

# Intervention College Attendance Program (ICAP) Request for Proposal (RFP) Workshop

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Grants & Workforce Initiatives

# Welcome & Introduction



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# Agenda

- **Intervention College Attendance Program (ICAP) Overview**
  - Funding Availability
  - Competitive Grant Process
- **Request for Proposal (RFP)**
  - Eligibility
  - Budget Categories
  - Selection Criteria & Process
  - Financial & Applicant Review
  - Proposal Content
- **Grants Management System Demonstration (Portal)**
  - Grantee Planning
  - Questions & Closing



# Intervention College Attendance Program

## Overview

- Funding Availability
- Competitive Grant Process



The Minnesota Office of Higher Education (OHE) is responsible for administering the Intervention for College Attendance Program (ICAP). The statute governing the grant program is located in Minnesota Statutes 136A.861 ICAP Grants (<https://www.revisor.mn.gov/statutes/cite/136A.861>). ICAP grants provide funding to programs offered to encourage college attendance of historically underserved students, bridging the gap between K12 education and the student's first year of postsecondary education.

**ICAP grants must be used for services to eligible students provided by the grantee.**

**\*\*We will cover eligible services in the eligibility portion of this presentation**

# Funding Availability

In anticipation of continued state appropriations to ICAP during the 2025 legislative session, OHE estimates that \$2,784,000.00, less three percent, \$83,520, for administrative costs will be appropriated to ICAP. OHE estimates \$1,350,240 will be available for ICAP awards in fiscal year (FY) 2026, and \$1,350,240 will be available for FY2027. Therefore, a total anticipated appropriation for ICAP awards is \$2,700,480.

The maximum grant amount is \$120,000 for the biennium; \$60,000 per year. This is subject to change based on the outcomes of the 2025 legislative session. Contracts will be established for FY2026, with a maximum annual award of \$60,000. If all grant administration requirements are met, the grantee has the option to renew the grant for a second year with an additional annual amount not to exceed \$60,000. In the case of a renewal for FY2027, the contract would undergo an amendment to extend the grant expiration date to August 31, 2027.

# Competitive Grant Process

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 **May 2025**. 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. Funded programs may begin in July 2025 (or the date that the contract is fully executed), and cover expenses incurred through August 31, 2027. In the case of a renewal for FY2027, the contract would undergo an amendment to extend the grant expiration date to August 31, 2027.

**\*\*Proposals may be partially funded depending on the availability of funds and/or budget efficiency.**



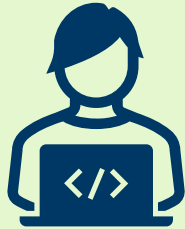
# Intervention College Attendance Program

## Request for Proposal

- Eligibility
- Budget Categories
- Proposal Content
  - Minimum Requirements
  - Competitive Priorities
  - Selection Process
  - Selection Criteria & Weight
  - Financial & Applicant Review







## Eligible Applicant

Eligible applicants include the following organizations, located in Minnesota, that provide eligible services to eligible participants:

- Public and private postsecondary institutions
- School Districts
- Professional organizations
- Community-based organizations



## Other Entities

*These applicants may be eligible if they fall within the organization type categories, listed under “Eligible Applicant:”*

- Business entity (for-profit organizations)
- Minnesota State Colleges and Universities
- Nonprofit organization
- Political subdivision (county, town, city, school district, or municipal corporation)
- Tribal Sovereign Nations
- University of Minnesota

# Eligible ICAP Student Participant



## Eligible Student Participant

- Eligible students include students in grades six through 12 who meet one or more of the following criteria:
  - Are counted under section 1124(c) of the Elementary and Secondary Education Act of 1965 (Title I), <https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf>;
  - Are eligible for free or reduced-price meals under the National School Lunch Act, <https://www.fns.usda.gov/nslp>;
  - Receive assistance under the Temporary Assistance for Needy Families Law (Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, <https://www.congress.gov/104/statute/STATUTE-110/STATUTE-110-Pg2105.pdf>); or
  - Are a member of a group traditionally underrepresented in higher education.
- Eligible undergraduate students include those who met the student eligibility criteria as 6th through 12th graders

# Eligible Services



## Academics Support

- Academic Enrichment Activities
- Academic Counseling
- Tutoring
- Assistance with high school course selection and information about college admission requirements

Promote Success  
in **Postsecondary  
Education** by  
Providing Student  
**Support Services**



## Postsecondary Navigation

- Mentoring
- Fostering and improving parent involvement in planning for and facilitating a college education
- English as a second language services
- Career awareness and exploration
- Orientation to college life
- Financial aid and literacy education/counseling

# All Proposals Must!

Highlight how academic support will be provided to participants by documenting how the **support will promote success in postsecondary education**. Proposed program strategies that will lead to student success may differ based on the interests, needs, and resources of the participants and program site. Proposed activities need not include all but **must be reflective of the following key areas that support college access and success**:

- Raising aspirations for postsecondary education
- Improving academic preparation for postsecondary education
- Easing the initial transition to postsecondary education through means of academic preparation, acclimation into an educational environment, financial counseling, and community support.





## Personnel Costs

- Reimbursable salary costs are for staff who have dedicated ICAP responsibilities written into their position description.
- Stipends are allowable to personnel providing an eligible service to students.
- Fringe benefits up to the salary percentage on the approved budget is reimbursable under personnel costs.



## Personnel Travel

- Personnel travel is reimbursable, within Minnesota for ICAP related duties.
- Travel outside of Minnesota is not reimbursable.
- Costs include mileage, lodging, and meals for the staff needing to travel for a program related event or activity.
- Costs incurred, must align with the specific dates of travel for the corresponding program activity.



## Participant Costs

- Participants are the sixth through 12th grade program attendees or first year college students who are participating in the program.
- Participant costs include, fees, food, housing, transportation within Minnesota (i.e. campus visits, etc.).
- Books and materials can also be included if they are required as part of the program curriculum.



## Consumable Supplies & Instructional Materials

- Materials and supplies for ICAP related activities are reimbursable and must be approved by OHE on the ICAP budget.
- Some examples of supplies are food for students to attend meetings or other ICAP events, art supplies, printing materials, pens, pencils, notebooks, etc.
- If the purchase of consumable supplies and materials are being used for ICAP and other program or organizational needs, **the grantee must calculate the percentage of costs to reflect the direct expense related to ICAP.**



## Marketing & Communication

- Marketing and communication, include costs that are associated with promoting ICAP to recruit and inform target populations of the program offering.
- Costs associated with outreach to participants and their support systems are included in this budget category.



## Other Direct Costs

- Other Direct Costs includes cost that are directly related to services being provided to participants of ICAP that were not covered under the other ICAP categories.
- More Details on next slide.

# ICAP Budget Categories

# Budget Categories Continued

## **Other Direct Costs (to the student services provided)**

Other Direct Costs includes cost that are directly related to services being provided to participants of ICAP that were not covered under the other ICAP categories. Facility or space rental costs may be included, but the grantee must calculate the percentage of total costs to only include costs associated to ICAP programming to participants. Speakers and presenter costs may be included. However, any events that are including other program participants, the grantee must calculate the percentage of costs directly attributing to ICAP. Software platforms purchased to provide services to participants (mentoring, career exploration, advising, etc.) may be eligible for reimbursement. However, if the software is being used outside of ICAP, the expenditure will need to be calculated to reflect the percentage that is attributed to the program usage.

## **Indirect Costs**

Change for this grant round, the indirect cost are being limited to 8% of the TOTAL personnel costs (salary and fringe).

# Match Requirement!

Grantees are required to provide a **dollar-for-dollar match on the ICAP Grant reimbursement**. The match requirement may be satisfied by in-kind or cash contributions. Proof of the match will be required with each reimbursement request.

The match contribution is based upon a grant contract period, which may be a multiple-year contract. Each grant reimbursement request must be accompanied by validation of match contributions, general ledger or similar documentation, that is equal to or greater than the requested amount. If a grantee provides match validation that exceeds the reimbursement request amount, the match contribution may carry-forward as validation for the next reimbursement request. Match validation applies to contributions that are monetary and in-kind. Grantees must maintain detailed records of all match contributions which will be requested during Grant Financial Reconciliation.

Match contributions may but are not required to align with grant budget categories or expenditure types. A grantee may apply a match contribution to expenditures that are ineligible for grant funds as long as the match supports the program funded by grant.

# ICAP Ineligible Expenses for Reimbursement

Ineligible expenditures contain items that are not eligible for reimbursement through the ICAP Grant. These expenditures may be eligible to count toward the required dollar for dollar match. Ineligible expenditures include but are not limited to:

*\* **Taxes:** The employee contribution percentage of payroll taxes should already be accounted for under gross salary which is reimbursable. The employer contribution percentage of payroll taxes can be reimbursable, if you show proof of payment during the reimbursement process.*

Ineligible Expenditures	
Tuition/Fees	for postsecondary coursework, as a student
Books and Materials	for postsecondary coursework, as a student (includes bookstore vouchers)
Scholarships and Grants	to attend postsecondary education, as a student
Stipends	to program participants
Financial Incentives	for participation in the ICAP program include but are not limited to gift cards, bookstore vouchers, swag for completing a program, and stipends to participants.
Housing Costs	Housing costs include rent, mortgage, utilities, or internet. These costs are not reimbursable through the ICAP Grant.
*Taxes	with exception of sales tax on goods, services, <u>and payroll taxes</u> , no other taxes are eligible for reimbursement through the ICAP Grant.
Out of State Transportation and Travel Expenses	Minnesota will be considered the home state for determining whether travel is out of state
Miscellaneous Items	Lobbyists, political contributions, bad debts, late payment fees, finance charges, contingency funds, parking violations, traffic violations, fundraising, equipment purchases, and capital expenditures are not reimbursable through the ICAP Grant.





## Minimum Requirements

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 management system at <https://gwi-ohe.intelligrants.com/>.

- Proposal cover sheet
- Proposal narrative
- Program budget
- Program budget narrative
- Two letters of support
- Position descriptions of personnel to fund through ICAP (if applicable)
- Financial and grantee capacity review (if applicable)

## Competitive Priorities

OHE prioritizes awards to applicants who demonstrate their ability to provide multiple eligible services.

To the extent possible, OHE balances awards among applicants serving eligible participants from communities located outside and within the metropolitan area. To achieve equal allocation, applicants who service eligible participants outside the metropolitan area may be awarded an additional five points on their proposal evaluation score. Metropolitan area is defined in Minnesota Statutes 473.121, subdivision 2 (<https://www.revisor.mn.gov/statutes/cite/473.121>).

# Proposal Content

## Selection Process

The review committee will submit their evaluations of proposals to OHE for review and final award decisions. OHE determines awards through the following steps:

*Note: After OHE publicly announces grantees, all applicants will receive copies of their evaluation records. OHE will review all committee recommendations and is responsible for award decisions. The award decisions of OHE are final and not subject to appeal. OHE retains the right to offer partial or reduced awards based on an assessment of the overall grantee pool and funding availability. The Request for Proposal does not obligate OHE to award a grant. OHE reserves the right to cancel this Request for Proposal, if in the best interest of the program, agency, and/or State of Minnesota.*

Steps	Description
Step 1	Proposals are organized based upon competitive priorities. Awards are granted to applicants who demonstrate their ability to provide multiple eligible services.
Step 2	Proposals are organized based upon proposal evaluations (100-point scale). Awards are granted to applicants with the highest proposal evaluations.
Step 3	Proposals are organized based upon competitive priorities. To the extent possible, OHE balances awards among applicants serving eligible participants from communities located outside and within the metropolitan area.
Step 4	Proposals are again organized based upon proposal evaluations. All available funds are awarded during this step. Remaining applicants will not be granted awards.



## Selection Criteria & Weight

During the request for proposal process, an applicant will address all of the following criteria based upon their program. 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 Program **(25 Points)**
2. Quality of Program Design **(25 Points)**
3. Commitment to Equitable Services and Outcomes **(15 Points)**
4. Quality of Program Evaluation **(15 Points)**
5. Quality of Budget **(10 Points)**
6. Quality of Personnel, Resources, and Management **(10 Points)**

## Financial & Applicant Capacity Review

Only applicable to business entities, nonprofit organizations, and political subdivisions. Tribal Nations, University of Minnesota and Minnesota State Colleges and Universities are not subject to the financial and applicant capacity review.

In alignment with Minnesota Statute §16B.981, Minnesota Session Laws Chapter 62, Article 7, Section 11, Subdivisions 2-5 (<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/62/>) and OHE policies require applicable applicants to undergo a risk assessment prior to grant award to determine whether a risk mitigation plan and/or enhanced oversight is required to responsibly award the grant.

Make sure to review the RFP detail for more information if you are required to provide additional information. This step is also built into the Grant Management System.

# Intervention College Attendance Program

## Grants Management System Demonstration



# Grants Management System Demonstration

## Proposal Forms

**Due to processing time, applicants MUST request access to the portal by Tuesday, April 1, 2025.**

**Grants Management System (portal):** <https://gwi-ohe.intelligrants.com/>

**Proposal Information:** Applicants must provide general information about their origination and Intervention for college attendance program. This will be captured in the **Proposal Cover Sheet** form within the portal.

**Proposal Narrative:** Applicants must detail their ICAP. The **Proposal Narrative**, completed in the portal, is the primary form utilized by the review committee for evaluating the proposal.

**Proposed Budget:** Applicant will enter the total amount of ICAP funds (not to exceed \$120,000) in which they are applying. The applicant will also need to identify, upfront, how they plan to meet the **required** match contribution.

**Financial & Applicant Capacity Review:** If applicable to the applicant's organization type, through the portal, the applicant must describe and acknowledge components of their organization, list other grant funds, and/or provide financial documentation.



# Grants Management System Demonstration

## Budget Forms

Applicants must provide a detailed breakdown of their anticipated budget for ICAP. This includes both, reimbursable expenditures and match expenditures. The form titles listed in the portal are **Personnel, Personnel Travel, Participant Costs, Consumable Supplies and Materials, Marketing and Communication, and Other Direct Costs.**

**Budget Summary:** Once the anticipated expenditures are broken down by category, the applicant will be able to see both the total ICAP expenditures and match expenditures on the **Budget Summary** form. The totals on this form **MUST** match what was entered on the **Proposed Budget** form under **Proposal**.

# Grants Management System Demonstration

## Attachments & Submission

### Attachments

- **Letters of Support:** An applicant must submit a letter from **two separate supportive or partnering entities**, outside of the applicant's organization.
  - Letters are uploaded through the portal.
  - **Two letters are required**
  - An applicant may elect to submit additional letters from other entities. The letters provided should support why there is a need for the proposed program, confirmation of the applicant's dedication and commitment to the project, and how the project will provide equitable services and outcomes provided to participants.
- **Resumes:** If funding from this grant will support a staff position related to the program, **the applicant must submit a copy of the staff's resume.**
  - Resumes are uploaded (Word or PDF format) online through the portal.
  - If the staff position is currently vacant, the applicant may submit a copy of the job posting or position description (PD). Upon filling the position, whether during the application process or after notice of award, 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 program, 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.

# Grants Management System Demonstration

## Attachments & Submission

### Submission Signatures

- **Match Requirement Authorization:** As the authorized grantee representative for the ICAP grant, I understand that we must provide a dollar-for-dollar match on funds being requested for reimbursement. An I agree to provide match funds that are a minimum of the required grant match listed above.
- **Grantee Authorized Official Signature:** To the best of my knowledge and belief, all data in this proposal are true and correct. The document has been duly authorized by the governing body of the applicant.

# Intervention College Attendance Program

## Grantee Planning



## Timeline

- Request for Proposal posted on the OHE website: March 4, 2025
- Request for Proposal workshop (2:30 p.m. to 4:00 p.m. central time): March 6, 2025
- Technical questions due no later than 4:00 p.m. central time: March 24, 2025
- **Proposals due no later than 12:00 p.m. (noon) central time: April 7, 2025**
- Committee begins review of proposals: April 14, 2025
- Committee recommendations submitted to OHE for review: May 2, 2025
- Applicants notified of award decisions: May 16, 2025
- Grantees publicly announced: May 30, 2025
- **Mandatory grantee orientation (2:30 p.m. to 4:00 p.m. central time): May 28, 2025**



## Mandatory Orientation

Following award notification, OHE hosts a virtual mandatory orientation for all grantees on Mandatory grantee orientation **(2:30 p.m. to 4:00 p.m. central time): May 28, 2025**. Supportive or partnering entities involved in the success of the program 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 in the grant's portal, <https://gwi-ohe.intelligrants.com/>, following award notification and prior to executing a grant contract with OHE. The Work Plan includes detailed information about the program 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 program but must consult with OHE prior to making changes to the Work Plan.

## Budget

A grantee must complete and submit a Budget in the grant's portal, <https://gwi-ohe.intelligrants.com/>, following the award notification and prior to executing a grant contract with OHE. The Budget includes detailed information about personnel costs, participant costs, consumable supplies and instruction materials, marking and communications, and other services and direct costs. Once the Budget is approved, the grantee has the ability to make changes within the scope of the program but must consult with OHE prior to making changes to the Budget.

## Expenditures

The OHE program administrator is allowed to request additional documentation for any expenditure being submitted for reimbursement through ICAP. The submission will be made in the in the grant's portal, <https://gwi-ohe.intelligrants.com/>. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

## Match Contribution

Grantees are required to provide a **dollar-for-dollar match on the ICAP Grant reimbursement**. The match requirement may be satisfied by in-kind or cash contributions. Proof of the match will be required with each reimbursement request.

The match contribution is based upon a grant contract period, which may be a multiple-year contract. Each grant reimbursement request must be accompanied by validation of match contributions, general ledger or similar documentation, that is equal to or greater than the requested amount. If a grantee provides match validation that exceeds the reimbursement request amount, the match contribution may carry-forward as validation for the next reimbursement request. Match validation applies to contributions that are monetary and in-kind. Grantees must maintain detailed records of all match contributions which will be requested during Grant Financial Reconciliation.

Match contributions may but are not required to align with grant budget categories or expenditure types. A grantee may apply a match contribution to expenditures that are ineligible for grant funds as long as the match supports the program funded by grant.



## 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 Intervention for College Attendance Program: Formerly Incarcerated Students. 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.

## Accountability & Reporting

Grantees must adhere to all accountability and reporting requirements. Grant reimbursement and future grant eligibility is contingent upon fulfillment of requirements.

### Grant Financial Reconciliation

All grantees are required to undergo Financial Reconciliation for expenditures at least once during the grant period before final payment is made. Financial Reconciliation may be conducted on a more frequent basis. The process involves reconciling a grantee's reimbursement request for a given period with supporting documentation for that request, such as purchase orders, receipts and payroll records.

### Grant Payments

Per **Office of Grants Management Policy 08-08, OHE will process payment requests through a method of reimbursement.** Grantees must provide a general ledger report or other similar documentation that reflects expenses included in the reimbursement request. OHE will review each reimbursement request along with supporting documentation against the approved work plan, budget, expenditures to-date, and latest grant progress report prior to approving reimbursement. Grant payments shall not be made on grants with past due reports unless OHE has given the grantee a written extension.

# Grantee Planning

## Grant Payments Continued

OHE will reimburse grantees only for eligible expenditures. Grantees must submit reimbursement requests through the grants management system at <https://gwi-ohe.intelligrants.com/>. Grantees must submit reimbursement requests indicated in the timeline.

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.

Year 1 of Program Period (FY2026)	
Interim Reimbursement	<b>November 30, 2025</b>
Final Reimbursement	<b>June 30, 2026</b>
Year 2 of Program Period (FY2027)	
Interim Reimbursement	<b>February 28, 2027</b>
Final Reimbursement	<b>August 31, 2027</b>

# Grantee Planning

## Grant Reporting

All grantees are required to submit four progress reports to OHE. OHE will inform grantees of the report content and format. Grantees must submit reports through the grants management system at <https://gwi-ohe.intelligrants.com/>. Grantees must submit reports indicated in the timeline.

## Grantee Performance Evaluation

Prior to the closeout of the grant, OHE will evaluate the performance of all grantees.

Year 1 of Program Period (FY2026)	
Interim Reimbursement	<b>November 30, 2025</b>
Final Reimbursement	<b>June 30, 2026</b>
Year 2 of Program Period (FY2027)	
Interim Reimbursement	<b>February 28, 2027</b>
Final Reimbursement	<b>August 31, 2027</b>

## Grant Monitoring

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

- One monitoring visit during the grant period on all state grants of over \$50,000
- Annual monitoring visits during the grant period on all grants of over \$250,000
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants. 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.



# Thank You!

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