



Intervention for College Attendance Program: Formerly Incarcerated Students

Fiscal Year 2024 Request for Proposal

Minnesota Statutes 136A.861

Important Dates

Proposal Available: January 18, 2024

Technical Question Deadline: February 13, 2024

Proposal Submission Deadline: **February 23, 2024**

Award Notice to Applicants: **April 8, 2024**

Mandatory Grantee Orientation: April 18, 2024

Project Period: May 2024 – June 30, 2025

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About the Office of Higher Education

The Minnesota Office of Higher Education is a cabinet-level state agency providing students with financial aid programs and information to help them gain access to postsecondary education. The agency also serves as the state's clearinghouse for data, research and analysis on postsecondary enrollment, financial aid, finance and trends.

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

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Grant Overview

The Minnesota Office of Higher Education (OHE) is responsible for administering the Intervention for College Attendance Program: Formerly Incarcerated Students (ICAP FIS). The statute governing the grant program is located in Minnesota Statutes 136A.861 Intervention for College Attendance Program Grants (<https://www.revisor.mn.gov/statutes/cite/136A.861>) and correlates with 2023 Minnesota Session Laws, Chapter 10, Section 2, Subdivision 9.

ICAP FIS is a one-time funding source which fosters postsecondary attendance and retention by providing outreach services to students who have formerly been incarcerated. Grant funds are awarded to new and existing programs providing significant opportunities for formerly incarcerated students to have the available resources, skills, and guidance to enter and succeed in postsecondary education.

Funding Availability

Total appropriation for ICAP FIS during fiscal year 2024 is \$300,000. The appropriation includes a three percent allocation, \$9,000, for agency administrative costs. Therefore, the total amount for grant awards is \$291,000. The intention is to award as many grants as possible within the means of available funds. ICAP FIS is a one-time funding source, so future funding is unavailable.

Applicants are not limited by a maximum grant amount. However, applicants may receive partial grant awards based upon competitive priority parameters, budget efficiency, and/or availability of grant funds.

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

Minimum Requirements

Applicants must meet the minimum requirements in order to be fully considered for this grant opportunity. Applicants must submit the following items through the online Grants Portal ([Grants Portal \(state.mn.us\)](https://state.mn.us/grants)):

- Proposal cover sheet
- Proposal narrative
- Project budget
- Letter of support
- Resumes (if applicable)
- Financial and grantee capacity review

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 formerly incarcerated students. OHE is committed to promoting and supporting postsecondary attendance and retention projects that provide formerly incarcerated 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 formerly incarcerated 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
- 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

Eligible services include the following pre-postsecondary and postsecondary education services for eligible participants:

- Academic counseling
- Mentoring
- Navigator services
- Transitional planning for a college education
- English as a second language services
- Academic enrichment activities
- Tutoring
- Career awareness and exploration
- Orientation to college life
- Financial aid and literacy education/counseling

ICAP FIS programs must create opportunities for participants to identify and pursue areas of personal academic interest.

Increasing college access and the potential for success for formerly incarcerated students requires that participants be academically, socially, and psychologically prepared. College enrollment and success is dependent upon many factors of which academic preparation is one key component. Within any proposed approach, an applicant 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 Participant

Eligible participants are individuals who have formerly been incarcerated and are pursuing or participating in postsecondary education. Participants are not limited by the type or status of their incarceration release; therefore, a participant on work release would be considered formerly incarcerated for the purposes of this grant.

ICAP FIS may fund support services for eligible participants in preparation for and throughout their entire postsecondary education experience. Eligible participants may be new, returning to, or continuing their postsecondary education.

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

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 Project (25 Points):**
 - a. Documents need for eligible participants and provides services to meet the needs of eligible participants
 - b. Identifies how project 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 project 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 Project 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. Project 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. reflect the eligible participants that they serve
 - e. Services will assure success for eligible participants
4. Quality of Project 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 project'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 project requirements, project 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 project's goals and objectives
 - c. Adequacy of the management plan to achieve the proposed project on time and within budget
 - d. Project timeline and milestones for accomplishing tasks are clearly defined

Selection Process

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

Step 1: Proposals are organized based upon competitive priorities. Awards are granted to applicants who 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. All available funds are awarded during this step.

Step 3: Proposals are organized based upon competitive priorities. To the extent possible, OHE balances awards among applicants serving eligible participants from communities located outside and within the metropolitan area.

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

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

Required Financial and Grantee Capacity Review

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/>), OHE requires all applicants applying for grants in the state of Minnesota to undergo a pre-award risk assessment via financial and capacity reviews prior to a grant award.

In order to comply with this requirement, capacity and/or financial procedures will need to be addressed, statements certified, and documents uploaded in the Grants Portal (<https://www.ohe.state.mn.us/ssl/grantsportal/index.cfm>) by the proposal deadline of **February 23, 2024**.

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/>), establishes the authority for a granting agency to:

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

Capacity Review

Capacity review procedures apply to all eligible applicants. Below are descriptions of the procedures that will be completed in the Grants Portal:

Capacity response: Describe the applicant's history of performing the work that will be funded by this grant. This includes describing the applicant's current staffing, organization structure, and budget.

Certification of no felony financial crime: Certify that no current principals have been convicted of a felony financial crime in the last ten years.

Certification of good standing with Secretary of State: Certify that applicant has filed and is up-to-date with the Secretary of State. OHE will verify applicant's status with the Secretary of State's Office.

Financial Review

Financial review procedures apply to eligible applicants who are defined as nonprofit organizations and business entities. A nonprofit organization is a charitable organization that is formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. The organization meets the definitions in Chapter 317A, Minnesota Statutes §309.50 Subdivision 4 (<https://www.revisor.mn.gov/statutes/cite/309.50>) or meets the definitions defined in the Internal Revenue Service code, with the most common type being a 501 (c)(3). A business entity is an organization that is formed under Minnesota statutes (Chapters 300-323A) pertaining to corporations, cooperative associations, partnerships, limited partnerships, or limited liability companies and that has filed documents with the Secretary of State. Below are descriptions of the procedures that will be completed in the Grants Portal:

Nonprofit organization financial documents: Submit the following documents for the **last three years**:

- Form 990 or Form 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>)
- Board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of grant funds, if awarded, and evidence of exemption

Business entity certification disclosure and financial documents: Submit the following documents for the **last three years**:

- Federal and state tax returns
 - If not in business long enough to have a tax return, description of internal controls over business expenditures and outcomes of grant funds, if awarded
- Financial statements
- Certification that business is not under bankruptcy proceedings
- Disclosure of any liens on assets

Technical Assistance Questions

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

Each week, OHE will post responses to frequently asked technical questions online here: <https://www.ohe.state.mn.us/mPg.cfm?pageID=2608>. Technical questions must be submitted no later than 4:00 p.m. central time, on **February 13, 2024**.

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

Proposal Content

Applicants must submit all proposal content by the deadline date of **February 23, 2024**, through the online **Grants Portal** (<https://www.ohe.state.mn.us/ssl/grantsportal/index.cfm>) in order for OHE to consider the proposal as complete. OHE does not discriminate on the basis of preference in the admission or access to, or treatment or employment, in its programs or activities. OHE will provide applicants with proposal materials in an alternative format upon request.

Proposal Cover Sheet

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

- Applicant authorized official (administers proposal process)
 - Name (first, last)
 - Title
 - Email address
 - Phone number
- Project title
- Applicant organization
 - 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
- Project funding
 - Requested grant amount
 - Required grant match
 - Other funding
 - Total project cost
- Grantee authorized official (administers project upon award)
 - Name (first, last)
 - Title
 - Email address
 - Phone number
 - Address (street, city, state, zip)
- Grantee authorized signatory (signs grant contract upon award)
 - Name (first, last)
 - Title
 - Email address

- Phone number
- Address (street, city, state, zip)

Proposal Narrative

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

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

- Need and Significance of Project (25 Points)
- Quality of Project Design (25 Points)
- Commitment to Equitable Services and Outcomes (15 Points)
- Quality of Project Evaluation (15 Points)
- Quality of Budget (10 Points)
- Quality of Personnel, Resources, and Management (10 Points)

Project Budget

The project budget is fillable online through the Grants Portal.

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

- Personnel costs
 - Salaries for grantee personnel
 - Fringe benefits based on salaries paid
- Personnel travel costs
 - Grantee authorized official
 - Other staff
- Participant services costs
 - Fees
 - Materials
 - Travel
 - Other
- Consumable supplies and instructional materials
- Marketing and communication
- Other services and direct costs
- Indirect costs (maximum of 8% of direct costs)

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

Operational costs are limited to expenses necessary to effectively and efficiently administer the program. Grant funds may provide support for rent, supplies, curricula, evaluation, in-state travel, and related program expenses.

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

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

Letter of Support

A letter of support is uploaded (Word or PDF format) online through the Grants Portal.

An applicant must submit one letter from a supportive or partnering entity, outside of the applicant's organization.

An applicant may elect to submit additional letters from other entities.

Resumes

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

If funding from this grant will support a staff position related to the project, the applicant must submit a copy of the staff's resume. 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 project, but who will not be supported through funding from this grant. If this is the case, the applicant must ensure the resume documents are clearly labeled.

Financial and Grantee Capacity Review

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

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

- Capacity response
- Certification of no felony financial crime
- Certification of good standing with Secretary of State
- Nonprofit organization financial documents
- Business entity certification disclosure and financial documents

Proposal Submission

OHE must receive all proposal content no later than 11:59 p.m. central time, on February 23, 2024. Utilize the Grants Portal for processing all proposal content: <https://www.ohe.state.mn.us/ssl/grantsportal/index.cfm>.

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

Review Process and Timeline

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

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

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

Request for Proposal posted on the OHE website: January 18, 2024

Technical questions due no later than 4:00 p.m. central time: February 13, 2024

Proposals due no later than 11:59 p.m. central time: **February 23, 2024**

Committee begins review of proposals: March 5, 2024

Committee recommendations submitted to OHE for review: March 20, 2024

Applicants notified of award decisions: **April 8, 2024**

Grantees publicly announced: April 15, 2024

Mandatory grantee orientation (2:30 p.m. to 4:00 p.m. central time): **April 18, 2024**

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

Conflicts of Interest

OHE takes steps to prevent individual and organizational conflicts of interest, both in reference to applicants, reviewers, and administrators per Minnesota Statute §16B.98, Subdivision 2-3

(<https://www.revisor.mn.gov/statutes/cite/16B.98>) and Conflict of Interest Policy for State Grant-Making 08-01 (<https://mn.gov/admin/government/grants/policies-statutes-forms/>).

Organizational conflicts of interest occur when:

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

Total appropriation for ICAP FIS during fiscal year 2024 is \$300,000. The appropriation includes a three percent allocation, \$9,000, for agency administrative costs. Therefore, the total amount for grant awards is \$291,000. The intention is to award as many grants as possible within the means of available funds. ICAP FIS is a one-time

funding source, so future funding is unavailable. Applicants are not limited by a maximum grant amount. However, applicants may receive partial grant awards based upon competitive priority parameters, budget efficiency and/or availability of grant funds.

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

Expenditures

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

- Personnel costs
 - Salaries for grantee personnel
 - Fringe benefits based on salaries paid
- Personnel travel costs
 - Grantee authorized official
 - Other staff
- Participant services costs
 - Fees
 - Materials
 - Travel
 - Other
- Consumable supplies and instructional materials
- Marketing and communication
- Other services and direct costs
- Indirect costs (maximum of 8% of direct costs)

Ineligible expenditures include but are not limited to:

- Tuition/fees for postsecondary coursework, as a student
- Books and materials for postsecondary coursework, as a student
- Scholarships or grants to attend postsecondary education, as a student
- Rent, mortgage, or housing costs
- Equipment purchases and capital expenditures
- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking violations and traffic violations
- Out of state transportation and travel expenses.
 - Minnesota will be considered the home state for determining whether travel is out of state.

Orientation

Following award notification, OHE hosts a virtual mandatory orientation for all grantees. Supportive or partnering entities involved in the success of the project are encouraged but not required to attend orientation. The purpose of orientation is to prepare grantees for the grant process and encourage strategic planning.

Work Plan

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

Budget

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

Business with the State

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

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.

Grant Payments

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

Grantees must submit requests for reimbursement in **July 2024, February 2025, and July 2025**, which corresponds with the grant narrative report timeline.

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

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

Grant Bidding Requirement

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/>.

Reporting and Accountability

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

Grant Monitoring

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

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

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

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

Grant Reporting

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

Audit

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

Affirmative Action and Non-Discrimination Requirements

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

Voter Registration Requirement

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

Contact Information

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Proposal Documents Available Online

General information about the Intervention for College Attendance Program: Formerly Incarcerated Students and the proposal process is available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2608>.

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