



## Minnesota Office of Higher Education

### Concurrent Enrollment Grant Program: Dual Enrollment Listening Sessions Supplemental Grant

#### Grant Overview

The Minnesota Office of Higher Education (OHE) is seeking eligible postsecondary institutions to host and facilitate community listening sessions with dual enrollment stakeholders. These sessions should be designed to garner feedback on the potential impacts of an alternative dual enrollment funding structure that focuses on equity in Minnesota. Listening sessions shall have a specific focus on historically marginalized learners to understand their perspectives on Minnesota's dual enrollment programs and solicit ideas for ways in which the programs could be improved and begin to close equity gaps. Each grantee will develop partnerships – or draw on already established relationships- with community organizations or other stakeholders, including high school students and parents/guardians, who can create spaces for authentic feedback from and dialogue with communities across Minnesota about the state's dual enrollment programs. This grant serves the state in learning more about student barriers to accessing dual enrollment, but also provides a significant new opportunity for colleges to develop their own partnerships with underserved communities in their region.

**\$65,000.00 is available to allocate to colleges and universities who can coordinate 1-3 community listening sessions by 09/30/2022, with a report of events and findings due by 10/15/2022. The maximum request per applicant is \$10,000.**

Eligible uses for the funds may include, but are not limited to: participant incentives, facilitator fees, planning/coordination, space rental, translation services, transcription services, and refreshments.

#### Background

OHE, in partnership with the Minnesota Department of Education, Minnesota State Colleges and Universities System, the University of Minnesota System, with the collaboration of the P-20 Education Partnership, and College in High School Alliance (CHSA), will examine Minnesota's dual enrollment funding system and recommend consensus-based reforms that will improve opportunities for students to access these important programs.

The overall goal of the listening sessions is to gain a firm understanding of the diverse perspectives of communities most impacted by dual enrollment opportunities: practitioners, parents, students, and community members who choose to interact with - or choose not to interact with – dual enrollment opportunities in Minnesota.

OHE will provide funding to postsecondary institutions so that they may conduct listening sessions with students, parents, and community members. The grantees will report the outcomes to CHSA so that they may be collected, organized, and presented to the P-20 Education Partnership for future policy implementation.



Colleges and Universities may use the listening sessions to collect secondary information and feedback, or serve an aim outside of this grant such as developing new relationships with student and parent communities in their region, as long as the audiences are identified based on the requirements of this program and the grantee includes a set of required questions during the listening session.

### **Funding Availability**

- Funding has been made available for this initiative under 2021 Minnesota Session Laws, 1<sup>st</sup> Special Session, Ch.2 Article 2, Sec. 35
- A total of \$65,000.00 is available to conduct dual enrollment listening sessions with communities that are, or have been, traditionally marginalized.
- Applicants may request up to \$10,000 per institution to conduct 1-3 listening sessions.
- OHE will award 6-9 institutions for a total of 6-21 individual listening sessions.

Funding will be allocated through a **consolidated** competitive process with review by a committee representing OHE and CHSA. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed.

### **Minimum Requirements and Eligibility:**

Applicants must meet the minimum requirements in order to be fully considered for this grant opportunity. Applicants must be:

- Postsecondary institutions eligible to offer PSEO by statute
- Located within the state of Minnesota

Additionally, applicants must be able to act swiftly upon contract execution in order to complete the project by 9/30/2022.

Applicants do not need to be NACEP accredited, nor do they need to have a robust dual credit program, as long as they have a vested interest in starting or expanding a dual enrollment portfolio.

### **Priorities**

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. [Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant will directly serve:

- The state of Minnesota
- Colleges and universities with dual enrollment programs
- High schools with dual enrollment programs
- Minnesota Department of Education

This grant will indirectly serve:

- Students of color and American Indian students
- Students who are non-native English speakers



- Students with disabilities
- Low-income students
- Students enrolled in Alternative Learning Centers

Grant outcomes will include:

- Completed listening sessions comprised of stakeholders within various diverse communities
- Compiled notes and feedback on the required questions for the listening sessions, as well as any other learnings attributed to the listening sessions.
- Potential policy recommendations for the FY23 Minnesota legislative session.

### **Collaboration**

Collaboration among postsecondary institutions, school districts, and community organizations is considered necessary in order to host listening sessions. If partnerships have not already been established, new partnership shall be created in order to implement the project.

### **Selection Criteria and Weight**

The review committee will be reviewing each applicant on a 100-point scale.

The scoring factors and weight that applications will be judged are based on the:

- Feasibility of Project Implementation (25pts)
- Quality of Project Plan (50pts)
- Collaboration (15 pts)
- Budget Efficiency (10 pts)

### **Financial Review Process**

All Non-Governmental Organizations (NGO's) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher.

In order to comply with [Policy 08-06](#), Financial Review of Nongovernmental Organizations, please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

### **Questions:**

- Questions may be submitted by phone or email to Lain DeSalvo, [lain.desalvo@state.mn.us](mailto:lain.desalvo@state.mn.us)
- All answers will be responded to within two business days via email and posted on the OHE website (TBD)
- Please submit questions no later than 4:30 p.m. Central Time, on 06/17/2022



**Application Content**

- Exhibit A: Cover Page
- Exhibit B: Project Description
  - Including but not limited to: Description of services, identified partners, approach to work, recruitment strategy, and/or meeting structure.
- Exhibit C: Budget and Budget Description
- \*If the grant applicant is a nongovernmental organizations, please submit the applicable financial statements as required in [Policy 08-06](#)

Please do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

**Application Submission:**

**All applications must be received no later than 4:30 p.m. Central Time, on June 16, 2022.**

Applications may be submitted electronically, in PDF or Word format, to [lain.desalvo@state.mn.us](mailto:lain.desalvo@state.mn.us).

Times New Roman or Calibri are allowable fonts, with size 11-12 font for the body of the application.

**Review Process and Timeline**

The review committee will evaluate all eligible and complete applications received by the deadline. OHE will review all committee recommendations and is responsible for award decisions.

RFP posted on the Office of Higher Education web site	June 7, 2022
Applications due no later than 4:30 pm central time	June 20, 2022
Selected grantees announced; grant agreement negotiations begin	July 1, 2022
Anticipated contract signing	July 8, 2022

Listening sessions may begin at contract signing, through September 30, 2022. It is anticipated that each grantee will host at least one listening session throughout the months of August and September.

**Conflicts of Interest**

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98 Subd. 2-3](#) and [08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department 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 [Minn. Stat. § 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 [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, when all grant contract agreements have been fully executed.
- All data created or maintained by [State agency] as part of the evaluation process (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, when all grant contract agreements have been fully executed.

## Grant Provisions

Grant contract agreement templates are available for review at: [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab](#)

Ineligible expenses include but are not limited to:

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

## Grant Payments

Per [Policy 08-08](#) reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless OHE has given the grantee a written extension.

## Grantee Bidding Requirements for Municipalities:

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#)
- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per [Minn. Stat. §§177.41](#) through [177.44](#) These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

## Audits



Per [Minn. Stat. §16B.98](#) Subdivision 8, 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 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 for all Grantees:**

- 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. [Minn. Stat. §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](#)
  
- 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 [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

**Contact Information: For more information about this RFP, contact:**

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
Saint Paul, MN 55108

Lain DeSalvo, [lain.desalvo@state.mn.us](mailto:lain.desalvo@state.mn.us).

**Attachments**

- Exhibit A Cover Page
- Exhibit B Application Template
- Exhibit C Budget and Budget Narrative Template



## **Exhibit A: Cover Page**

**Institution Name:**

**Address:**

**Project Director:**

**Email/Phone:**

**Project Title:**

**Total Request:**

**How many listening sessions are included in this proposal?**

**Collaborators:**

### **Authorized Representative**

**Name:**

**Title:**

**Email/Phone:**

**Signature:**

**Date:**



## **Exhibit B: Project Description and Workplan**

1. In no more than one page, describe your proposed project. You may want to include:
  - Number of listening sessions
  - Anticipated number of community members per listening session
  - Partners identified
  - Communities targeted
  - Description of services
  - Proposed meeting structure
  - Proposed location of listening sessions
  - Recruitment strategy
  - Description of other agenda items
  - Description of communication methods, including translation and transcription services





**Exhibit C: Budget and Budget Narrative Template**

Minnesota Office of Higher Education			
Institution Title:			
Project Manager:			
Contact:			
Salaries (name, title)	FTE / HRS	Requested	Other Funds (not required)
1.			
2.			
Fringe (name, title)	Percent	Requested	Other Funds (not required)
1.			
2.			
Marketing		Requested	Other Funds (not required)
1.			
2.			
3.			
Contracted Services		Requested	Other Funds (not required)
1.			
2.			
3.			
Meeting Space and Supplies		Requested	Other Funds (not required)
1.			
2.			
3.			
Participant Incentives		Requested	Other Funds (not required)
1.			
2.			
3.			
Other (list)		Requested	Other Funds (not required)
1.			
2.			
<b>Subtotal</b>			
<b>Indirect Cost (8%)</b>			
<b>Total (Subtotal + Indirect)</b>			



**Budget Narrative:**

Please give a brief explanation of the items listed in your budget and how they relate to the project. The budget should encompass all activities related to the grant, from project planning to reporting.