



Intervention for College Attendance Program

Fiscal Year 2026 Request for Proposal

Minnesota Statutes 136A.861

Important Dates

Proposal Available: March 4, 2025

Technical Question Deadline: March 24, 2025

Proposal Submission Deadline: **April 7, 2025, at 12:00 p.m. Central Time**

Award Notice to Applicants: May 16, 2025

Project Period: July 30, 2025 through August 31, 2027

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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.

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Grant Overview

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. Eligible services include but are not limited to:

- Academic counseling
- Mentoring
- Fostering and improving parental involvement in planning for and facilitating a college education
- English as a second language services
- Academic enrichment activities
- Tutoring
- Career awareness and exploration
- Orientation to college life
- Assistance with high school course selection and information about college admission requirements
- Financial aid and literacy education/counseling

Cannabis employers engaged with Minnesota Dual-Training Pipeline are not required to apply for the DTG LC program. The grant is one resource for financially supporting related instruction of dual-training programs. In addition, cannabis employers applying for the DTG LC program are allowed to include registered apprenticeship, but they are not required to have or pursue registered apprenticeship. The grant utilizes techniques of the apprenticeship-model and promotes flexibility in the design of training.

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.

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.

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)

Commitment to Diversity and Inclusion

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) 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 historically underserved student populations. OHE is committed to promoting and supporting postsecondary attendance and retention programs that provide historically underserved students with the resources, skills, and guidance to enter and succeed in postsecondary education. This commitment is demonstrated through a criterion in the proposal evaluation process.

Grant outcomes will include:

- Number of students served
- Description of program activities
- Description of program goals
- Summary of program outcomes
- List of program revenue sources and funding levels

Eligibility

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

The following entities may be eligible to apply if they fit within the organization types listed above:

- 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

IMPORTANT! Upon award, grantees are required to match the grant amount dollar-for-dollar. The match may be cash or in-kind contributions.

Eligible Services

ICAP Grants shall be awarded to foster postsecondary attendance and retention by providing outreach services to historically underserved students in grades six through 12 and historically underrepresented college students. The following are eligible services established in statute [136A.861](#). Grants must be awarded to programs that provide precollege services, including, but not limited to:

- Academic counseling
- Mentoring
- Fostering and improving parental involvement in planning for and facilitating a college education
- English as a second language services
- Academic enrichment activities
- Tutoring
- Career awareness and exploration
- Orientation to college life
- Assistance with high school course selection and information about college admission requirements
- 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.

Eligible ICAP 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 Expenditures

Expenses that directly relate to [eligible services](#) within the following budget categories are eligible or reimbursement:

- Personnel Costs (salary and fringe)
- Personnel Travel (must be within the state of Minnesota)
- Participant Costs
- Consumable Supplies and Instructional Materials
- Marketing and Communication
- Other Direct Costs
- Indirect Costs (limited to 8% of personnel costs)

See the [Grant Provisions](#) section for more details.

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>).

Collaboration

Applicants and supporting or partnering organizations may collaborate on the content of proposals. Applicants must write and submit proposals.

Selection Criteria and 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):

- a. Documents need for eligible participants and provides services to meet the needs of eligible participants
- b. Identifies how program fits into larger framework/mission of the organization or institution
- c. Fills a gap in services for target population and/or geographic area
- d. Addresses the specific program focus within the broader goal of promoting postsecondary attendance, retention, and success
- e. Is scalable, flexible, and makes an impact on the community
- f. If applicable, the extent to which the existing program has been successful

2. Quality of Program Design (25 Points):

- a. Goals, objectives, activities, and outcomes to be achieved are clearly specified and measurable
- b. Recruitment plan ensures participation by eligible participants
- c. Program compliments and coordinates with other appropriate organizational, community, and/or educational resources, agencies, and organizations serving the target population

3. Commitment to Equitable Services and Outcomes (15 Points):

- a. Utilizes asset-based framework to capitalize on eligible participant's strengths and support their achievements
- b. Uses translation and/or interpreter services when communicating with eligible participants, if appropriate
- c. Incorporates culturally-specific pedagogies and activities into learning so that students can see themselves reflected in the content, if appropriate
- d. Staff, tutors, volunteers, etc. have characteristics, backgrounds, and/or experiences that are similar to participants.
- e. Services provided demonstrate strategies with proven positive outcomes for participants.

4. Quality of Program Evaluation (15 Points):

- a. Is objective and adequately measures achievement of goals and effectiveness of activities
- b. Assesses the participant outcomes like changes in knowledge, performance, and practices
- c. Assesses the program's impact on student success in postsecondary education

5. Quality of Budget (10 Points):

- a. Extent to which the budget is cost effective, appropriate, and reflective of program requirements, program objectives and outcomes, and number of eligible participants to be served
- b. Required matching support is documented and additional resource support is provided, as needed

6. Quality of Personnel, Resources, and Management (10 Points):

- a. Qualifications, training, and experience of key personnel are appropriate for their assignments
- b. Resources are adequate to meet program's goals and objectives
- c. Adequacy of the management plan to achieve the proposed program on time and within budget
- d. Program timeline and milestones for accomplishing tasks are clearly defined
- e. Applicant provided a letter of commitment from two external partners – minimum
- f. Applicant provided a letter of commitment from two external partners that demonstrates connection to and collaboration with community resources – higher score

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:

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.

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.

Required Financial and 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.

Business entities will complete the following review components:

1. Capacity Response
2. Certification of No Felony Financial Crime
3. Certifications of Good Standing with Secretary of State
4. Business Entity Financial Documents

Nonprofit organizations will complete the following review components:

1. Capacity Response
2. Certification of No Felony Financial Crime
3. Certifications of Good Standing with Secretary of State
4. Nonprofit Organization Financial Documents

Political subdivisions will complete the following review components:

1. Capacity Response
2. Certification of No Felony Financial Crime

Applicants who are required to submit financial documents as part of the review process, must adhere to the following based upon requested grant amount:

- Grant Request Amount: Less than \$50,000
 - Financial documents representing most recently completed year (1 year total)
- Grant Requested Amount: \$50,000 or higher
 - Financial documents representing most recently completed three years (3 years total)

Addressing Substantial Risks

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 2-5 (<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/62/>), if the risk assessment identifies substantial financial, organizational, capacity, and/or management risks, OHE may:

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

OHE has the authority to not award a competitive grant source. OHE must notify the applicant and provide reasons for not awarding the grant. The applicant may contest the decision to not award within 15 business days. OHE must consider any additional information the applicant provides with an additional 15 business days. As a final decision, OHE may affirm, reverse, or modify the initial decision to not award a grant. If OHE's final decision is not to award the grant, OHE must notify the applicant and the Commissioner of Administration. The applicant may contest OHE's final decision within 30 business days of the agency's notifications about the decision.

Proposal Content

The Intervention for College Attendance Request for Proposal is available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=911>.

All proposal content is submitted through a secure online grants management system at <https://gwi-ohe.intelligrants.com/>. The grants management system requires user registration. OHE reviews and approves each user registration within three business days. User registrations submitted after **March 24, 2025** may not be reviewed and approved prior to the proposal deadline.

Applicants must submit all proposal content by **12:00 p.m. Central Time, on April 07, 2025** for OHE to consider the proposal as complete.

Proposal Cover Sheet

The proposal cover sheet provides a snapshot of the program being proposed. To complete the Proposal Cover Sheet, applicants must provide general information about their organization.

Cover Sheet Contents	Subcategory (if applicable)
Applicant authorized official (administers proposal process)	<ul style="list-style-type: none"> • Name (first, last) • Title • Email address • Phone number

Cover Sheet Contents	Subcategory (if applicable)
Program Title	
Applicant Organization	<ul style="list-style-type: none"> • Name • Address (street, city, state, zip) • Type (public or private postsecondary institutions, professional organization, or community- based organization) • Rural or metro based (applicant or participants)
Target population	
Anticipated number of participants	
Program funding	<ul style="list-style-type: none"> • Requested grant amount • Required grant match • Other funding • Total program cost
Grantee authorized official (administers program upon award)	<ul style="list-style-type: none"> • Name (first, last) • Title • Email address • Phone number • Address (street, city, state, zip)
Grantee authorized signatory (signs grant contract upon award)	<ul style="list-style-type: none"> • Name (first, last) • Title • Email address • Phone number • Address (street, city, state, zip)

Proposal Narrative

The proposal narrative conveys details and justification for why this program is being proposed and what the needs are for the program. To complete the Proposal Narrative, applicants must upload a written document (Word or PDF format) into 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 Program (25 Points)
- Quality of Program Design (25 Points)
- Commitment to Equitable Services and Outcomes (15 Points)
- Quality of Program Evaluation (15 Points)
- Quality of Budget (10 Points)
- Quality of Personnel, Resources, and Management (10 Points)

Program Budget and Match Requirement

The program budget provides an overview for specific expenses to be reimbursed throughout the project period. The program budget also captures the dollar-for-dollar match requirement. A program budget is required to be submitted with the proposal. Please refer to the [Eligible Expenses](#) section later in this Request for Proposal to prepare the Program Budget. The program budget is fillable online through the [Grants Portal](#).

Program Budget

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

Budget Category	Budget Subcategory
Personnel Costs	<ul style="list-style-type: none">• Salaries for grantee personnel• Fringe Benefits
Personnel Travel Costs	<ul style="list-style-type: none">• Grantee authorized official• Other staff
Participant Costs	<ul style="list-style-type: none">• Fees• Materials• Travel• Other
Consumable supplies and instructional materials	
Marketing and communication	
Other services and direct costs	
Indirect costs (maximum of 8% of Personnel Costs)	

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

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. Please refer to the “Match Requirement” section under the [Accountability and Reporting](#) section.

Letters of Support

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

An applicant must submit a letter from two separate supportive or partnering entities, outside of the applicant’s organization.

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

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 program, the applicant must submit a copy of the staff's resume. If the staff position is currently vacant, the applicant may submit a copy of the job posting or job description. 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.

Financial and Applicant Capacity Review

The financial and applicant capacity review provides the state grant administering agency confirmation that the applicant has the capacity to meet the requirements of the grant funds, if awarded. Financial and grantee capacity review forms are completed 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
- Nonprofit organization financial documents
- Business entity certification disclosure and financial documents

Only applicable to business entities, nonprofit organizations, and political subdivisions.

To complete the Financial and Applicant Capacity Review form, applicants must describe and acknowledge components of their organization, list other grant funds, and/or provide financial documentation.

The Financial and Applicant Capacity Review form includes the following fields of which some may pre-populate based upon previous forms in the proposal process:

Applicant Capacity Review

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.
- Has the applicant been awarded or have an active grant from the Minnesota Office of Higher Education in the past 5 years? If yes, list each grant program and fiscal year it was granted in.
- Has the applicant been awarded or have an active grant from another State of Minnesota Agency in the past 5 years? If yes, list each grant program and fiscal year it was granted in.
- If applicant has a substantial number of awarded or active grants from the Minnesota Office of Higher Education and/or State of Minnesota, please upload a document listing (1) Grant Program and (2) Fiscal Year.

Certification of No Felony Financial Crime

- Certify that no current principals have been convicted of a felony financial crime in the last ten years. 16B.981 Subd. 2 (6) requires that no current principals of a grantee have been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used. By signing below, I warrant that no current principal of my organization has been convicted of a felony financial crime in the last 10 years. I certify that this information is true, correct, and reliable. The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me/my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law. *The response must be completed by business entities, nonprofit organizations, and political subdivisions.

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 Office. Potential grantee must certify that the organization has a status of "In Good Standing" with the Secretary of State as required by 16B.981 Subd. 2 (3) and as part of the response to this Grant Request for Proposal. *The response must be completed by business entities and nonprofit organizations.

Financial Review

OHE requires applicants that are business entities and nonprofit organizations to submit financial information as part of the grant proposal process. OHE audit staff will review the applicant's financial documents and perform a risk assessment to ensure the organization is financially stable. The types of financial documents and certifications required by applicants vary by type and size of organizations, as described in the sections below.

Nonprofit Organization Financial Documents

Nonprofit organizations requesting less than \$50,000 in total grant amount will submit the following documents for the **most recently completed year**. Nonprofit organizations requesting \$50,000 or higher in total grant amount will submit the following documents for the **most recently completed three years**:

- IRS Form(s) 990 or Form(s) 990-EZ
- Audited financial statement of a charitable organization which has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per Minnesota Statutes 309.53 (<https://www.revisor.mn.gov/statutes/cite/309.53>)
- If the nonprofit organization is not required to file Form 990 or Form 990-EZ or has not been in existence long enough to have a completed IRS Form 990, Form 990-EZ, or audit, the organization will be required to submit their board-reviewed financial statements, proof of tax-exempt status, and documentation of internal controls.

Business Entity Financial Documents

Business entity requesting less than \$50,000 in total grant amount will submit the following documents for the **most recently completed year**. Business entity requesting \$50,000 or higher in total grant amount will submit the following documents for the **most recently completed three years**:

- Federal and state tax returns
- Financial statements
- If the business entity has not been in business long enough to have filed a tax return, the business will be required to submit documentation of their internal controls and their current financial statements.

A business entity will also certify that the business is not under bankruptcy proceedings and disclosure any liens on assets.

Proposal Submission

OHE must receive all proposal content no later than 12 p.m. (noon) central time, on **April 07, 2025**. Utilize the Grants Portal for processing all proposal content: <https://gwi-ohe.intelligrants.com/>.

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

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.

- 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**

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 program expenses which will be reimbursable through the grant.**

Conflicts of Interest

- 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/>). All applicants are required to complete a conflict-of-interest form through the grants portal, <https://gwi-ohe.intelligrants.com/>.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to 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

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

Minnesota Statutes 136A.861 Intervention for College Attendance Program Grants:

<https://www.revisor.mn.gov/statutes/cite/136A.861>

2023 Minnesota Session Laws, Appropriations, Section 2, Subdivision 9:

<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/41/>

Office of Grants Management – Grant contract agreement templates are available for review online at

<https://mn.gov/admin/government/grants/policies-statutes-forms/>.

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, marketing 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.

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

Budget Category	Budget Subcategory
Personnel Costs	Salaries for grantee personnel Fringe Benefits
Personnel Travel Costs	Grantee authorized official Other staff
Participant Costs	Fees Materials Travel Other
Consumable supplies and instructional materials	
Marketing and communication	
Other services and direct costs	
Indirect costs (maximum of 8% of personnel salary)	

Personnel Costs-Salary

Reimbursable salary costs are for staff who have dedicated ICAP responsibilities written into their position description. If a staff member has other duties outside of the program, then the expense must be prorated based on the percentage in which the staff duties are directly related to program. Stipends are allowable to personnel providing an eligible service to students. Stipends to personnel should be included under this budget category. Requests for reimbursement must align with the budget approved by the OHE Authorized Official.

Personnel Costs-Fringe

Fringe benefits up to the salary percentage on the approved budget is reimbursable under personnel costs. Fringe benefits are a form of pay in addition to the employees' salary. Fringe benefits may include items, such as; health insurance, dental insurance, short- and long-term disability, life insurance, cafeteria plan, and dependent care assistance.

Note: The employee contribution percentage of payroll taxes should already be accounted for under gross salary.

The employer contribution percentage of payroll taxes can be reimbursable, if you show proof of payment during the reimbursement process.

Personnel Travel

Personnel travel is reimbursable, within Minnesota for ICAP related duties. Travel outside of Minnesota is not reimbursable. Personnel travel 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. Chaperones, staff, and volunteers are **NOT** eligible for reimbursement under the participant cost budget category. 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. Books and materials for postsecondary coursework is **NOT** eligible for reimbursement. Other costs may be included, if they are clearly stated and approved in the budget narrative.

Consumable Supplies and 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 and Communication

Marketing and communication, include costs that are associated with promoting ICAP to recruit and inform target populations of the program offering. Marketing and communication may also include costs associated with outreach to participants and their support systems.

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.

Ineligible Expenditures

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:

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.

* **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.*

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.

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 and Reporting

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

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.

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, below.

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

Reimbursement requests must include the following information and supporting documentation (to be uploaded into the grants management system):

- Accounting transaction report for program specific expenditures (ledger or similar documentation)
 - The report **MUST** include reimbursement AND
 - Match expenditures that occurred during the payment period
- Proof of payment documentation, such as paystubs and receipts
- In addition: You must submit supporting documentation that shows the source of the match contribution.
 - Cash contribution: Contract from

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.

Match Contribution

The grantee is required to provide a dollar-for-dollar match contribution of cash or in-kind.

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.

Grantee Bidding Requirements

Nongovernmental organizations and for-profit businesses must meet the following grantee bidding requirements for any grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor

Nongovernmental organizations and for-profit businesses must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List:
 - <https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>
- Metropolitan Council's Targeted Vendor List – Minnesota Unified Certification Program:
 - <https://mnucp.metc.state.mn.us/>
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul:
 - <https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/central-cert-certification-program>

Postsecondary institutions 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.

All 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/>.

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 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, below.

Reports	Year 1 of Program Period (FY2026)	Year 2 of Program Period (FY2027)
Interim Progress Report	November 30, 2025	February 28, 2027
Final Progress Report	June 30, 2026	August 31, 2027

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.

Grantee Performance Evaluation

Prior to the closeout of the grant, OHE will evaluate the performance of all grantees. OHE includes the following information in the evaluation process:

- Grantee name, grant amount, start and end dates of the grant period award, and amount of grant paid to grantee
- Grant description, purpose, and proposed grant outcomes
- Description of actual grant outcome
- Compliance with reporting requirements
- Grant monitoring visits and financial reconciliation results, if applicable
- If applicable:
 - Additional conditions placed on the grant as part of the pre-award risk assessment process
 - If there were any fraud, waste, or abuse concerns
 - If the grant was terminated for cause
- Significant changes that arose during the grant award period
- Status of any financial/audit concerns involving the grantee

Evaluations of grantee performance for grant contract agreements over \$25,000 must be provided by OHE to the Minnesota Department of Administration. In addition, OHE will share grantee performance evaluations with other state agencies upon request. Evaluations are considered public per Minnesota Statute 13.599 Grants (https://www.revisor.mn.gov/statutes/2023/cite/13.599?keyword_type=all&keyword=13.599).

OHE considers past grantee performance before awarding subsequent grants to grantees.

Audits

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.

Non-Transferability

Grant funds are not transferrable to any other entity. Grantees that become aware of any mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to OHE as soon as they become aware.

Affirmative Action and Non-Discrimination

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.

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/>).

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

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

Grace Ferdinandt
State Program Administrator
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350 Saint Paul, MN 55108
Email: grace.ferdinandt@state.mn.us
Phone: (651) 259-3926

Proposal Documents Available Online

General information about the Intervention for College Attendance Program and the proposal process is available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=911>.

All proposal procedures and documents are available online through the grants management system at <https://gwi-ohe.intelligrants.com/>.