Grant Program and the proposal process is available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2179>.

All proposal procedures and documents are available online through the Grants Portal at <https://www.ohe.state.mn.us/ssl/grantsportal/index.cfm>.