



# Hunger Free Campus Grants

Fiscal Year 2024 Request for Proposal

Minnesota Statutes 135A.137

## Important Dates

Proposal Available: April 22, 2024

Revised Proposal Available: April 26, 2024

Technical Question Deadline: May 16, 2024

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

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

Mandatory Grantee Orientation: July 17, 2024

Project Period: July 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.

## **Minnesota Office of Higher Education**

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Saint Paul, MN 55108-5227

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## Grant Overview

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The Minnesota Office of Higher Education (OHE) is responsible for administering the Hunger Free Campus grant program. The statute governing the grant program is located in Minnesota Statutes 135A.137 Hunger Free Campus Designation ([Sec. 135A.137 MN Statutes](#)). It correlates with 2023 Minnesota Session Laws, Chapter 41, Section 2, Subdivision 35, that includes up to \$500,000 to institutions for equipment necessary to operate an on-campus food pantry.

A Hunger Free Campus is a public or nonprofit degree-granting postsecondary institution physically located in Minnesota and registered with the Office of Higher Education under section [136A.63](#) that has received a designation from the Student Advisory Council (SAC) under section [136A.031](#), in partnership with OHE.

Campuses may use grant funding to achieve and/or sustain 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 and includes a minimum of two currently enrolled students.

Institutions must reapply at least every four years to maintain the designation.

## Funding Availability

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This is the third release of the request for application. The total appropriation is \$2,500,000 and of this amount, up to \$500,000 in one-time funding is available for equipment grant.

- **Sustaining Designation Grant (Sustaining Grant):** For the purpose of supporting colleges and universities who have already received a Hunger Free Campus designation and are requesting funds to sustain and continue their work. The maximum grant award for an institution pursuing the Sustaining Designation Grant is \$15,000.
- **Pathways to Designation Grant (Pathways Grant):** For the purpose of supporting colleges and universities who have not received a Hunger Free Campus designation and will be seeking designation within the next year. The maximum grant award for an institution pursuing the Pathways to Designation Grant is \$25,000.

- **Equipment Grant:** For the purpose of supporting colleges and universities in purchasing the equipment necessary to operate an on-campus food pantry. Institutions may apply for this grant alone or in addition to a sustaining or pathways grant. The maximum award amount is \$25,000. Up to \$500,000 in one-time funding is available for equipment grant.

**Note: There is a 50% match requirement for this award, either in-kind or monetary, to receive funding for Sustaining and Pathways grants.**

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 **July 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

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

Applicants must submit the following items through this form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=RrAU68QkGUWPJricIVmCjlcN1asYZfNEmfjN\\_1Hv6QBUQINUTIFKWTNOQzQyRU1KMTFWOFVUZU2Mi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=RrAU68QkGUWPJricIVmCjlcN1asYZfNEmfjN_1Hv6QBUQINUTIFKWTNOQzQyRU1KMTFWOFVUZU2Mi4u)

- Proposal cover sheet
- Proposal narrative
- Project budget
- Letter of support
- Financial and applicant capacity review

## Commitment to Diversity and Inclusion and Priorities

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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](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.

## Eligibility

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### Eligible Applicant

Eligible applicants include the following organizations, located in Minnesota, that provide eligible services to eligible participants:

- Public postsecondary institutions

- Nonprofit, degree-granting, private postsecondary institutions physically located in Minnesota and registered with the Office of Higher Education under section [136A.63](#)<sup>1</sup>
- Tribal colleges

Competitive applicants should:

- Be able to demonstrate student-need on their campus
- Have capacity to maintain all five designation criteria for at least one year after post-grant closeout
  - 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.
- Secure institutional funds, in addition to grant funds, in order to sustain the designation criteria
- Incorporate student-feedback and perspective into the implementation process, and
- Institutions applying for a Sustaining Designation Grant must demonstrate a partnership with a local food bank or organization or other source of funding that ensures regular, on-campus distributions

IMPORTANT! Upon award, grantees are required to have at 50% match. The match may be cash or in-kind contributions

## Competitive Priorities

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OHE prioritizes awards to applicants for Pathways Grants and to applications from institutions with the highest number of federal Pell Grant eligible students enrolled in the previous academic year. The head count of enrolled students will be taken into consideration when awarding grants.

No more than 20 percent of the total grant awards each fiscal year shall be for grants to eligible nonprofit, degree-granting private postsecondary institutions.

## Collaboration

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Applicants and supporting or partnering organizations may collaborate on the content of proposals. Applicants must write and submit proposals.

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<sup>1</sup> <https://www.revisor.mn.gov/statutes/cite/136A.63>

## Selection Criteria

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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. Number of Pell-Eligible students in the previous academic year
  - b. Number of students eligible for State Grant based on MN Dream Act application submission in the previous academic year
  - c. Total headcount of enrolled students in the previous academic year
  - d. Student population to be served such as: race, ethnicity, student-parent status, disability status, citizenship status, LGBTQ+, etc. and their barriers to postsecondary attainment
  - e. For Sustaining Grants and Pathways Grants, how funding will be used to sustain or achieve Hunger Free Campus Designation criteria
  - f. For Equipment Grants, what equipment will be purchased and how it will be used to operate an on-campus food pantry
2. Sustainability and Feasibility **(25 Points)**:
  - a. Resources dedicated to this project
  - b. Resources dedicated to all student basic needs initiatives at the institution including grants and other funding sources for the purpose of meeting student basic needs
  - c. Commitment from campus leadership
  - d. Commitment from local food banks or other partners
  - e. How program will compliment and coordinate with other appropriate organizational, community, and/or educational resources, agencies, and organizations providing basic needs services
  - f. Current status of student basic needs initiatives at the institution
  - g. Implementation plan and timeline are appropriate for the scale of the project and grant period
  - h. For a **Sustaining Designation Grant** must demonstrate a partnership with a local food bank or organization or other source of funding that ensures regular, on-campus distributions
3. Approach and Commitment to Equitable Services and Outcomes **(25 Points)**:
  - a. Student involvement and direction
  - b. Institution's established equity goals and how the project supports and/or contributes to meeting those goals
  - c. Trust in students, student autonomy, and student contribution to project
  - d. Implementation plan ensures services and support will be equitably available by the student population especially as it relates to students that experience significant barriers to postsecondary attainment
4. Quality of Project Evaluation **(15 Points)**:
  - a. Ability to track progress, implementation, and outcomes
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
- b. Required matching support is documented and additional resource support is provided, as needed

## Selection Process

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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

**Step 2:** Awards are granted based upon competitive priorities. While ensuring no more than 20 percent of the total grants awarded are to nonprofit, degree-granting postsecondary institutions.

**Step 3:** Proposals are again organized based upon proposal evaluations. Remaining applicants will not be granted awards.

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.

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

## Technical Assistance Questions

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Technical assistance is available for interpreting instructions or preparing proposals by emailing [cha.her@state.mn.us](mailto:cha.her@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 **May 16, 2024**.

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

## Proposal Content

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Applicants must submit all proposal content by the deadline date of May 23, 2024, through the online form: [https://forms.office.com/Pages/ResponsePage.aspx?id=RrAU68QkGUWPJricIVmCjlc1asYZfNEmfjN\\_1Hv6QBUQlNUTIFKWTNOQzQyRU1KMTFWOVFUVzU2Mi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=RrAU68QkGUWPJricIVmCjlc1asYZfNEmfjN_1Hv6QBUQlNUTIFKWTNOQzQyRU1KMTFWOVFUVzU2Mi4u) 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:

[https://forms.office.com/Pages/ResponsePage.aspx?id=RrAU68QkGUWPJricIVmCjIcn1asYZfNEmfjN\\_1Hv6QBUQlNUTIFKWTNOQzQyRU1KMTFWOVFUVzU2Mi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=RrAU68QkGUWPJricIVmCjIcn1asYZfNEmfjN_1Hv6QBUQlNUTIFKWTNOQzQyRU1KMTFWOVFUVzU2Mi4u)

- Applicant authorized official (administers proposal process)
  - Name (first, last)
  - Title
  - Email address
  - Phone number
- Project title
- Applicant organization
  - Institution Name
  - Address (street, city, state, zip)
  - Type (public postsecondary institutions, or nonprofit, degree-granting, private postsecondary institution, or tribal college)
  - FEID federal ID
- Project funding
  - Funding Type (sustaining grant, pathways grant, equipment grant)
  - 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 submitted via (Word or PDF format) email to [GWI.OHE@state.mn.us](mailto:GWI.OHE@state.mn.us).

The proposal narrative must be published using 12-point font, have at least 1.5 line spacing, and not be more than 10 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)
- Sustainability and Feasibility (25 Points)
- Approach and Commitment to Equitable Services and Outcomes (25 Points)
- Quality of Project Evaluation (15 Points)
- Quality of Budget (10 Points)

## Project Budget

The project budget is fillable excel spreadsheet, available on the OHE website:

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2492>

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
- Food Pantry Items & Partnership Expenses
- Public Benefits Marketing, Partnership, etc. Expenses
- Hunger Awareness Event Expenses
- Emergency Assistance Grant Student Stipends & other for Advisory Council
- Any other expenses
- Indirect costs (maximum of 8% of total personnel 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.

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

## Letters of Support

Letters of support are submitted via (Word or PDF format) email to [GWI.OHE@state.mn.edu](mailto:GWI.OHE@state.mn.edu)

An applicant must submit one letter from institution leadership documenting:

1. Support of the grant application

2. Awareness of the steps necessary to achieve and/or sustain a Hunger Free Campus designation; and
3. Acknowledgement of the match requirement

**Sustaining Grant 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.

## Financial and Grantee Capacity Review

**Only applicable to nonprofit organizations.**

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 applicants who are business entities, nonprofit organizations, and political subdivisions to undergo a risk assessment prior to grant award to determine whether a risk mitigation plan and/or enhanced oversight is required to responsibly award the grant.

- **Nonprofit Organization:** 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 definition in Chapter 317A (<https://www.revisor.mn.gov/statutes/cite/317A>), Minnesota Statutes 309.50, Subdivision 4 (<https://www.revisor.mn.gov/statutes/cite/309.50#stat.309.50.4>), or meets the definitions defined in the Internal Revenue Service code, with the most common type being a 501 (c)(3)

Nonprofit organizations will complete the following review components:

1. Capacity Response
2. Certification of No Felony Financial Crime
3. Certifications of Good Standing with Secretary of State

Once an applicant submits their Proposal Cover Sheet and selects business entities, nonprofit organizations or political subdivisions, they will receive instructions and materials to complete a financial and capacity review.

### Applicant Capacity Review

The Applicant Capacity Review section includes the following fields:

#### 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.
- Has the applicant been awarded or have an active grant from the Minnesota Office of Higher Education in the past 5 years?
  - Yes
    - If yes, please list the grant program and fiscal year

- FY2024 (July 1, 2023 – June 30, 2024)
    - FY2023 (July 1, 2022 – June 30, 2023)
    - FY2022 (July 1, 2021 – June 30, 2022)
    - FY2021 (July 1, 2020 – June 30, 2021)
    - FY2020 (July 1, 2019 – June 30, 2020)
  - No – will not need to fill anything out
- Has the applicant been awarded or have an active grant from another State of Minnesota Agency in the past 5 years?
  - Yes
    - If yes, please list the grant program and fiscal year
      - FY2024 (July 1, 2023 – June 30, 2024)
      - FY2023 (July 1, 2022 – June 30, 2023)
      - FY2022 (July 1, 2021 – June 30, 2022)
      - FY2021 (July 1, 2020 – June 30, 2021)
      - FY2020 (July 1, 2019 – June 30, 2020)
  - No – then will not need to fill anything out

Certification of No Felony Financial Crime

- Certify that no current principals have been convicted of a felony financial crime in the last ten years. 16B.981 Subd. 2 (6) requires that no current principals of a grantee have been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used. By signing below, I warrant that no current principal of my organization has been convicted of a felony financial crime in the last 10 years. I certify that this information is true, correct, and reliable. The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me/my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law. \*The response must be completed by business entities, nonprofit organizations, and political subdivisions.
  - Signature, Title, Date
  - Please upload an organizational chart or list of principals that you certify with the above statement.

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 Office. Potential grantee must certify that the organization has a status of "In Good Standing" with the Secretary of State as required by 16B.981 Subd. 2 (3) and as part of the response to this Grant Request for Proposal. Is your organization (for-profit or nonprofit) registered with the Secretary of State and has a status of "In Good Standing"?
  - Yes
  - No

## Financial Review

OHE requires applicants to submit financial information as part of the grant proposal process. OHE audit staff will review the applicant's financial documents and perform a risk assessment to ensure the organization is financially stable. The types of financial documents and certifications required by applicants vary by type and size of organizations, as described in the sections below.

### Nonprofit Organization Financial Documents

Nonprofit organizations requesting less than \$50,000 in total grant amount will submit the following documents for the **most recently completed year**. Nonprofit organizations requesting \$50,000 or higher in total grant amount will submit the following documents for the **most recently completed three years**:

- IRS Form(s) 990 or Form(s) 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>)
- If the nonprofit organization is not required to file Form 990 or Form 990-EZ or has not been in existence long enough to have a completed IRS Form 990, Form 990-EZ, or audit, the organization will be required to submit their board-reviewed financial statements, proof of tax-exempt status, and documentation of internal controls.

Once an applicant submits their Proposal Cover Sheet and selects business entities, nonprofit organizations or political subdivisions, they will receive instructions and materials to complete a financial and capacity review.

### Addressing Substantial Risks

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/>), if the risk assessment identifies substantial financial, organizational, capacity, and/or management risks, OHE may:

- Request more information from the applicant for the purpose of satisfying the concerns
- Develop a risk mitigation plan that addresses the concerns and accompanies the grant contract agreement
  - Strategies may include enhanced monitoring, additional reporting, or technical assistance
- Provide enhanced technical assistance and oversight
- Not award the grant

Applicants have 30 business days to respond to requests for additional information and/or work with OHE to develop a risk mitigation plan.

OHE has the authority to not award a competitive grant source. OHE must notify the applicant and provide reasons for not awarding the grant. The applicant may contest the decision to not award within 15 business days. OHE must consider any additional information the applicant provides with an additional 15 business days. As a final decision, OHE may affirm, reverse, or modify the initial decision to not award a grant. If OHE's final decision is not to award the grant, OHE must notify the applicant and the Commissioner of Administration. The applicant may contest OHE's final decision within 30 business days of the agency's notifications about the decision.

## Proposal Submission

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OHE must receive all proposal content no later than 11:59 p.m. central time, on May 23, 2024. Utilize the forms link for processing all proposal cover sheet:

[https://forms.office.com/Pages/ResponsePage.aspx?id=RrAU68QkGUWPJricIVmCjIcn1asYZfNEmfjN\\_1Hv6QBUQINUTIFKWTNOQzQyRU1KMTFWOVFUVzU2Mi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=RrAU68QkGUWPJricIVmCjIcn1asYZfNEmfjN_1Hv6QBUQINUTIFKWTNOQzQyRU1KMTFWOVFUVzU2Mi4u)

In addition, applicants must email the following items to [GWI.OHE@state.mn.us](mailto:GWI.OHE@state.mn.us):

- Proposal narrative
- Project budget
- Letter(s) of support
- Financial and applicant capacity review

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

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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: April 22, 2024

Technical questions due no later than 4:00 p.m. central time: May 16, 2024

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

Committee begins review of proposals: June 6, 2024

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

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

Grantees publicly announced: July 15, 2024

Mandatory grantee orientation (2:00 p.m. to 4:00 p.m. central time): **July 17, 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

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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

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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

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Minnesota Statutes 135A.137 Hunger Free Campus: <https://www.revisor.mn.gov/statutes/cite/135A.137>

This is the third release of the request for proposal. The total appropriation is \$2,500,000 and of this amount, up to \$500,000 is available for equipment grant.

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

## Orientation

**July 17 2024 from 2:00 to 4:00 p.m. central time**

Following award notification, OHE hosts a virtual mandatory two-hour orientation for the grantees. The purpose of orientation is to prepare grantees for the grant administration and encourage strategic planning.

## 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
- Food Pantry Items & Partnership Expenses
- Public Benefits Marketing, Partnership, etc. Expenses
- Hunger Awareness Event Expenses
- Emergency Assistance Grant Student Stipends & other for Advisory Council
- Any other expenses
- Indirect costs (maximum of 8% of total personnel costs)

Ineligible expenditures include but are not limited to:

- 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.

## 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](mailto:efthelpline.mmb@state.mn.us).

## Grant Contract

A grantee must have an effective contract prior to incurring expenditures to the Student Parent Support Initiatives. 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.

## Reporting and Accountability

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### 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 **February 2025, and August 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 Reporting

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.

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

### 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.

## **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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Phone: 651-259-3991

## Proposal Documents Available Online

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General information about Hunger Free Campus Grants and the proposal process is available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2492>.