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# State Financial Aid Manual Tribal College Supplemental Grant Assistance Program

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## **About the Minnesota 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 up to \$207 million 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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# Introduction

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This manual chapter is written for institutions eligible to participate in the Tribal College Supplemental Grant Assistance (TCSGA) program and is subject to all subsequent changes in both federal and Minnesota state laws and regulations governing the program. This manual chapter is updated on a regular basis. Institutions are required to read all e-mail and written correspondence from the Office of Higher Education (Office) to keep informed of any changes in policy or guidance. Changes announced during the interim have the full force and effect of the State Financial Aid Manual.

## Program Objective

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The objective of the program is to provide financial assistance to tribally controlled colleges to support the education of students enrolled at the colleges who are Minnesota resident students but not enrolled members of a federally recognized Indian tribe.

## Definitions

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### Nonbeneficiary student

A nonbeneficiary student is a Minnesota [Resident Student](#) who is enrolled in an eligible postsecondary institution but is not an enrolled member of a federally recognized Indian tribe.

### Resident Student

As described in the Common Definitions section of this manual, a Resident Student is a student who meets one of the following conditions (See Appendix E):

- a student who has resided in Minnesota for purposes other than postsecondary education for at least 12 months without being enrolled at a postsecondary educational institution for more than five credits in any term;
- a dependent student whose parent or legal guardian resides in Minnesota at the time the student applies;
- a student who graduated from a Minnesota high school, if the student was a resident of Minnesota during the student's period of attendance at the Minnesota high school and the student is physically attending a Minnesota postsecondary educational institution;

- a student who, after residing in the state for a minimum of one year, earned a high school equivalency certificate in Minnesota;
- a member, spouse, or dependent of a member of the armed forces of the United States stationed in Minnesota on active federal military service as defined in section 190.05, subdivision 5c;
- a spouse or dependent of a veteran, as defined in section 197.447, if the veteran is a Minnesota resident;
- a person or spouse of a person who relocated to Minnesota from an area that is declared a presidential disaster area within the preceding 12 months if the disaster interrupted the person's postsecondary education;
- a person defined as a refugee under United States Code, title 8, section 1101(a)(42), who, upon arrival in the United States, moved to Minnesota and has continued to reside in Minnesota;
- a student eligible for resident tuition under section 135A.043; or
- an active member, or a spouse or dependent of that member, of the state's National Guard who resides in Minnesota or an active member, or a spouse or dependent of that member, of the reserve component of the United States armed forces whose duty station is located in Minnesota and who resides in Minnesota.

## Full-time equivalent (FTE)

Full-time equivalent (FTE) is defined as the sum of credits for which all nonbeneficiary Minnesota resident students are enrolled in a semester, divided by 30.

The factor of 30 credits is used because it is the minimum number of credits for which a student must be enrolled in a semester based academic year to be considered full-time, full-year. (See Appendix E).

Eligible postsecondary institutions with nonbeneficiary Minnesota resident students enrolled in programs that are not semester based must contact the Office for a modified FTE calculation formula.

All credits for which an eligible student is enrolled may be included in the credits reported to the Office including:

- Credits that are not fulfilling a student's program requirements; and
- Credits that would otherwise not be eligible to be included in the enrollment level for state or federal financial aid.

## Eligibility

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Institutions are eligible to participate if they are:

- An accredited postsecondary institution of higher education; and
- Located in Minnesota; and
- Formally controlled by or formally sanctioned or chartered by the governing body of a federally recognized Indian tribe or a combination of federally recognized Indian tribes; and
- Not a postsecondary institution or campus subject to the jurisdiction of the Board of Trustees of the Minnesota State Colleges and Universities or the Board of Regents of the University of Minnesota.

Students may be included on the annual listing of nonbeneficiary Minnesota resident students if they are a:

- Minnesota [Resident Student](#); and
- [Nonbeneficiary student](#); and
- Degree-seeking or non-degree-seeking student.

## Application

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The Office annually invites eligible institutions to apply. In general, only postsecondary institutions who submit complete applications by the stated deadline will be eligible to receive funds.

A complete application includes all of the following:

1. Tribal College Supplemental Grant Assistance Application (See [Appendix B](#)).  
Signed by the postsecondary institution president.  
Submitted in paper form or electronically.
2. Listing of [Nonbeneficiary](#) Minnesota [Resident Students](#) (See [Appendix C](#)).  
Must be submitted using the form provided by the Office.  
Submitted using a secure web interface provided by the Office.
3. Postsecondary institution's most recent audit report or financial statement.
4. Detailed account of the expenditures of TCSGA funds.  
Not required until postsecondary institution has received initial year of TCSGA funds.

The Office provides a secure web interface (See [Appendix D](#) for instructions) through which institutions must submit any application materials containing Personally Identifiable Information. All other application materials may be submitted to the Office using email or postal mail.

## Awards

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The Office uses the number of eligible [Minnesota resident full-time equivalent](#) (FTE) [nonbeneficiary](#) students enrolled during the award/fiscal year July 1 to June 30 to calculate annual award amounts.

For TCSGA purposes, all summer terms are leading terms.

All summer enrollments for which TCSGA funds are requested must be listed on the same annual application as enrollments for the fall term in that year.

Annual awards are based on the following calculation:

1. Sum of the annual FTE nonbeneficiary Minnesota resident students enrolled:
  - At the end of the leading summer and fall semesters; and
  - As of the sixth week of the spring semester.
2. Multiplied by:
  - \$5,300; or
  - If the amount of available funds is insufficient to cover the total amount of grant eligibility, a prorated amount specified by the Office.

## Disbursements

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The Office disburses funds directly to the eligible postsecondary institution and via EFT.

Disbursements for the current fiscal year are generally made on or about April 15 of each year.

The postsecondary institution must deposit the funds into a separate general ledger account.

## State Audit Requirements

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### Records Available for Auditors

OHE auditors will periodically visit each participating institution to perform an audit.

Postsecondary institutions also have the option of hiring an outside auditing firm to conduct its state audits in conjunction with its audits of federal aid programs. (See Appendix E)

Postsecondary institutions must establish a procedure by which an audit can be conducted by going to no more than three administrative offices within the postsecondary institution. In most cases, these will be the financial aid office, the business office and the registrar's office, but that choice is made by the postsecondary institution.

Postsecondary institutions must maintain and make available to auditors individual student registration and financial aid files (only if student applied for financial aid) for each student listed on an annual application.

Postsecondary institutions must make available a detailed account of expenditures of TCSGA funds.

Historical records and documentation must be kept on file for three years after the last day of the fiscal year or until all audit exceptions for the period are resolved.

## **Postsecondary Institution Eligibility**

The postsecondary institution must make available:

- Documentation of its current institutional accreditation status; and
- Documentation verifying the postsecondary institution is formally controlled by or has been formally sanctioned or chartered by the governing body of a federally recognized Indian tribe, or a combination of federally recognized Indian tribes.

## **Student Eligibility**

The postsecondary institution must have written documentation that each student listed on an annual application meets all of the program eligibility requirements described in the 'Student Eligibility' section in this chapter.

# Appendices

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## Appendix A: Minnesota Statutes Governing Tribal College Supplemental Grant Assistance

### [136A.1796 TRIBAL COLLEGE SUPPLEMENTAL GRANT ASSISTANCE<sup>1</sup>](#)

#### Subdivision 1. **Definitions.**

- (a) As used in this section, the following terms have the meanings given them.
- (b) “Nonbeneficiary student” means a resident of Minnesota who is enrolled in a tribally controlled college but is not an enrolled member of a federally recognized Indian tribe.
- (c) “Tribally controlled college” means an accredited institution of higher education located in this state that is formally controlled by or has been formally sanctioned or chartered by the governing body of a federally recognized Indian tribe, or a combination of federally recognized Indian tribes. Tribally controlled college does not include any institution or campus subject to the jurisdiction of the Board of Trustees of the Minnesota State Colleges and Universities or the Board of Regents of the University of Minnesota.

#### Subd. 2. **Eligibility; grant assistance.**

- (a) A tribally controlled college is eligible to receive supplemental grant assistance from the Office of Higher Education, as provided in this section, for nonbeneficiary student enrollment if the college is not otherwise eligible to receive federal grant funding for those students under United States Code, title 25, section 1808.
- (b) The office shall make grants to tribally controlled colleges to defray the costs of education associated with the enrollment of nonbeneficiary students. Grants made pursuant to this section must be provided directly to the recipient college.

#### Subd. 3. **Grant application.**

To receive a grant under this section, a tribally controlled college must submit an application in the manner required by the Office of Higher Education. Upon submission of a completed application indicating that the tribally controlled college is eligible, the office shall distribute to the college, during each year of the biennium, a grant of \$5,300 for each nonbeneficiary student on a full-time equivalent basis. If the amount appropriated for grants under this section

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<sup>1</sup> <https://www.revisor.mn.gov/statutes/cite/136A.1796>

is insufficient to cover the total amount of grant eligibility, the office shall distribute a prorated amount per nonbeneficiary student on a full-time equivalent basis.

**Subd. 4. Reporting by recipient institutions.**

Each tribally controlled college receiving a grant under this section shall provide to the Office of Higher Education, on an annual basis, an accurate and detailed account of the expenditures of the grant funds received by the college, and a copy of the college's most recent audit report and documentation of the enrollment status and ethnic status of each nonbeneficiary student for which grant assistance is sought under this section.

**History:** [2013 c 99 art 2 s 11<sup>2</sup>](#); 2014 c 149 s 33-35

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<sup>2</sup> <https://www.revisor.mn.gov/laws?doctype=Chapter&year=2013&type=0&id=99>

# Appendix B: Tribal College Supplemental Grant Assistance Application



Minnesota Tribal College Supplemental Grant Assistance  
2021-2022 (Fiscal Year 2022) Application

SECTION 1: INSTITUTION INFORMATION		
Postsecondary Institution		
Contact Name	Phone Number	
Address	Email Address	
City	State	ZIP Code
SECTION 2: INSTITUTION CERTIFICATION		
<input type="checkbox"/> I certify the information provided as part of this application is true and complete, to the best of my knowledge.		
<input type="checkbox"/> I certify the residency documentation for each student reported on this application is on file and the documentation confirms each non-beneficiary student reported meets the current definition of a Minnesota Resident Student in Minnesota Statutes 136A.101 Subd. 8.		
<input type="checkbox"/> I certify all students reported on this application are considered federal non-beneficiary students and are not enrolled members of a federally recognized American Indian tribe.		
President Name (Printed)	Title (Printed)	
President Signature	Date (month, day, year)	
SECTION 3: APPLICATION CHECKLIST		
Please ensure the following is completed and uploaded via a secure web interface provided by Minnesota Office of Higher Education prior to the application deadline of <b>March 11, 2022</b> :		
<input type="checkbox"/> <b>Application Form</b> <ul style="list-style-type: none"> <li>• Top portion of this page</li> <li>• To be signed by postsecondary institution president</li> </ul>		
<input type="checkbox"/> <b>Listing of Non-Beneficiary Minnesota Resident Students</b> <ul style="list-style-type: none"> <li>• Spreadsheet form provided by Minnesota Office of Higher Education</li> <li>• To be completed and submitted by postsecondary institution</li> </ul>		
<input type="checkbox"/> <b>Audit Report or Financial Statement</b> <ul style="list-style-type: none"> <li>• Attach copy of postsecondary institution's most recent audit report or financial statement</li> <li>• To be submitted by postsecondary institution</li> </ul>		
<input type="checkbox"/> <b>Detailed account of Tribal College Supplemental Grant Assistance fund expenditures</b> <ul style="list-style-type: none"> <li>• To be submitted by postsecondary institution</li> </ul>		
If you have questions and for information on how to upload application data, contact:	Megan FitzGibbon MN Office of Higher Education Tribal College Supplemental Grant Assistance 1450 Energy Park Drive, Suite 350 Saint Paul, Minnesota 55108 <a href="mailto:megan.fitzgibbon@state.mn.us">megan.fitzgibbon@state.mn.us</a> (651) 355-0606	

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## Appendix C: Listing of Nonbeneficiary Students

### Nonbeneficiary Student Listing

	A	B	C	D	E	F	G	H
1	Fiscal Year	Inst Code	First Name	MI	Last Name	Suffix	SSN	DOB
2	2022	XXXXXX	John	M	Student	Jr.	XXXXXXXXXX	YYYYMMDD
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

Only use Jr., Sr., II, III or other similar suffixes.  
Do not use Mrs., Ms. or Mr.

6-digit numeric **text** field with postsecondary institution code issued by U.S. Department of Education.

Report both **SSN** and **DOB** without slashes, dashes or other punctuation.  
**SSN**: 9-digit numeric **text** field.  
**DOB**: 8-digit numeric **text** field in year, month and date order.

	I	J	K	L	M	N
1	Current Street Address	City	State	Zip Code	Race/Ethnicity	American Indian/Alaskan Native
2	12345 First Avenue	St Paul	MN	55104	7	Yes
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Report yes or no to whether the student identified as American Indian or Alaskan Native regardless of Race/Ethnicity category reported for IPEDS data.  
Only report if data is available.

**Race/Ethnicity:** Report the race/ethnicity information provided in the most recent enrollment report submitted to IPEDS/NCES.

Use the numerical codes associated with the Race and Ethnic Standards for Federal Statistics and Administrative Reporting listed below:

Black or African American	1
American Indian or Alaskan Native	2
Asian	3
Hispanic or Latino of any race	4
White	5
Native Hawaiian or Other Pacific Islander	6
Two or more races	7
Nonresident alien	8
Unavailable	9

	O	P	Q	R
1	Summer 2021 Credit Hours	Fall 2021 Credit Hours	Spring 2022 Credit Hours	Total Credit Hours-Summer, Fall and Spring
2	0	12	12	24
3				
4				
5				
6				
7				Enter sum of credits listed in Summer, Fall and Spring terms.
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

**Credit Hours:** Report degree credit hours and exclude any non-degree credits.  
 For Summer and Fall 2019, report completed credits as of the end of the academic term.  
 For Spring 2020, report current credits as of the end of the sixth week of the academic term.

Enter sum of credits listed in Summer, Fall and Spring terms.

## Appendix D: Application Materials Secure Upload Instructions



### Minnesota Tribal College Supplemental Grant Assistance Instructions for Uploading Application Materials

<p><b>Step 1:</b> Go to <a href="https://www.ohe.state.mn.us/ssl/tcsag/index.cfm">https://www.ohe.state.mn.us/ssl/tcsag/index.cfm</a></p> <p><b>Step 2:</b> Login to the Tribal College Supplemental Assistance Grant Web Access using the following:</p> <p><b>Username:</b> tcgrant <b>Password:</b> 53nd2OHE!</p> <p><b>Step 3:</b> Select name of postsecondary institution from the drop-down list</p> <p><b>Step 4:</b> Press <b>Browse</b> to locate and select the file to be uploaded</p> <p><b>Step 5:</b> Press <b>Upload</b> to upload the file to the Office of Higher Education server</p> <p><b>Step 6:</b> Click <b>Exit</b> link to securely exit the upload process</p>	
<p>If you have questions and for information on how to upload application data, contact:</p>	<p>Megan FitzGibbon MN Office of Higher Education Tribal College Supplemental Grant Assistance 1450 Energy Park Drive, Suite 350 Saint Paul, Minnesota 55108 <a href="mailto:megan.fitzgibbon@state.mn.us">megan.fitzgibbon@state.mn.us</a> (651) 355-0606</p>

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## Appendix E: Other Relevant Statutes and References

### Full Time

As defined in Minnesota Statutes [136A.101 DEFINITIONS](#)<sup>3</sup>.

Subd. 7a. Full time. "Full time" means enrollment in a minimum of 15 credits per term.

### Academic Year

As defined in the 'Common Definitions' chapter of the State Financial Aid:

A period of time in which a full-time student is expected to complete the equivalent of at least two semesters, two trimesters or three quarters; or at least 30 semester hours or 45 quarter hours; or at least 900 clock hours. For credit-hour programs, an academic year must be at least 30 weeks in duration. For a clock-hour program, an academic year must be at least 26 weeks in duration.

### Audits/Records Retention

As defined in the 'Common Definitions' chapter of the State Financial Aid:

Schools may arrange for audits of state financial aid awards and tuition reciprocity recipients in conjunction with their audits for federal financial aid programs.

Minnesota Statute 136A.1313 gives schools the ability to decide which agency or firm will conduct the audit of state financial aid programs. The school may opt to continue to have auditors from the Minnesota Office of Higher Education (the Agency) perform audits free of charge or may choose to employ an outside auditing firm to conduct the state audit in conjunction with the federal audit. The auditing firm must be the firm that conducts the school's audit of federal aid programs. Choosing an outside firm is not a free service.

If an outside auditing firm is used, the Office of Higher Education reviews each audit and determine the appropriate response to audit exceptions and findings.

The school must make available to auditors all pertinent books, documents, papers and records for audit and examination for three years after the last day of the fiscal year or until all audit exceptions for the period are resolved.

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<sup>3</sup> <https://www.revisor.mn.gov/statutes/cite/136A.101>