# Request for Proposal: Hunger-Free Campus Pathway to Designation Grant

# Grant Overview

# A Hunger Free Campus is a Minnesota-based college or university that is actively taking strides to reduce food insecurity on its campus and has received a designation through its student government, in partnership with the Minnesota Office of Higher Education (OHE). Until the Hunger Free Campus expansion in 2021, only public 2-year colleges were eligible to apply for a Hunger Free Campus designation. This year, OHE has partnered with students from LeadMN (Minnesota’s public 2-year institutions), Students United (Minnesota’s public 4-year institutions), The University of Minnesota, the Minnesota Private College Council student association and tribal institutions to create a coordinated process for new colleges and universities to be added to the Hunger Free Campus designation roster. In addition to the designation, OHE has been tasked with distributing grants to eligible institutions working toward the Hunger Free Campus designation or sustaining the designation through competitive grant processes.

This Request for Proposals (RFP) is specifically for the purpose of supporting colleges and universities who are **currently working to achieve** the the Hunger Free Campus designation. **In FY22, the Office of Higher Education (OHE) will ONLY grant funds to colleges and universities who are seeking to meet the qualifications for the designation. Sustaining grants will begin in FY23 for those that currently have a designation.** Please note that eligibility for the Hunger Free Campus grant differs from that of the designation, as private, nonprofit institutions are currently ineligible to receive funding through this grant program[[1]](#footnote-1).

# Campuses may use grant funding to achieve the necessary criteria for designation. In order to receive the designation, campuses must meet the following minimum criteria:

(1) Have an established on-campus food pantry or partnership with a local food bank to provide regular,​ on-campus food distributions;​

(2) Provide information to students on SNAP, MFIP, and other programs that reduce food insecurity.​ The institution shall notify students in work-study employment of their potential eligibility for SNAP benefits​ and provide information to those students that includes eligibility criteria and how to apply for benefits;​

(3) Hold or participate in one hunger awareness event per academic year;​

(4) Have an established emergency assistance grant that is available to students; and

​ (5) Establish a hunger task force that meets a minimum of three times per academic year.

# Funding Availability and Priorities

Funding is made possible by 2021 Minn. Stat. 135A.137.

* In FY 2022, $205,000 is available to be awarded to postsecondary institutions seeking to meet the qualifications for a Hunger Free Campus designation.
* **The maximum grant award for an institution seeking designation is $8,000.**
* Preference will be given to institutions with the highest number of federal Pell Grant-eligible students enrolled in the applicant pool.
* The head count of enrolled students will be taken into consideration when awarding grants.

Funding will be allocated through a competitive process with review by a committee representing student organizations from throughout Minnesota. We expect to announce selected grantees in mid-June If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed and the grant has reached its effective date.

**There is a 50% match requirement for this award, either in-kind or monetary.**

# Eligibility

Eligible applicants include:

* Two- and four-year public postsecondary institutions located within the state of Minnesota, and
* Tribal colleges located within the state of Minnesota.

# Competitive Priorities

Competitive applicants should:

* Be able to demonstrate student-need on their campus
* Have capacity to meet all five designation criteria within the given grant period
* Secure institutional funds, in addition to grant funds, in order to establish or sustain the designation criteria, and
* Incorporate student-feedback and perspective into the implementation process.

# 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:

* Project need, including but not limited to: (25 pts)
  + Pell-eligible students enrolled at the time of application
  + Students eligible for the Minnesota State Grant who are not eligible for the Pell grant (i.e. DREAMers)
  + Student population served and barriers to academic attainment, such as: race, ethnicity, student-parent status, disability status, citizenship status, LGTBQ+, etc.
* Sustainability, including but not limited to: (25 pts)
  + Resources dedicated to basic needs initiatives
  + Commitment from campus leadership
* Feasibility, including but not limited to: (20 pts)
  + Status of current basic needs initiatives
  + Grants and other funds secured for the purpose of meeting student basic needs
  + Implementation plan and timeline are appropriate for the scale of the project
* Approach, including but not limited to: (20 pts)
  + Student involvement/direction in project
  + Awareness of student need
  + Established equity goal that supports the project goals
  + Trust in students and student autonomy
* Evaluation, including but not limited to: (10 pts)
  + Ability to report on status, goals, and outcomes of project.

# Questions:

Questions may be submitted by phone or email to:  
Lain DeSalvo, [lain.desalvo@state.mn.us](mailto:lain.desalvo@state.mn.us) (612) 259-3988.

All questions will be added to an FAQ section of the Hunger Free Campus Website.

# Application Content

Applicants must submit the following in order for the application to be considered complete:

* Exhibit A [attached] Cover Page
* Exhibit B [attached] Grant Application
* Exhibit D [attached] Leadership Sign-off and Approval
* Exhibit F [attached] Project Budget

The Intent to Submit form [Exhibit E] is not mandatory for proposal submission, however it is encouraged to submit this form on time so that we can best prepare for the proposal review.

# Application Submission:

**All applications must be received no later than 4:30 p.m. Central Time, on May 13, 2022.**

Applications are to be submitted by email to: Lain DeSalvo, [lain.desalvo@state.mn.us](mailto:lain.desalvo@state.mn.us)

Applicants should use a minimum of size 11 and a maximum of size 12 Times New Roman, Arial, or Calibri font. Text can should be double spaced unless the applicant receives permission otherwise prior to submission.

# Review Process and Timeline

The review committee will evaluate all eligible and complete applications received by the deadline. The Minnesota Office of Higher Education will review all committee recommendations and is responsible for award decisions.

RFP posted April 8, 2022

Intent to Submit form Due April 22, 2022

Applications due no later than 4:30 pm central time May 13, 2022

Committee begins review of applications May 20, 2022

Committee recommendations submitted to commissioner for review Approx. June 10 (TBD)

Selected grantees announced; grant agreement negotiations begin Approx. June 13 (TBD)

Work plans approved and grant begins July 1, 2022

Steps listed after the application due date are anticipated and subject to change.

# 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](https://www.revisor.mn.gov/statutes/?id=16B.98) and [08-01 Conflict of Interest in State Grant-Making Policy effective date 1/1/21](https://mn.gov/admin/assets/OGM%20Policy%2008-01%20Conflict%20of%20Interest%20in%20State%20Grant-Making%20effective%20date%20January%201%2C%202021_tcm36-442645.docx).

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](https://www.revisor.mn.gov/statutes/?id=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](https://www.revisor.mn.gov/statutes/?id=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](https://www.revisor.mn.gov/statutes/?id=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.

# Accountability and Reporting

Accountability and reporting requirements will be included in the grant contract, should an institution be selected to receive an award.

# Grant Payments

Per [Policy 08-08](https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf) 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.

# Grant Monitoring

[Minn. Stat. §16B.97](https://www.revisor.mn.gov/statutes/?id=16B.97) and [Policy 08-10](https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf) Grant Monitoring 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.

# Grantee Bidding Requirements continued:

Grantees that are municipalities must follow:

* The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat.§471.345](https://www.revisor.leg.state.mn.us/statutes/?id=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](https://www.revisor.leg.state.mn.us/statutes/?id=177.41) through [177.44](https://www.revisor.leg.state.mn.us/statutes/?id=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](https://www.revisor.mn.gov/statutes/?id=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:**

1. 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](https://www.revisor.mn.gov/statutes/?id=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.
2. 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/?id=5000.3500)
3. 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:**

Thegrantee will comply with [Minn. Stat. §201.162](https://www.revisor.mn.gov/statutes/?id=201.162) by providing voter registration services for its employees and for the public served by the grantee.

**Exhibit A: Cover Page**

Institution Name:

Institution Address:

Primary Contact Name:

Phone:

Email:

Project Title:

Amount of Request (max. $8,000):

Total Match (min. 50% of request):

Institution Type:

|  |  |
| --- | --- |
| University of Minnesota |  |
| Minn. State, 2-year |  |
| Minn. State 4-year |  |
| Tribal College |  |

**ORGANIZATION’S AUTHORIZED REPRESENTATIVE INFORMATION**

To the best of my knowledge and belief, all data in this proposal are true and correct. The document has been duly authorized by the governing body of the applicant, and the applicant will comply with program implementation and program reporting requirements if the grant is awarded.

Organization’s Authorized Representative for Approving Proposal Submission -

Title:

Phone: Email:

Signature of Organization’s Authorized Representative:

Date:

**Exhibit B: Grant Application**

Institution Name:

Project Title:

Contact Information:

Total Matching Funds:

1. **Project Need (25 pts)**
2. Number/Percent of Pell or State Grant-eligible students (i.e. DREAMers) enrolled at time of application:
3. Total enrolled population at time of application:
4. If you are able, please list the percent of your student population that identify as any of the following, keeping in mind that students may be included in one or more of the categories below.

Black, Indigenous, or a Person of Color:

LGBTQ+:

Student-Parents:

English Language Learners:

Students with a Disability:

First Generation College Students:

SNAP E&T Recipients:

1. **Feasibility (20 pts)**
2. Check off any criteria that has been completed and sustained at your institution:

( ) Has an established on-campus food pantry or partnership with a local food bank to provide regular,​ on-campus food distributions;​

( ) Provides information to students on SNAP, MFIP, and other programs that reduce food insecurity.​ Notifies students in work-study employment of their potential eligibility for SNAP benefits and provides information to those students that includes eligibility criteria and how to apply for benefits;​

( ) Holds or participates in one hunger awareness event per academic year;​

( ) Has an established emergency assistance grant that is available to students; and

​ ( ) Established a hunger task force that meets a minimum of three times per academic year.

1. Have you ever conducted a basic needs assessment on campus?:
2. Please add any relevant data or information on basic needs research that your institution has conducted as an appendix. This includes, but is not limited to- survey results, emergency grant outcomes, retention records, etc. List and give a brief summary of the attachments below (optional).
3. Please add any relevant marketing or communication materials related to basic needs as an appendix. This includes but is not limited to- flyers, newsletters, SNAP outreach/information, etc. List and give a brief summary of the attachments below (optional).
4. Briefly describe how the environment on your campus is conducive to the changes needed in order to implement all five of the designation criteria.
5. Who/what division is responsible for Hunger Free Campus project implementation on your campus?
6. **Sustainability (25 pts)**
7. Describe the resources that have been put into campus basic needs initiatives so far, and what resources are available for further implementation? Resources could include personnel, physical space, time spent on strategic planning/implementation, as well as funding.
8. Include a sign-off from campus leadership on the bottom of this application [Exhibit D].
9. **Approach (20 pts)**
10. Describe students’ involvement in campus basic needs initiatives thus far, and any intended future involvement they will have during the planning and implementation phases?
11. How are you tracking student needs on an ongoing basis?
12. Please list your campus’s equity statement, if applicable.
13. Do you have an active equity goal(s) that includes action steps and designated roles for implementation? Feel free to include any documentation of this as an attachment.
14. How will you display trust in students and their autonomy in the process of creating this network of supports?
15. **Evaluation (10 pts)**

Are you able to track progress, implementation, and outcomes related to this project? Describe how.

**Exhibit C: Statute Language**

# 2021 Minnesota Statutes

# 135A.137 HUNGER-FREE CAMPUS DESIGNATION.

## **Subdivision 1.**Establishment.

(a) A Hunger-Free Campus designation is established for public postsecondary institutions and for nonprofit degree-granting institutions physically located in Minnesota and registered with the Office of Higher Education under section [136A.63](https://www.revisor.mn.gov/statutes/cite/136A.63). In order to be awarded the designation, an institution must meet the following minimum criteria:

(1) have an established on-campus food pantry or partnership with a local food bank to provide regular, on-campus food distributions;

(2) provide information to students on SNAP, MFIP, and other programs that reduce food insecurity. The institution shall notify students in work-study employment of their potential eligibility for SNAP benefits and provide information to those students that includes eligibility criteria and how to apply for benefits;

(3) hold or participate in one hunger awareness event per academic year;

(4) have an established emergency assistance grant that is available to students; and

(5) establish a hunger task force that meets a minimum of three times per academic year. The task force must include at least two students currently enrolled at the institution.

(b) Each institution must reapply at least every four years to maintain the designation.

## **Subd. 2. Designation approval.**

(a) The statewide student associations representing the state community and technical colleges and the state universities shall create an application process and an award and provide final approval for the designation at each state college and university, respectively.

(b) The University of Minnesota Student Association at each institution shall create an application process and an award and provide final approval for the designation at each University of Minnesota institution.

(c) The Minnesota Association of Private College Students and the Student Advisory Council member representing Tribal colleges pursuant to section [136A.031, subdivision 3](https://www.revisor.mn.gov/statutes/cite/136A.031#stat.136A.031.3), shall create an application process and an award and provide final approval for the designation at each nonprofit degree-granting institution.

## **Subd. 3.Competitive grant.**

(a) Institutions eligible for a grant under this subdivision include public postsecondary institutions and Tribal colleges.

(b) The commissioner shall establish a competitive grant program to distribute grants to eligible institutions to meet and maintain the requirements under subdivision 1, paragraph (a). Initial grants shall be made to institutions that have not earned the designation and demonstrate a need for funding to meet the hunger-free campus designation requirements. Sustaining grants shall be made to institutions that have earned the designation and demonstrate both a partnership with a local food bank or organization that provides regular, on-campus food distributions and a need for funds to maintain the requirements under subdivision 1, paragraph (a).

(c) The commissioner shall give preference to applications for initial grants and to applications from institutions with the highest number of federal Pell Grant eligible students enrolled. The commissioner shall consider the head count at the institution when awarding grants. The maximum grant award for an initial institution designation is $8,000. The maximum grant award for sustaining an institution designation is $5,000.

(d) The commissioner, in collaboration with student associations representing eligible institutions, shall create an application process and establish selection criteria for awarding the grants.

## **Subd. 4.Grant requirements.**

(a) An eligible institution that receives a grant under subdivision 3 must:

(1) use the grant funds to meet or maintain the minimum criteria of a hunger-free campus designation under subdivision 1; and

(2) match at least 50 percent of the grant amount awarded with funds or in-kind resources.

(b) In addition to the requirements of paragraph (a), in order to receive a sustaining grant, an institution must demonstrate a partnership with a local food bank or organization or other source of funding that ensures regular, on-campus distributions.

**Exhibit D: Leadership Approval and Sign-off**

I, (name), am fully aware and approve of the steps needed in order to achieve a Hunger Free Campus designation. I believe that my campus has the resources and environment necessary in order to make the changes required for this designation. I understand that there is a 50% match requirement for this grant (a maximum of $4,000 in cash or in-kind).

Name (typed):

Title:

Name (signed): Date:

Include a completed copy of this form in your proposal.

**Exhibit E: Intent to Submit**

By submitting this form, the Project Director listed below intends to submit a complete and formal proposal for review for the **Hunger Free Campus Pathways to Designation Grant**. Those who submit this form are not required to apply and may change their minds at any time.   
**Due April 22, 2022.**

Institution Name:

Project Director Name:

Project Director Title:

Project Director Contact Information:

Institution Type:

|  |  |
| --- | --- |
| University of Minnesota |  |
| Minn. State, 2-year |  |
| Minn. State 4-year |  |
| Tribal College |  |

Approximate Amount of Request (maximum $8,000):

***Note:*** *FY22 will focus solely on institutions who have not received a Hunger Free Campus designation and will use grant funds to attempt to obtain the designation within one year of project implementation.*

Use of this form is not required to apply.

**Exhibit F: Project Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Minnesota Office of Higher Education** | | | |
| **Hunger Free Campus** | | | |
| **Pathway to Designation** | | | |
| Institution Title: | |  | |
| Project Manager: | |  | |
| Contact: | |  |  |
| **Salaries (name, title)** | **FTE / HRS** | **Requested** | **Match** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **Fringe (name, title)** | **Percent** | **Requested** | **Match** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **Food Pantry Items & Partnership Expenses** | | **Requested** | **Match** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| **Public Benefits Marketing, Partnership, Etc. Expenses** | | **Requested** | **Match** |
| 1. | |  |  |
| 2. | |  |  |
| 3. | |  |  |
| **Hunger Awareness Event Expenses** | | **Requested** | **Match** |
| 1. | |  |  |
| 2. | |  |  |
| 3. | |  |  |
| **Emergency Assistance Grant** | | **Requested** | **Match** |
| 1. | |  |  |
| **Student Stipends & other for Advisory Council** | | **Requested** | **Match** |
| 1. | |  |  |
| 2. | |  |  |
| 3. | |  |  |
| **Other (list)** | | **Requested** | **Match** |
| 1. | |  |  |
| 2. | |  |  |
| **Subtotal** | |  |  |
| **Indirect Cost (5%)** | |  |  |
| **Total (Subtotal + Indirect)** | |  |  |

1. This is subject to change based on the outcomes of the 2022 MN Legislative Session. [↑](#footnote-ref-1)