



Hunger Free Campus Grant

Fiscal Year 2026 Request for Proposal

Minnesota Session Laws 2025 1st Special Session Ch 5, Art 1, Subd. 25

Important Dates:

Proposal Available: October 13, 2025

Technical Question Deadline: November 6, 2025

Proposal Submission Deadline: **November 13, 2025**

Award Notice to Applicants: December 15, 2025

Project Period: Grant Contract effective date through July 31, 2027

Contacts

Cha Her

Program Administrator of Grants and
Workforce Initiatives

Tel: 651-259-3991

cha.her@state.mn.us

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

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

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Grant Overview

The Minnesota Office of Higher Education (OHE) is responsible for administering the Hunger Free Campus (HFC) grant program. The state law governing the grant program is located in Minnesota Session Laws 2025 1st Special Session Ch 5, Art 1, Subd. 25 (<https://www.revisor.mn.gov/laws/2025/1/Session+Law/Chapter/5/>) which appropriates up to \$200,000 to OHE to award grants to nonprofit private postsecondary institutions and Tribal colleges.

- HFC funds must be used for eligible expenses that support, fulfill, or sustain the following Hunger Free Campus requirements: Maintain an on-campus food pantry or partnership with a local food bank to provide regular, on-campus food distributions
- Provide information to students on the Supplemental Nutrition Assistance Program (SNAP), the Minnesota Family Investment Program (MFIP), and other programs that reduce food insecurity
- Notify students in work-study employment of their potential eligibility for SNAP benefits and provide information to those students about eligibility criteria and how to apply for benefits
- Hold or participate in one hunger awareness event per academic year
- Provide emergency assistance grants to students
- Establish a hunger task force that meets a minimum of three times per academic year and that includes at least two students currently enrolled at the institution

Funding Availability

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 **December 2025**. If selected, a grantee may only incur eligible expenditures when the grant contract agreement is fully executed and the grant has reached its effective date. OHE is not permitted to make an exception to this rule.

Funding	Estimate
Estimated Amount to Grant	\$360,000
Estimated Number of Awards	7
Estimated Maximum	\$50,000 (\$25,000/year)
Estimated Minimum	N/A

Proposals may be partially funded depending on the availability of funds and/or budget efficiency.

Match Requirement

Grantees must provide at least a 50 percent match of the amount awarded with either in-kind contributions or other resources.

Eligibility

Eligible Applicant

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

- Nonprofit, degree-granting, private postsecondary institutions physically located in Minnesota and registered with the Office of Higher Education under section [136A.63](#)¹¹
- Tribal colleges

Minimum Requirements

Applicants must meet the minimum requirements in order to be fully considered for this grant opportunity. Applicants must submit the following items by the Proposal Submission Deadline through the online grants management system at <https://gwi-ohe.intelligrants.com/>.

- Proposal cover sheet
- Proposal narrative (Proposal Narrative questions such when combined the text would not exceed 12 pages at 12-point font with at least 1.5 line spacing)
- Project budget
- Financial and applicant capacity review

Competitive Priorities

In accordance with law, OHE provides preference to applications from institutions with the highest number of federal Pell Grant eligible students enrolled in the previous academic year.

Commitment to Diversity and Inclusion

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. Department of Administration Office of Grants Management (OGM) Policy 08-02 (https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

¹¹ <https://www.revisor.mn.gov/statutes/cite/136A.63>

This grant will serve students facing food insecurity and other similar barriers to success in college, including Pell Grant eligible students. OHE is committed to promoting and supporting postsecondary attendance and retention programs that provide all students with the resources to succeed in postsecondary education. This commitment is demonstrated through a criterion in the proposal evaluation process.

Grant outcomes will include:

- Number of students served
- Description of program goals
- Summary of program outcomes in relation to the Hunger-Free Campus requirements

Collaboration

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

Selection Criteria and Weight

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 the Project (25 points)
 - a. Prevalence of students experiencing food insecurity in their student body
 - b. Prevalence of students experiencing other basic needs insecurity including housing, child care, transportation, and internet/technology access
 - c. Student population to be served such as: race, ethnicity, student-parent status, disability status, citizenship status, LGBTQ+, etc. and their barriers to postsecondary attainment that will be met by the project
 - d. If applicable, the extent to which existing programs or activities working towards the Hunger Free Campus requirements have been successful
2. Quality of Project Design (25 Points)
 - a. Clearly specified and measurable goals, objectives, activities, and outcomes to be achieved
 - b. Commitment to cross-departmental collaboration that is integrated into the project
 - c. Commitment to collaboration with external (community) resources that is integrated into the project
 - d. Focused marketing/outreach plan that reduces stigma
3. Sustainability and Feasibility (20 points)
 - a. Commitment to dedicate adequate resources to this project

- b. Commitment to dedicate additional resources to other student basic needs initiatives at the institution including grants and other funding sources for the purpose of meeting student basic needs
 - c. Commitment and support from campus leadership
 - d. An appropriate implementation plan and timeline for the scale of the project and grant period
 - e. Description of an on-campus food pantry or partnership with a local food bank or organization or other source of funding that ensures regular, on-campus food distributions
 - f. Commitment from other internal or external partners
4. Approach and Commitment to Equitable Services and Outcomes (10 points)
- a. Commitment to student involvement and direction in project
 - b. Institution's established equity goals and how the project supports and/or contributes to meeting those goals
 - c. Description of how the project and implementation plan demonstrate trust in students, student autonomy, and student contribution
 - d. Description of how the 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
5. Quality of Project Evaluation (10 Points)
- a. Description of how measurable data related to the project goals, objectives, activities, and outcomes will be recorded
 - b. Description of how the number of students served will be documented
6. Quality of Budget (10 points)
- a. Extent to which the budget cost effective, appropriate and reflective of project requirements, goals, objectives, activities, and outcomes
 - b. Description of required matching support and any additional resource support

Selection Process

The review committee will submit their evaluations of proposals to OHE for review and final award decisions.

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.

Step 1: Proposals are organized based upon competitive priorities

Step 2: Awards are granted based upon competitive priorities.

Step 3: Proposals are again 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. Remaining applicants will not be granted awards.

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

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

Technical Assistance

Technical assistance is available for interpreting instructions or preparing proposals by emailing gwi.ohe@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://ohe.mn.gov/competitive-grants/hunger-free-campus>. Technical questions must be submitted no later than 4:30 p.m. central time, on **November 6, 2025**.

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

Proposal Content

The Hunger Free Campus Request for Proposal is available online at <https://ohe.mn.gov/competitive-grants/hunger-free-campus>.

All proposal content is submitted through a secure online grants management system (OHE Grants Portal) at <https://gwi-ohe.intelligrants.com/>. The grants management system requires user registration. OHE reviews and approves each user registration within three business days. User registrations submitted after **November 6, 2025**, may not be reviewed and approved prior to the proposal deadline.

Applicants must submit all proposal content by **4:30 p.m. central time, on November 13, 2025**, for OHE to consider the proposal as complete.

OHE does not discriminate on the basis of preference in the admission or access to, or treatment or employment, in its programs or activities. OHE will provide applicants with proposal materials in an alternative format upon request.

Proposal Cover Sheet

The proposal cover sheet is fillable online through the Grants Portal and includes the following:

- Applicant Information
 - Institution or organization

- Organization type (Private, non-profit postsecondary institutions or Minnesota Tribal College)
- Address
- Applicant authorized official (administers proposal process)
 - Name (first, last)
 - Title
 - Phone number
 - Email address
- Grantee authorized signatory (signs grant contract upon award)
 - Name (first, last)
 - Title
 - Phone number
 - Email address
- Grantee authorized official (administers project upon award)
 - Name (first, last)
 - Title
 - Email address
 - Phone number
- Project Title
- Number of Pell Grant Eligible Students in 2023-2024 Academic Year

Proposal Narrative

The proposal narrative is provided online through the OHE [Grants Portal](#).

Reference the [Selection Criteria and Weight](#) section for further details about the following sections of the narrative:

- Need and Significance of Project (25 Points)
- Quality of Project Design (25 Points)
- Sustainability and Feasibility (20 Points)
- Approach and Commitment to Equitable Services and Outcomes (10 points)
- Quality of Project Evaluation (10 Points)
- Quality of Budget (10 Points)

Project Budget

The project budget provides an overview for specific expenses to be reimbursed throughout the project period. The project budget also captures the 50% match requirement. A project budget is required to be submitted within the proposal. Please refer to the Eligible [Expenses](#) section later in this Request for Proposal to prepare the Project Budget. The project budget is fillable online through the [Grants Portal](#). In addition, an applicant must

complete a **budget narrative** by thoroughly describing each budget line item and providing justification for the expense.

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

- Personnel Costs (Salary and Fringe)
- Personnel Travel
- Marketing and Communication
- Food Pantry Expenses
- Event Expenses
- Emergency Grants
- Other Eligible Direct Costs

Match Requirement

Grantees are required to provide a 50% match on the HFC Grant reimbursement. The match requirement may be satisfied by in-kind or cash contributions. Proof of the match will be required with each reimbursement request. Please refer to the “Match Requirement” section under the [Accountability and Reporting](#) section.

Proposal Submission

OHE must receive all proposal content no later than 4:30 p.m. central time, on **November 13, 2025**. Utilize the OHE Grants Portal for submitting all proposal content: <https://gwi-ohe.intelligrants.com/>.

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

Review Process and Timeline

OHE will review all committee recommendations and is responsible for award decisions. *The award decisions of OHE are final and not subject to appeal.* OHE retains the right to offer partial or reduced awards based on an assessment of the overall grantee pool and funding availability. The Request for Proposal does not obligate OHE to award a grant. OHE reserves the right to cancel this Request for Proposal, if in the best interest of the program, agency, and/or State of Minnesota.

- Request for Proposal posted on the OHE website: October 13, 2025
- Hunger Free Campus Proposal Workshop (11 a.m. to 12 p.m. central time): October 23, 2025
- Technical questions due no later than 4:00 p.m. central time: November 6, 2025
- Proposals due no later than 4:30 p.m. central time: **November 13, 2025**
- Committee begins review of proposals: November 19, 2025

- Committee recommendations submitted to OHE for review: December 11, 2025
- Applicants notified of award decisions: **December 15, 2025**
- Grantees publicly announced: December 18, 2025
- Mandatory grantee orientation (11 a.m. to 12:30 p.m. central time): **December 30, 2025**

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

Conflicts of Interest

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

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

(<https://mn.gov/admin/government/grants/policies-statutes-forms/>), and OHE Grant Administration policies.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to OHE due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Public Data

Per Minnesota Statutes 13.599 Grants (<https://www.revisor.mn.gov/statutes/cite/13.599>),

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in Minnesota Statutes 13.37 General Nonpublic Data (<https://www.revisor.mn.gov/statutes/cite/13.37>)) will be public data after the evaluation process is completed. For purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by OHE as part of the evaluation process (except trade secret data as defined and classified in Minnesota Statutes 13.37 General Nonpublic Data) will be public data after the

evaluation process is complete (for the purposes of this grant, when all grant agreements have been fully executed).

Required Financial and Applicant Capacity Review

Only applicable to business entities, nonprofit organizations, and political subdivisions. Tribal Nations, University of Minnesota and Minnesota State Colleges and Universities are not subject to the financial and applicant capacity review.

In alignment with Minnesota Statute §16B.981, Minnesota Session Laws Chapter 62, Article 7, Section 11, Subdivisions 2-5 (<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/62/>) and OHE policies require applicable applicants 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.

Business entities 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
4. Business Entity Financial Documents

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
4. Nonprofit Organization Financial Documents

Political subdivisions will complete the following review components:

1. Capacity Response
2. Certification of No Felony Financial Crime

Applicants who are required to submit financial documents as part of the review process, must adhere to the following based upon requested grant amount:

- Grant Request Amount: Less than \$50,000
 - Financial documents representing most recently completed year (1 year total)
- Grant Requested Amount: \$50,000 or higher
 - Financial documents representing most recently completed three years (3 years total)

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:

- Provide or require enhanced grant oversight
- Request additional information from applicant to determine whether there is a substantial risk that the applicant cannot or would not perform the required duties of the grant agreement
 - The applicant has 15 calendar days to respond
- Develop a plan to address the risk or concerns identified
- Not award the grant
 - The granting agency must provide notice of the determination to not award the grant to the applicant and the Commissioner of Administration
 - The notice must include the following:
 - The reason for postponing/not awarding the grant
 - The timeline for the process for contesting the agency's decision

OHE has the authority to not award a competitive grant based on its review. OHE must notify the applicant and the Commissioner of Administration and provide sufficient information to explain and support the decision. The applicant may contest OHE's decision within 30 calendar days of the agency's notification.

Grant Provisions

The authority to administer this program as well as the funds to make awards under it, are provided each biennium through appropriations law. In anticipation of continued authority and appropriations to administer this program, OHE is publishing this Request for Proposals. The appropriations law governing the most recent grants for this program is 2023 Minnesota Session Laws, Chapter 41, subd. 24 (<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/41/>).

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

Orientation

Following award notification, OHE hosts a virtual mandatory orientation for all grantees on Mandatory grantee orientation (11:00 a.m. to 12:30 p.m. central time): **December 18, 2025**. Supportive or partnering entities

involved in the success of the program are encouraged but not required to attend orientation. The purpose of orientation is to prepare grantees for the grant process and encourage strategic planning.

Work Plan

A grantee must complete and submit a Work Plan in the grant's portal, <https://gwi-ohe.intelligrants.com/>, 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 in the grant's portal, <https://gwi-ohe.intelligrants.com/>, following award notification and prior to executing a grant contract with OHE. The Budget includes detailed information about personnel costs, personnel travel, marketing and communication costs, food pantry expenses, event expenses, emergency grants, and other eligible 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.

Expenditures

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

- Personnel Costs (Salary and Fringe)
- Personnel Travel
- Marketing and Communication
- Food Pantry Expenses
- Event Expenses
- Emergency Grants
- Other Eligible Direct Costs

Personnel Costs-Salary

Reimbursable salary costs are for staff who have dedicated HFC responsibilities written into their position description. If a staff member has other duties outside of the program, then the expense must be prorated based on the percentage in which the staff duties are directly related to program. Stipends are allowable to personnel providing an eligible service to students. Stipends to personnel should be included under this budget category. Requests for reimbursement must align with the budget approved by the OHE Authorized Official.

Personnel Costs-Fringe

Fringe benefits up to the salary percentage on the approved budget are reimbursable under personnel costs.

Fringe benefits are a form of pay in addition to the employees' salary. Fringe benefits may include items, such as; health insurance, dental insurance, short- and long-term disability, life insurance, cafeteria plan, and dependent care assistance.

Note: The employee contribution percentage of payroll taxes should already be accounted for under gross salary. The employer contribution percentage of payroll taxes can be reimbursable, if you show proof of payment during the reimbursement process.

Personnel Travel

Personnel travel is reimbursable, within Minnesota for HFC related duties. Travel outside of Minnesota is not reimbursable. Personnel travel costs include mileage, lodging, and meals for the staff needing to travel for a program related event or activity. Costs incurred, must align with the specific dates of travel for the corresponding program activity.

Note: The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current Commissioner's Plan promulgated by the Commissioner of Minnesota Management and Budget. The current Commissioner's Plan is available at: <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>.

Food Pantry Items & Partnership Expenses

Food Pantry Items & Partnership expenses include, but are not limited to, costs directly related to the operation and support of food pantry services, excluding expenses in a different budget category. These expenses can include:

- Purchases, either directly or through a partnership, of food, household items, and personal hygiene items
- Supplies and materials including bags, boxes, gloves, cleaning products, and storage containers
- Food pickup or delivery expenses
- Facility-related expenses including utilities, pest control, equipment rental, and equipment maintenance
- Equipment purchases including shelving, refrigerators, freezers, and carts
- Technology used for inventory tracking, intake, and data collection and reporting

Marketing and Communication

Marketing and communication, include costs that are associated with promoting HFC to inform target populations of the program offering. Marketing and communication may also include costs associated with outreach to students and their support systems.

Emergency Grants

Emergency grant funds provided directly to students or a third-party on their behalf. Emergency grants may be provided in different forms including:

- Funds paid to students

- Funds paid to third-parties on behalf of students
- Gift cards provided to students
 - If a grantee chooses to provide emergency grant funds to students using gift cards, the grantee must have a process to document the provision of the gift card to a student including the name of the student and when the gift card was provided. Grantees will not be reimbursed for gift cards purchased but not provided to students.

Hunger Awareness Event Expenses

Hunger Awareness Event Expenses include costs necessary to plan, promote, and execute events designed to educate students and others about food insecurity and the services available through the postsecondary institution related to food insecurity and basic needs excluding expenses in a different budget category. These expenses can include the cost to purchase or rent:

- Event materials and supplies like posters, banners, signage, tablecloths, tents, and booths
- Audio/Visual Equipment
- Food and refreshments
- Venue or facility fees
- Incentives and prizes for participation

Other Eligible Direct Costs

Other Direct Costs includes cost that are directly related to services being provided to students that were not covered under the other eligible expense categories.

Ineligible Expenditures

Ineligible expenditures contain items that are not eligible for reimbursement through the HFC Grant. Ineligible Expenditures include but are not limited to:

- Tuition and fees
- Books and other required materials
- Student Meal Plans
- Other expected fees related to attending college
- Capital expenditures
- Fundraising
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds of the grantee
- Parking violations and traffic violations of the grantee
- Out of state transportation and travel expenses
 - Minnesota will be considered the home state for determining whether travel is out of state

Business with the State

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

Grant Contract

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. A grantee must have an effective contract prior to incurring expenditures. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. 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. The grantee will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and Reporting

Grantees must adhere to all accountability and reporting requirements. Grant reimbursement and future grant eligibility is contingent upon fulfillment of requirements.

Grant Payments

Per Office of Grants Management Policy 08-08, OHE will process payment requests through a method of reimbursement. Grantees must provide a general ledger report or other similar documentation that reflects expenses included in the reimbursement request. OHE will review each reimbursement request along with supporting documentation against the approved work plan, budget, expenditures to-date, and latest grant progress report prior to approving reimbursement. Grant payments shall not be made on grants with past due reports unless OHE has given the grantee a written extension.

OHE will reimburse grantees only for eligible expenditures. Grantees must submit reimbursement requests through the grants management system at <https://gwi-ohe.intelligrants.com/>.

Grantees must submit requests for reimbursement by **April 30, 2026, and August 31, 2026, for Year 1 and February 27, 2027, and August 31, 2027, for Year 2**, which corresponds with the grant progress report timeline.

Reimbursement requests must include the following information and supporting documentation (to be uploaded into the grants management system):

- General Ledger, accounting transaction, or other similar report for program specific expenditures
 - The report **MUST** include reimbursement AND
 - Match expenditures that occurred during the payment period if it match was provided through a cash contribution
- If Match contribution met through in-kind contribution, grantees must submit clear and verifiable documentation of how the monetary value of the match is determined. This can include:
 - Signed forms including description, date, value, and source of donated goods
 - Receipts or invoices for donated goods that document the fair market value of donated items
 - Timesheets or volunteer logs for donated labor or professional services that include the volunteer's name, hours worked, dates, tasks performed, and hourly value

OHE reserves the right to request additional documentation for verification prior to approval for reimbursement. Grantees must respond and complete follow-up items within 15 days of receiving a request for additional documentation from OHE. OHE will issue payment to a grantee within 30 days of a completed and approved reimbursement request.

Match Contribution

The grantee is required to provide a 50% match contribution of cash or in-kind.

The match contribution is based upon a grant contract period. Each grant reimbursement request must be accompanied by validation of match contributions, general ledger or similar documentation, that is equal to or greater than the requested amount. If a grantee provides match validation that exceeds the reimbursement request amount, the match contribution may carry-forward as validation for the next reimbursement request. Match validation applies to contributions that are monetary and in-kind. Grantees must maintain detailed records of all match contributions which will be requested during Grant Financial Reconciliation.

Grantee Bidding Requirements

Nongovernmental organizations and for-profit businesses must meet the following grantee bidding requirements for any grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor

Nongovernmental organizations and for-profit businesses must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List:
 - <https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>
- Metropolitan Council's Targeted Vendor List – Minnesota Unified Certification Program:
 - <https://mnucp.metc.state.mn.us/>
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul:
 - <https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/central-cert-certification-program>

Postsecondary institutions must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. Grantees must support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation of verbal quotes or bids and justifying a single/sole source bid, if applicable.

All grantees must not contract with vendors who are suspended or debarred in Minnesota per the Department of Administration's report: <https://mn.gov/admin/osp/government/suspended-debarred/>.

Grant Financial Reconciliation

All grantees are required to undergo Financial Reconciliation for expenditures at least once during the grant period before final payment is made. Financial Reconciliation may be conducted on a more frequent basis. The process involves reconciling a grantee's reimbursement request for a given period with supporting documentation for that request, such as purchase orders, receipts and payroll records.

Grant Reporting

Grantees must complete all monitoring and reporting documentation and visits as required by OHE. Grant reimbursement and future grant eligibility are 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 four narrative reports to OHE: Three Interim Progress Report (due **April 30, 2026, August 31, 2026, February 27, 2027**), and One Final Progress Report (due **August 31, 2027**). 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/>) and OHE Grant Administration Policies 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

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.

Grantee Performance Evaluation

Prior to the closeout of the grant, OHE will evaluate the performance of all grantees. OHE includes the following information in the evaluation process:

- Grantee name, grant amount, start and end dates of the grant period award, and amount of grant paid to grantee
- Grant description, purpose, and proposed grant outcomes
- Description of actual grant outcome
- Compliance with reporting requirements
- Grant monitoring visits and financial reconciliation results, if applicable
- If applicable:
 - Additional conditions placed on the grant as part of the pre-award risk assessment process
 - If there were any fraud, waste, or abuse concerns
 - If the grant was terminated for cause
- Significant changes that arose during the grant award period
- Status of any financial/audit concerns involving the grantee

Evaluations of grantee performance for grant contract agreements over \$25,000 must be provided by OHE to the Minnesota Department of Administration. In addition, OHE will share grantee performance evaluations with other state agencies upon request. Evaluations are considered public per Minnesota Statute 13.599 Grants (https://www.revisor.mn.gov/statutes/2023/cite/13.599?keyword_type=all&keyword=13.599).

OHE considers past grantee performance before awarding subsequent grants to grantees.

Audits

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.

Non-Transferability

Grant funds are not transferrable to any other entity. Grantees that become aware of any mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to OHE as soon as they become aware.

Affirmative Action and Non-Discrimination

- 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](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- 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](#)
- 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

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

Contact Information

Cha Her

State Program Administrator

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350 Saint Paul, MN 55108

Email: cha.her@state.mn.us | Phone: (651) 259-3391