OFFICE OF HIGHER EDUCATION

Emergency Assistance for Postsecondary Students Grant Program

Request for Proposals

Deadlines:
Intent to Submit Form – July 31, 2023

Grant Proposal – August 28, 2023 - 4:30 p.m.

Early submissions are encouraged.

Project Period:
Begins September 15, 2023 (or date of contract execution)
Ends June 30, 2025

Contacts

Lain DeSalvo
Competitive Grants Manager
Lain.DeSalvo@state.mn.us

Megan FitzGibbon
Manager of Grants and Workforce Development
Megan.Fitzgibbon@state.mn.us

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.

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108-5227
Tel: 651.642.0567 or 800.657.3866
TTY Relay: 800.627.3529
Fax: 651.642.0675
Email: info.ohe@state.mn.us

Contents

FY2024 Request for Proposals
Emergency Assistance for Postsecondary Students Grant Program
July 11, 2023

I. Grant Overview

The Minnesota Office of Higher Education (OHE) is currently accepting proposals to improve the retention and completion of college students experiencing food/housing insecurity or other unforeseen financial crises through emergency grants. Grants will be awarded to Minnesota private nonprofit and Tribal postsecondary institutions to support the creation or continuance of emergency assistance programs within that college or university (2023 Minnesota Session Laws, Chapter 89, subd. 29). Through the Emergency Assistance for Postsecondary Students (EAPS) grant program, OHE will allocate grant funds on a matching basis to meet immediate student needs including, but not limited to: emergency housing, food, and transportation.

The primary goal of the program is to act as a crisis intervention for students who lack resources and experience an unforeseen emergency that may impact their college attendance. The broad, over-arching objective is to eliminate immediate barriers that could result in a low-income student not completing their term or program due to issues related to poverty, while increasing students' resiliency and self-efficacy as individuals.

The purpose of the Request for Proposal (RFP) is to solicit proposals from private nonprofit and Tribal colleges/universities; conduct a fair and extensive evaluation based on criteria listed herein; and select the proposals able to show the most potential to: 1) improve the short-term outcomes for students experiencing homelessness and food insecurity, 2) demonstrate the capacity to holistically assist and refer students who seek assistance, and 3) take a community approach to support students who are experiencing an unforeseen financial emergency.

II. Background

Many students from lower-income backgrounds lack the financial support or family resources to meet unexpected expenses while attending college. In addition, students with children or who are supporting other family members, while working 20 or more hours/week while in school, often must choose between college attendance and tending to basic needs such as food, housing, or transportation. According to a 2018 survey administered from the Hope Center for College, Community, and Justice, students at eight public Minnesota institutions reported: 40% experienced a food insecurity within the last 30 days; 52% experienced housing insecurity with the last year, and 18% experienced homelessness within the past year. One Minnesota institution estimates that approximately 10% of their students experience at least temporary homelessness[1]. In a recent study of community college students across the country, two-thirds

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[1] MinnPost (Producer), & Beelman, S., Kostchocka, A., Kovar, D., Serrin, B. (Directors). (2013). *No place to call home: Homeless at MCTC.* United States: YouTube.

of students reported to experience food insecurity, one-half reported to experience housing insecurity, and 14% of community college students reported to be homeless, using the most conservative definition of homelessness[2].

Despite being the second most educated state in the nation, Minnesota continues to experience some of the largest economic disparities that impact educational attainment, among other needs, for racial/ethnic minorities and low-income populations in the state. For example, among the Minnesota high school graduating class of 2014, students who were eligible for free/reduced-price lunch enrolled in college within two years at rates 22 percentage points lower than their peers who did not qualify for free/reduced-price lunch. Furthermore, a study of 1,500 public and nonprofit universities across the country found that 51% of Pell Grant recipients (low-income students) graduate college within six years, while their peers graduate at the rate of 65% during that timeframe[3].

These findings suggest that temporary or long-term food and housing insecurity pose barriers to postsecondary attendance, persistence and completion, which can aid in building pathways out of poverty. The EAPS grant program aims to act as an intervention to keep low-income students in college amidst unforeseen financial challenges that occur throughout their academic career. Support provided to students through EAPS-supported emergency grant programs is meant to provide "just-in-time funds" to overcome a personal financial crisis, so that students no longer have to choose between paying an unexpectedly large bill and staying in college.

III.   Funding Availability

Based on changes to the EAPS grant program during the 2023 legislative session, this competition will award up to $500,000 each year of the FY 2024-2025 biennium to private, nonprofit and/or tribal colleges and universities. The maximum allowable request per institution is $75,000; a 25% match (monetary or in-kind) is required of all grantees. See **Appendix A** for a copy of the statute.

Contracts will extend to cover a two-year period; funded projects will begin in Fall 2023 (the date that the contract is fully executed), and cover expenses incurred through June 30, 2025. There will not be a separate competition for FY2025 grant funds.

Grant funding is awarded through a competitive process with review by a committee representing content and community specialists with regional knowledge. The review committee may include representatives of postsecondary institutions, organizations specializing in basic needs services, students, and others deemed appropriate by the commissioner. Applicants are scored using a 100-point review scale.

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[2] Goldrick-Rab, S. (2016), *Paying the price: College costs, financial aid, and the betrayal of the American dream.* Chicago, IL: University of Chicago Press.

[3] Nichols, A. H. (2015). The Pell Partnership: Ensuring a shared responsibility for low-income student success. *The Education Trust, September 2015.*

IV. Eligibility

Applicants

Institutions eligible for EAPS grant funding include private, non-profit postsecondary institutions and/or Tribally-affiliated postsecondary institutions with a demonstrable homeless population. Institutions are required to have a physical campus in the state of Minnesota.

The State of Minnesota defines "homeless" as *any individual, unaccompanied youth or family that is without a permanent place to live that is fit for human habitation*. By this definition, students who are doubling-up (staying with a friend or family member, i.e. "crashing" or "couch-surfing") are considered homeless.

Colleges or universities can demonstrate that they serve students experiencing homelessness by submitting one of the following items:

- Recently-conducted research on the prevalence of student homelessness on their campus;
- Limited data collected as a part of other social service programs on campus (i.e. collecting participant information at a campus food shelf or student-parent center); or
- Summative reports that demonstrate the prevalence of homelessness among the population served.

If a college or university has not conducted any quantitative research around housing insecurity within their institution, OHE may consider their proposal if the institution submits a written commitment to conducting research on the prevalence of student homelessness on their campus within one calendar year. EAPS funds may not be used to support this research.

Eligible Services

Funds awarded to postsecondary institutions must be used to administer an emergency grant program. This may include:

- Funds for student awards (favorable)
- Gift cards
- Salaries for staff/social workers
- Communications

Student Participants

All students enrolled in an EAPS-funded college are eligible to apply for an emergency grant. Recipients may include undocumented students, international students, and graduate students. They do not have to be Minnesota residents as long as they are enrolled in a Minnesota institution. All students must demonstrate appropriate need and enrollment in college.

Any additional requirements or limitations regarding student eligibility may be set by the institution.

Required Match
Applicant institutions are required to provide a match that values at least 25% the total award. The match may be cash or an in-kind contribution.

Student Expenses
Eligible expenses include, but are not limited to: rent/mortgage payments, emergency shelter (i.e. hotel room), utility bills, transportation to/from campus or work, gas, automotive repairs, groceries, hot meals, childcare items, hygiene products, medical devices such as eyeglasses, medical services, and other expenses deemed eligible by the institution.

Funding from this grant may not be used for: tuition payments, meal plans, books, or fees related to attending college. We encourage institutions to find other methods of covering these costs.

V.   Program Values

EAPS will provide funds to create or supplement institutional emergency grant programs. **The following program components are <u>recommended</u>, with room for customization based on varied regional or individual student needs.**

Model EAPS-funded programs will:

Trust Students: Regardless of what parameters are set around eligibility and accountability, granting money to students requires a significant amount of trust. Grantee institutions will need to actively listen to and validate the experiences of students who pursue this intervention. Students who are systemically disadvantaged and choose to seek assistance from your institution are also being challenged to display a level of trust that may be perceived as a risk. Trust in students and their autonomy is essential in building student trust in the institution.

Be Timely: Financial crises can derail a students' future in a matter of days. A key component to the Emergency Grant Program is creating a process that works quickly and efficiently, so there is not a disruption in the students' learning or academic progress. This may mean thinking creatively to streamline inter-departmental processes that may normally require more time.

Create a Network of Support: Creating a network of support for students in need is one of the most important goals of this grant program. Financial assistance is just one aspect of retention. The intention of this grant program is to provide last-resort support to students who are experiencing a financial crisis; it will not solve the students' underlying situation or needs. Grantees will have a plan in place to support students beyond this financial assistance to help improve their underlying situation and/or create plans that support the students' resilience and persistence in college. This may mean collaborating with social service agencies, nonprofits, school districts, or other community-based programs in addition to services already offered within the college.

Be Free from Bias or Discrimination: Grantees must create a team to work on the EAPS grant that demonstrates cultural competency and are dedicated to students' rights to be treated fairly and humanely without discrimination of race, sex, gender identity/expression, sexual orientation, disability, ethnicity, religion, political affiliation, etc. Grant decisions must be fair and free from bias or discrimination. Staff must also be dedicated to preserving the dignity of students who pursue this intervention.

Track Outcomes/Provide Follow-up: Grantees must include methods for data collection and evaluation into their program. Grantees will be asked to report to OHE on outcomes twice per year. Additionally, grantees must have a plan for follow-up with students who receive grant funds. This is a critical aspect of the project design; institutions must request information/status updates from students post-award in order to evaluate whether or not the intervention was successful.

Leverage Available Resources: EAPS grantees must match the total award amount by at least 25%. By contributing resources to administering the EAPS grant, institutions will leverage resources available to them to most efficiently impact student success on their campus. Grantees are also encouraged to leverage community resources and research in order to provide a robust program to students.

Incorporate Dedicated Staff Across Departments: Grantees must create centralized systems of administration to oversee and implement the EAPS grant. This means that dedicated staff will work as a team to create and implement streamlined processes for accommodating student needs. Staff must be committed to working across departments, be passionate about issues of student retention and success, and have the capacity to work on the EAPS program.

Fit into Larger Mission of Equity and Student Success: Grantees are committed to equity and student success within their institutions and are proactive in addressing barriers for low-income students. The EAPS grant fits appropriately into their larger vision for equity on their campus.

VI. Project Administration and Restrictions

Please note the following requirements:

1) Payments must not exceed $1,500 per student. Should a need specific to housing exceed $1500, the institution may make an exception based on the cost of living within the region in which the student resides.

2) Institutions must set a limit on the number of times one student may receive the funds in a given period.

3) All contact with students related to this program must be documented.

4) EAPS funds cannot go towards a students' college tuition, fees, or books.

The following processes are **suggested** for program-delivery. If your program differs from what is suggested here, please outline your proposed model in detail in your proposal.

1. **Identify Students with a Financial Emergency**
    Grantees must have a plan in place to create a student-centered, proactive "front line" to identify and refer students for an emergency assistance grant. This "front line" cannot be centralized into one role; multiple supportive staff across departments must be able to refer students to this program when there is potential for these funds to benefit them. Ideally, students will be walked or "handed off" to the appropriate office where they can apply for the EAPS grant and access other supportive services.

2. **Application Process**
    Through a discussion of the students' financial issue and the grant application/award process, staff will assess the student for program eligibility and begin to collect information for potential referrals that could be helpful for the student. Sometimes, there will be a clear case for a student to proceed in the process. Often, it may take a deeper look at the student's situation to determine if there is indeed an unforeseen financial event involved and if/how the event is tied to chronic issues. If there is a long-term issue of poverty that prevents the student from sustainably staying in college, that does not qualify them for the grant in itself.

    In order to create a less burdensome process for students, college staff are encouraged to walk students through the application question by question and even fill out the application on behalf of the student as they disclose information, if possible.

3. **Determine Student Eligibility**
    Each college and university receiving the EAPS grant will determine their own standards for financial eligibility based on demonstrated need, using FAFSA/Minnesota State Grant data. Financial eligibility may differ from region to region based on local context and student demographics. For example, one institution may choose to use Expected Financial Contribution (EFC) and unmet need to determine student eligibility, while

another may use Pell Grant eligibility. The eligibility standards that are decided by the institution must be followed consistently, unless there are significant extenuating circumstances.

An example of an "extenuating circumstance" might be: the institution makes an exception for a student who cannot request aid from family due to abusive behavior or fear of retribution (where the student is, in effect, living independently) when those concerns are clearly stated.

While the program is intended to address issues of poverty among college students, it is encouraged that institutions use their own discretion (based on specific context) in order to award the funds to students equitably.

4. **Application Review**
   Once student eligibility is determined, the students' application will be reviewed by a committee. This committee will determine whether or not the student request is granted based on standards set by the individual institution (i.e. a judgment made based on the students' financial need, specific circumstance, and likelihood of dropout). It is recommended that the committee is cross-departmental and includes 2-3 staff/faculty, but the committee structure may differ by institution depending on available staff time and resources.

5. **Notify Student**
   Students must be notified that they are approved for an emergency grant. Next steps and clear expectations must be outlined in the notification. If the student was not recommended for the emergency grant, a notification must be sent to them explaining the decision made in addition to referrals and resources that may help alleviate the situation.

6. **Payment**
   Payments will come from the college's business office. Eligible forms of "payment" include: 1) a check written directly to the student, 2) a check written to a third party vendor, 3) electronic transfer into a student account[4], or 4) a gift card/prepaid credit card. Other forms of payment may be accepted with prior approval from OHE. Payments must be made within 3-4 business days of the application's submission.

7. **Follow-up**
   The office that administers the emergency grant must follow up with the student at least once within 10 days, and then again within 45 days. Follow-up should include a comprehensive referral to campus and community resources in addition to ensuring the student received their payment. A key aspect of this follow-up is to collect information around whether or not this intervention was successful and alleviated the *immediate*

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[4] *EAPS funds cannot go towards tuition or books. If a college or university decides to award EAPS funds using student accounts, they *must* submit a plan in their proposal to ensure that the funds are not used toward tuition or books.

barrier to college attendance. A student satisfaction survey is included in Appendix G, which includes evaluative questions around the impact of the grant program.

If a student was not chosen to receive an emergency grant, the office must still follow up with them within five days of submitting the application. This would be a good time to refer the student to other programs within your institution or in the community, if those referrals have not already been made.

VII. Application Content

Intent to Submit Proposal Form
The Office of Higher Education will use this form to plan for proposal review. This form (**Appendix B**) must be completed and submitted by **July 31, 2023.**

Proposal Format
Applicants **are required** to use the format that follows. The presentation may be tailored to suit the service to be provided and the style of the author, but each of the following components must be identified and addressed in the order shown.

1. **Proposal Cover Sheet** affixed to the top of the document. **Use Appendix C.**

2. **Program Abstract** summarizing the components of the proposal. **Use Appendix D.**

4. **Program Narrative**. Maximum of 12 pages, double spaced, using 12-point font. This excludes the cover sheet, abstract, table of contents, budget, budget narrative, staff vitae, and letters of commitment. The narrative should describe the proposed program in the context of a project. The program narrative must include the following sections:

    a. **Demonstrated Need/Demonstrated Homelessness:** Use this section to demonstrate the need for EAPS within your institution. This can be achieved by illustrating the landscape of the campus's region, reporting on low-income student enrollment, and/or featuring student stories, among others. Describe services already offered within your institution that support low-income students. Describe collaborations or existing relationships within your institution or the larger community that would lend to this initiative. Be sure to include regional context or specific student needs that are unique to your institution, if applicable. If it is anticipated that EAPS funds will provide housing support to students, please include median rental prices within your region. **It is mandatory that grantees be able to show prevalence of homelessness among the students they serve in order to be eligible for this grant. Refer to Section III for more information.** Data/reports may be included as an appendix item.

    b. **Plan of Operation:** Describe your institution's project design and plan for implementing the emergency assistance grant program. If you already have an emergency assistance grant program at your institution, describe the existing

program in this section and explain how it differs from the proposed plan outlined in this RFP. Be sure to reference points outlined in **Section V**. If your emergency grant program must differ in any way from what is outlined in Section V, use this section to propose those changes. Make sure that the plan of operation is detailed, realistic, and grounded in your institution's mission and values. Discuss potential collaborations within the community that will help drive or supplement this initiative. Describe the financial standard for eligibility you will use at your institution, the marketing plan, and the student application, notification, payment, and follow-up processes, as well as the standards that will be used for application review.

c.   **Evaluation Plan:** Institutions must create and provide an outline of their own evaluation plan. Key evaluation questions include: 1) Was the student's crisis resolved due to this intervention (i.e. the students' rent was paid)? 2) Did the student complete the semester or term? 3) Were potential or ongoing barriers to the students' degree completion identified as a result of this intervention? 4) Has the student received referrals to other relevant services as a result of this program? 5) Does the student feel more confident in their college attendance/participation as a result of this intervention?

d.   **Adequacy of Resources, Quality of Personnel:** Describe institutional resources currently available to support the emergency assistance grant program. Describe how the institution will sustain the EAPS grant model. Describe the role of the proposed project staff and their time commitment to the project. Describe how your institution will provide the 25% match requirement. Provide an abbreviated staff vitae documenting related experiences and expertise of key staff. Each abbreviated vitae is not to exceed two single-spaced pages and is to be attached as an appendix.

e.   **Budget, Budget Narrative, and Cost Effectiveness:** See **Appendix E** for the budget form. In addition to the budget form, include a detailed budget narrative. The budget narrative must thoroughly describe each line item and provide justification for the expenditure.

Supplemental Documents

5.   **Appendices** (as required and necessary). Appendices should be clearly labeled, paginated, and identified in the Table of Contents.
6.   **Letters of Commitment.** These are mandatory and should show support for proposed activities. Letters of support are to be written and signed by senior leadership. Other letters of support may include a community organization or social service agency endorsement, and/or other organizations/institutions/individuals that support this initiative.

VIII. Proposal Evaluation Criteria

Evaluation of proposals will be based on the following criteria:

1. *Need for the Project* (30 points): Extent to which the project:
   - Demonstrates the prevalence of homelessness on their campus (mandatory).
   - Demonstrates a commitment to researching the prevalence of food and housing insecurity on their campus, and/or retention patterns of low-income students.
   - Documents existing commitment to supporting low-income students on campus through community collaborations, emergency assistance programs, or other initiatives.

2. *Quality of Project Design and Management* (45 points): Extent to which:
   - The proposal documents how grant program implementation will meet student needs.
   - The proposal clearly specifies an achievable plan for grant program implementation.
   - Staff size, time commitment, and responsibilities are clearly defined and are appropriate for the project.
   - Commitment to cross-departmental collaboration is demonstrated.
   - Collaboration with internal (college) and external (community) resources are integrated into the project plan.
   - The plan for determining student eligibility, application review, and payment is well documented and achievable.
   - The institution outlines a plan for marketing/outreach that is targeted and reduces stigma around this intervention.
   - The values listed in this RFP are addressed and demonstrated through the project plan and intent.

3. *Quality of Personnel and Adequacy of Resources* (10 points): Extent to which:
   - The qualifications, training, and experience of key personnel are appropriate for their assignments.
   - Institutional resources are adequate to meet the project's goals and objectives.
   - Institutional commitment of resources up to or beyond 25% of the total award is clearly identified.
   - Letters of Support are included in the proposal and demonstrate commitment to the proposed work.

4. *Quality of Budget* (5 points): Extent to which:
   - The budget is cost effective and reflective of EAPS requirements, objectives, and outcomes.

5. *Quality of Evaluation Plan* (10 points): Extent to which:
   - There is a stated plan for addressing the five measures listed in **VII. Proposal Format, 4**.**Program Narrative, c. evaluation plan.**
   - The goals, objectives, activities, and outcomes to be achieved are clearly specified and measurable.

- The proposed evaluation plan informs continuous improvement for service delivery.

IX. Grant Selection Process

Upon receipt by the Office of Higher Education, proposals will be reviewed to determine if all required materials are included and if the proposal responds to program requirements. Incomplete, late, and/or proposals not responding to submission guidelines will not be judged.

Qualifying proposals will be reviewed and recommendations made by a grant selection committee composed of representatives of postsecondary institutions, organizations providing basic needs outreach services, organizations providing direct services, representatives of county and state Human Services agencies, community members, and others deemed appropriate by the Office of Higher Education. While the review panel will evaluate and score proposals, final decisions are made at the discretion of the Commissioner of the Office of Higher Education.

The Minnesota Office of Higher Education maintains the right to partially-fund projects based on funding availability.

X. Financial Review Process

All Non-Governmental Organizations (NGOs) and **postsecondary institutions that are also NGOs** 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 the [Policy on the Financial Review of Nongovernmental Organizations](#)[5], 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.

XI. Timeline

All eligible EAPS applicants will be notified when the state's biennial budget and program funding are finalized.

July 11, 2023	Request for Proposals released
July 31, 2023	Deadline for Intent to Submit Forms
August 28, 2023 (4:30pm)	Deadline for Proposals

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[5] https://mn.gov/admin/assets/08 06 grants policy revision Dec 2016 final_tcm36-265656.pdf

Early submissions are encouraged.

Provide one (1) electronic copy of the complete proposal via email to: Megan.Fitzgibbon@state.mn.us. Proposals must be received by 4:30pm, August 18, 2023.

All proposals will be acknowledged upon receipt.

XII. Grant Administrative Guidelines

Administrative guidelines will be sent to grantees upon contract signing. This guide will outline details on the grant award process, applicable regulations, monitoring expectations, fiscal procedures, reporting requirements, and more.

XIII. Voter Registration

The grantee will comply with Minn. Stat. § 201.162[6] by providing voter registration services for its employees and for the public served by the grantee.

XIV. Affirmative Action Certificate

Note: This is not required of all applicants. If you have questions about whether or not this is required, contact Megan FitzGibbon (Megan.FitzGibbon@state.mn.us).

For all contracts estimated to be in excess of $100,000 within the given grant period (two years), applicants are required to complete and submit an Affirmative Action Certification (Appendix E). As required by Minnesota Rules, part 5000.3600, it is hereby agreed between the parties that Minnesota Statutes, section Minn. Stat. § 363A.36[7] and Minnesota Rules, parts 5000.3400 -5000.3600[8] are incorporated into any contract between these parties based upon this specification or any modification of it.

If an applicant does not have a current (including denied and expired status) Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR), the applicant must submit an Affirmative Action Plan to Minnesota Department of Human Rights to remain eligible for a DTG. If an applicant is granted an award, but a Certificate of Compliance is not issued in a timely fashion, OHE reserves the right to withdraw the award.

Visit the State Contractor Status[9] section of the MDHR Rights for a current status report of Minnesota State Contractors.

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[6] https://www.revisor.mn.gov/statutes/?id=201.162

[7] https://www.revisor.mn.gov/statutes/?id=363A.36

[8] https://www.revisor.mn.gov/rules/?id=5000.3400

[9] https://mn.gov/mdhr/certificates/state-contractor-status/

XV. Public Data

Per Minn. Stat. § 13.599[10]:

- Names and addresses of grant applicants will be public data once application materials are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in § 13.37[11]) will be public data after the evaluation process is completed (for the purposes of this grant application, when all official grant award notices have been issued by the state agency to the grantees).
- All data created or maintained by the Office of Higher Education 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 official grant award notices have been issued by the state agency to the grantees).

XVI. Conflicts of Interest

We will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per Minn. Stat. § 16B.98[12] and Conflict of Interest Policy for State Grant-Making[13]. 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; and/or
- 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 suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued including, but not limited to, disqualification from eligibility for the grant award or termination of the grant agreement.

XVII. State's Right to Cancel

This grant opportunity does not obligate the state to award a grant and the state reserves the right to cancel the solicitation if it is considered to be in its best interest due to lack of funding, agency priorities or other considerations.

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[10] https://www.revisor.mn.gov/statutes/?id=13.599

[11] https://www.revisor.mn.gov/statutes/?id=13.37

[12] https://www.revisor.mn.gov/statutes/?id=16B.98

[13] http://www.mn.gov/admin/images/grants_policy_08-01.pdf

XVIII. Appendices

Appendix A: State Appropriation
Appendix B: Intent to Submit form
Appendix C: Proposal Cover Sheet
Appendix D: Program Abstract
Appendix E: Project Budget

Appendix A: State Appropriation

2023 MINNESOTA SESSION LAWS

Chapter 41 – HF No. 2073, Article 1, Section 1, Subd. 24.

Emergency Assistance for Postsecondary Students

(a) $3,579,000 the first year and $3,579,000 the second year are for emergency assistance for postsecondary students. Of this appropriation:

(1) $2,250,000 the first year and $2,250,000 the second year are for the Minnesota State Colleges and Universities for direct emergency grants to students;

(2) $779,000 the first year and $779,000 the second year are for the University of Minnesota for direct emergency grants to students;

(3) $500,000 the first year and $500,000 the second year are for the Office of Higher Education to allocate emergency grant funds to Minnesota Tribal Colleges and eligible nonprofit institutions as defined under Minnesota Statutes, section 136A.103, located in Minnesota with a demonstrable homeless student population. The Office of Higher Education shall develop a plan to distribute funds to institutions and provide guidance as to how grants are disbursed to students. The commissioner shall determine the application process and the grant amounts; and

(4) $50,000 per year may be used by the commissioner for the administrative costs associated with this section.

(b) The funds must be used for emergency grants to students to meet immediate student needs that could result in a student not completing the term or their program including, but not limited to, emergency housing, food, and transportation. Institutions shall minimize any negative impact on student financial aid resulting from the receipt of emergency funds.

(c) The commissioner must not distribute the funds under this section until the Office of Higher Education has worked with the institutions and approved their plans for the distribution of the grants to students and the method of their reporting requirements.

(d) At the end of each biennium, institutions must return any unused funds to the Office of Higher Education.

Appendix B: Intent to Submit Form

<p style="text-align: center;">**Intent to Submit Proposal Form for**</p>

<p style="text-align: center;">**EMERGENCY ASSISTANCE FOR POSTSECONDARY STUDENTS GRANT PROGRAM**</p>

<p style="text-align: center;">**Fiscal Year 2024**</p>

Institution:

Institution Type: ( ) Tribal College   (   ) Private, non-profit college or university

Project Director:

Project Director E-mail Address:

Project Director Title:

Address of Institution:

Grant-Administering Office (student-facing):

Does your institution already have an emergency grant program (highlight one)?   YES   NO

An Authorized Representative is typically business office staff with the power to sign contracts and invoices, a college President or Dean, foundation office staff, or sponsored projects/grants office leadership.

Authorized Representative Name:

Authorized Representative Email Address:

Appendix C: Proposal Cover Sheet

PROPOSAL COVER SHEET

Project Title:

Applicant Institution:

Institution Type: (   ) Tribal College   (   ) Private, non-profit college or university

Address:

Project Director:

Telephone Number:

Email Address:

Project Funding for Year 1		**Project Funding for Year 2**	
Requested Funds	$	Requested Funds	$
Required Match	$	Required Match	$
Other Funds	$	Other Funds	$
Total Emergency Grant Program	$	Total Emergency Grant Program $	

Total EAPS Request (Y1 + Y2):

If applicable: How much money did your institution *receive* in total for the purpose of emergency grants to students during the 2021-2022 academic year, including private foundation funding, state funding, and federal funding?:

If applicable: How much money did your institution *spend* in total in the form of emergency grants to students during the 2021-2022 academic year?:

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:

Appendix D: Program Abstract

PROGRAM ABSTRACT

(Use of this form is required)

APPLICANT INSTITUTION:

GRANT-ADMINISTERING OFFICE:

GRANT APPLICATION DECISION COMMITTEE:

Name	Title	Department

OTHER KEY STAFF FOR GRANT ADMINISTRATION OR MARKETING:

Name	Title	Department

TARGET POPULATION:

MAXIMUM AWARD AMOUNT:

STUDENT FINANCIAL ELIGIBILITY REQUIREMENTS:

PAYMENT METHOD/ELIGIBLE EXPENSES:

MARKETING PLAN:

Appendix E: Project Budget

PLEASE USE THE EXCEL SPREADSHEET PROVIDED TO INPUT YOUR PROPOSED PROJECT BUDGET. IF YOU NEED A COPY OF THIS SPREADSHEET, CONTACT Lain.DeSalvo@state.mn.us or Megan.FitzGibbon@state.mn.us

Budget Narrative and Justification: