



# **Food Retail Improvement and Development Program: Technical Assistance Provider Support Fiscal Year 2026 Request for Proposals**

**Applications due by 4 p.m. Central Time (CT) on Tuesday, March 10, 2026**

01/16/2026, updated 02/05/2026

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# Grant Summary

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## Overview

The Minnesota Department of Agriculture (MDA) is now accepting applications for the Fiscal Year (FY) 2026 Food Retail Improvement and Development Grant (FRIDG) Program for the Technical Assistance Provider Support Grants. Applications will be accepted until 4 p.m. Central Time (CT) on Tuesday March 10, 2026. Information about the program is available on the [FRIDG program](#) webpage.

The program was established by the Minnesota Legislature to increase the availability of and access to affordable, nutritious, and culturally appropriate foods (including fruits and vegetables) for underserved communities in low- and moderate-income areas. Technical Assistance Provider Support Grants are intended to assist technical assistance (TA) providers in working with new or existing for-profit, nonprofit, and cooperative self-service retail food establishments with needs-based assistance. The program is authorized under MINN. STAT. 17.1017 and funded through Laws of Minnesota, 2025, Regular Session, Chapter 34, Article 1, Section 2, Subdivision 3(f)(7).

## Funding availability

We expect to award up to \$200,000 through a competitive review process.

The maximum grant request is \$100,000, and the minimum request is \$5,000. We anticipate that we will award three to four grants, but the final number depends on the size of the awards.

Grants may last up to three years from the contract start date. We expect most grant contract agreements to start in May/June 2026. Grant contract agreements will not be extended.

If selected, grantees may only incur eligible expenses after the grant contract agreement is fully executed (signed by all parties), the grant agreement has reached its effective date, and the grantee has been notified that they may begin work.

## Matching requirement

Applicants must commit at least 25% of the total eligible project cost as a cash match. The FRIDG: Technical Assistance Provider Support Grant is a reimbursement grant for up to 75% of the project cost, not to exceed \$50,000. The MDA will reimburse you for 75% of the eligible project costs (maximum reimbursement of \$100,000, minimum of \$5,000), and you must commit at least 25% of the total eligible project cost through matching funds.

For example, a grantee is working on a project that is expected to cost \$10,000. In total, the grantee would be eligible for \$7,500 from the state and would be responsible for the other \$2,500.

You must provide documentation for the total cost of the project to receive the awarded reimbursement amount. Sources of the matching funds can be cash, loans, other grants, or liquid capital assets dedicated to the project. Grant funds awarded by the MDA or another state agency cannot be used as matching funds, but non-forgivable loans from the state may be used as a match. Non-cash, in-kind matches of goods and services are not allowable. Expenses incurred by project partners may count towards the match.

## Priorities

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.

The Department of Administration Office of Grants Management (OGM) [Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) sets up the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities. Businesses and organizations owned by, led by, or serving Native American Tribal communities are encouraged to apply.

The scoring criteria prioritize:

- Projects that address business succession planning
- Projects that prioritize new retail owners, new retailers, or less-established retailers
- Projects that help retailers access capital
- Projects that demonstrate a collaborative, regional approach
- Projects that will increase sales of Minnesota-grown or -raised foods

Read the full [Project Evaluation Profile](#) for the scoring criteria and weight that will be used by reviewers to evaluate your application.

## How to apply

Applications must be received no later than **4 p.m. CT on Tuesday, March 10, 2026**. Late applications will not be accepted.

- Apply using our [online application system](#).
  - If you are a new user, you'll need to create an account first. Use this [how-to guide \(PDF\)](#) to help set up your account.
  - Once you're logged in, select "FRIDG: Technical Assistance Provider Support Grant FY26".
  - After you have submitted your application, you will receive a confirmation email. Contact [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) if you do not receive this email.
- Apply early so there is enough time to get technical assistance if needed. It's best practice to submit your application at least 24 hours in advance.
- For help with the online application system:
  - Call 651-201-6500, or
  - Email [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) with "FRIDG Online Application Help" in the subject line. We encourage reaching out for help early as we may not be able to assist with last-minute requests.

We are not responsible for any technical or logistical problems that result in a late submission. It's your responsibility to ensure we receive your application before the deadline.

Incomplete applications will be rejected and not evaluated. Do not provide any materials that are not requested in this Request for Proposals (RFP), as such materials will not be considered nor evaluated. The MDA reserves the right to reject any application that does not meet these requirements.

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information

may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP or preparing the application are the responsibility of the applicant.

## How to submit questions

For questions on the grant program or application:

- Submit your question in writing before **4 p.m. CT on Tuesday, February 24, 2026**.
- Email [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) with “FRIDG Grant Question” in the subject line.
- We will post responses to all questions on the [FRIDG Grants Q&A webpage](#).

MDA employees are not authorized to give advice on any applications. Applicants who solicit or receive advice from unauthorized MDA employees may be disqualified from eligibility for a grant award.

## Application guidelines

- Use plain, easily understood language. Write for reviewers who have general knowledge but may not have a thorough or deep understanding of your organization or project.
- Answer all questions completely within the character limits specified in the grant application.
- Although some questions are labeled as optional, we strongly recommend responding to those questions or uploading the appropriate documents.
- Ensure your application is your own, a unique proposal designed to respond to the RFP. Clearly explain the importance or potential impact of your project.
- Make sure your budget is realistic, includes only eligible items, and is consistent throughout the application. Clearly explain how grant funding would be spent.
- Review the [Project Evaluation Profile](#) included in this document as it is used to score and compare the grant applications.
- Review the [Definitions](#) section.

## Timeline and deadlines

<b>Tuesday, January 13, 2026</b>	.....	RFP posted to the MDA website.
<b>Tuesday, February 24, 2026, 4 p.m. CT</b>	.....	Deadline to ask grant program questions.
<b>Tuesday, March 10, 2026, 4 p.m. CT</b>	.....	Applications due.
<b>March 2026</b>	.....	Phase one of the review process.
<b>April 2026</b>	.....	Phase two of the review process (pre-award risk assessments).
<b>May 2026</b>	.....	Applicants notified of decisions.
<b>May/June 2026</b>	.....	Anticipated start date for projects awarded funding.

Grants may last up to three years from the contract start date. We expect most grant contract agreements to start in May/June 2025. If selected, grantees may only incur eligible expenses after the grant contract agreement is fully executed (signed by all parties), the grant agreement has reached its effective date, and the grantee has been notified that they may begin work.

# Eligibility

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## Eligible applicants

Nonprofit organizations, public agencies, and for-profit businesses with capabilities to provide technical assistance to eligible grocery stores and small food retailers are invited to apply. Examples of potential technical assistance providers include but are not limited to small business development centers, regional economic development organizations, community development financial institutions, regional public health organizations, and foundations.

Applicants must meet the requirements of the [OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees \(PDF\)](#).

MDA employees and their spouses, farms, or businesses principally owned or operated by them are not eligible applicants and are not eligible to receive funds from this grant program.

## Collaboration

Applicants are encouraged to work in partnership with other technical assistance providers who can expand the breadth or reach of the technical assistance.

You must include a letter of support from at least one eligible grocery store or food retailer to show their commitment to the implementation of the proposal.

## Eligible projects and expenses

FRIDG: Technical Assistance Provider Support projects include but are not limited to individualized guidance; presentations; workshops; training; printed materials; mentorship opportunities; peer-to-peer opportunities; or other guidance and resources on relevant topics such as business planning, sales projections, cash flow, succession planning, financing, fundraising, marketing, Supplemental Nutrition Assistance Program (SNAP) and Women, Infant, and Children (WIC) eligibility, food procurement or distribution, handling and merchandising fresh foods, food preparation demonstrations, and workforce training.

Grocers and small food retailers receiving technical assistance under this grant must serve an underserved community, defined as a geographic area or group of people whose food access needs are not met by existing retailers. This includes but is not limited to:

- A low-income and moderate-income area
- A low income and low access area, commonly referred to as “food deserts”, as determined by the United State Department of Agriculture
- An area where there is a limited number of grocery stores
- A group of people with particular needs such as the aging population, people with disabilities, or people with special dietary needs or preferences

Projects must:

- Increase the availability of and access to affordable, nutritious, and culturally appropriate foods (including produce), that is not prepared or cooked/intended for immediate consumption, for underserved communities in low- and moderate-income areas.
- Be conducted in Minnesota.
- Not start until the grant contract is signed by all parties and has reached its start date.
- Be completed in three years or less. Contracts cannot be extended beyond three years (estimated to be April/May 2029).

Recipients of technical assistance must agree to the following conditions:

- Accept SNAP benefits;
- Comply with all data collection and reporting requirements established by the Commissioner of Agriculture;
- Promote the hiring, training, and retention of local or regional residents from low- and moderate-income areas that reflect area demographics, including communities of color; and
- Allocate at least 30% of retail food space for the sale of affordable, nutritious, and culturally appropriate foods. This includes fruits and vegetables; low-fat and nonfat dairy; fortified dairy substitute beverages such as soy-based or nut-based dairy substitute beverages; whole grain-rich staple foods; and meats, poultry, fish, seafood, and other proteins consistent with nutrition standards in national guidelines described in the current United States Dietary Guidelines for Americans. Applicants that meet the definition of small food retailer are exempt from this requirement.

Technical assistance providers that receive funding under this grant opportunity will be responsible for gathering and maintaining documentation pertaining to these requirements.

Examples of eligible expenses include but are not limited to:

- Wages and associated fringe for time spent directly on the grant project
- Consultant fees
- Durable equipment, materials, or other items necessary for the project valued at less than \$1,000 each
- Training and workshop fees for technical assistance recipients
- Project-related in-state travel
- Postage, printing, and telephone expenses related to the project

In addition, technical assistance providers may request up to 5% or \$2,500, whichever is less, of the total project costs to be used to increase institutional knowledge that is directly related to the assistance that will be provided to technical assistance recipients. For example, a technical assistance provider may train their staff to advise clients about produce safety by contracting a workshop with recognized produce safety experts.

If the MDA accepts your proposal, the MDA will reimburse eligible costs included in the MDA-approved project budget. All work must be completed during the effective dates of the contract; invoices must clearly indicate when the item was purchased or when the service was performed. All requests for reimbursement must be documented and submitted to the MDA no later than 30 calendar days after the grant end date.

## Ineligible projects and expenses

Ineligible expenses include but are not limited to:

- Expenditures incurred prior to the full execution of the grant contract agreement or its start date, whichever occurs later, or those incurred after the grant contract agreement expires.
- Expenses paid for with cash.
- Gift cards or vouchers; gas cards; and other forms of pre-paid cards, vouchers, or compensation.
- General operating, overhead, or indirect costs (expenses of doing business that are not readily identified with the project. This includes inventory, staff time, etc.).
- Donations and in-kind contributions, including property and services, made by the applicant (regardless of the recipient) or provided to the applicant by a third party.
- Advertising (except outreach to promote the technical assistance services and resources offered as part of the project), public relations, entertainment, alcohol, and amusement costs.
- Taxes, except sales tax on goods and services.
- Fines, penalties, and other settlement expenses resulting from failure of the applicant to follow federal, state, local, or Tribal nation laws and regulations, including parking and traffic violations.
- Fundraising.
- Lobbyists and political contributions.
- Expenses that have been or will be reimbursed under any federal, state, or local government funding or other grants (e.g., no “double dipping”).
- Out-of-state transportation and travel expenses. Minnesota will be considered the home state for deciding whether travel is out of state.
- Equipment, construction, or other physical improvements

# Application Review Policies

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## Review process

Funding will be allocated through a competitive process. During the first phase of the review process, MDA staff and external reviewers evaluate all eligible applications based on the criteria and weight in the Project Evaluation Profile.

Reviewers and staff will meet and discuss the proposal and then recommend whole or partial funding to the Commissioner of Agriculture, who reviews the recommendations and makes the award decisions. Reviewers, staff, and the Commissioner may consider geographic distribution as well as the applicant's history as a state grantee, including performance on previous grants, compliance with state rules and regulations, and capacity to perform the work. The MDA reserves the right to offer partial awards based on an assessment of the proposal, the pool of applicants, funding availability, or overall objectives of the grant program.

The timeline for the review process is listed in the [Timeline and Deadlines](#) section.

## Pre-award risk assessment

During the second phase of the review process, applicants that have been advanced from the first phase of review will be contacted by MDA staff to submit any additional documentation required for the pre-award risk assessment.

The MDA is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants, in accordance with [MINN. STAT. 16B.981, subd.2-5, OGM Policy 08-02: Policy on Rating Criteria for Competitive Grant Review \(PDF\)](#) and [OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees \(PDF\)](#).

All applicants' capacity to perform work related to the grant will be evaluated as part of their response to this RFP. Applicants being considered for an award may also be required to submit additional documents, such as: financial reports, descriptions of internal controls, or information about the performance on previous state grants, prior to being approved by MDA for an award. The award amount the applicant is under consideration for and the applicant type, will determine what additional documentation needs to be submitted.

## Applicants being considered for an award of less than \$50,000

Applicants being considered for an award of less than \$50,000 or less must submit the following:

- A description of your capacity to complete the project; this may include your current staffing, project partners, current budget, and previous experience performing similar work. You will also need to provide information on any grants received from the MDA or other state agency in the last five years.
- Certification that you or your entity has not been suspended or debarred by the State of Minnesota or with the federal government.
- Documentation that it is in good standing with the Office of the Secretary of State.
- Documentation that it is registered with the Minnesota Attorney General's office and current on its annual reporting requirements , if required for your organization ([MINN. STAT. 309.515, 309.52](#), and [309.53](#)).

## Applicants being considered for an award of \$50,000 or greater

Applicants being considered for an award of \$50,000 or greater will be required to submit additional documents for review and analysis by the MDA as part of the required pre-award risk assessment.

Nonprofit organizations must submit the following:

- A description of your in capacity to complete the project; this may include your current staffing, project partners, current budget, and previous experience performing similar work. You will also need to provide information on any grants received from the MDA or other state agency in the last five years.
- A copy of your organization's two most recent Form 990 or Form 990-EZ with the Internal Revenue Service.
- If your organization has not been in existence long enough or is not required to file Forms 990 or Forms 990-EZ, or audit, then they must submit the following information:
  - Proof of its tax-exempt status
  - Board-reviewed financial statements for the two most recent business years, or for new organizations, actual financial statements for the periods that are available and pro forma financial projections for at least a two-year period
  - Documentation of its internal controls
- The two most recent certified financial audits if required to complete one (if the organization has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement). ([MINN.STAT. 309.53, subd. 3](#))
- Certification that you or your entity have not been suspended or debarred by the State of Minnesota or with the federal government.
- Documentation that it is in good standing with the Office of the Secretary of State.
- Documentation that it is registered with the Minnesota Attorney General's office and current on its annual reporting requirements, if applicable for your organization. ([MINN.STAT. 309.515](#), [309.52](#), and [309.53](#))
- Certification that you, your board members, staff, or anyone else with authority to access grant funds have been convicted of a felony financial crime in the last ten years.

For-profit businesses must submit the following:

- A description of your in capacity to complete the project; this may include your current staffing, project partners, current budget, and previous experience performing similar work. You will also need to provide information on any grants received from the MDA or other state agency in the last five years.
- A copy of the business' two most recent years of federal and state tax returns. If the business has not been in business long enough to have a tax return, then they must submit alternative documents, including documentation of internal controls.
- Financial statements including, annual balance sheets, income statements, and statements of cashflows, for the two most recent years. If the business has not been in existence long enough, financial statements for the periods that are available, and/or pro forma financial projections for at least a two-year period can be accepted.
- Certification that you or your entity have not been suspended or debarred by the State of Minnesota or with the federal government.
- Documentation that the business is in good standing with the Office of the Secretary of State.

- Certification that the business is not under bankruptcy proceedings and disclosure of any liens on assets.
- Certification that you, your board members, staff, or anyone else with authority to access grant funds have been convicted of a felony financial crime in the last ten years.

Municipalities, political subdivisions, and individuals must submit the following:

- A description of your capacity to complete the project; this may include your current staffing, project partners, current budget, and previous experience performing similar work. You will also need to provide information on any grants received from the MDA or other state agency in the last five years.
- Certification that you or your entity have not been suspended or debarred by the State of Minnesota or with the federal government.
- Certification that you, your board members, staff, or anyone else with authority to access grant funds have been convicted of a felony financial crime in the last ten years.

## Award notice

The MDA will notify applicants, both successful and unsuccessful, in writing. Applicants may request a summary of reviewer comments.

## Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers ([MINN. STAT.16B.98](#) and [Policy 08-01: Conflict of Interest Policy for State Grant-Making \(PDF\)](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to give impartial assistance or advice to the MDA 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.

## Privacy notice and data classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under this program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the [Minnesota Data Practices Act](#) as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the Office of the Attorney General.

Per Minnesota's statute on grants ([MINN. STAT. 13.599](#)):

- Names and addresses of grant applicants and the grant amount requested, will be public data once application responses are opened.
- All remaining data in proposal responses (except for data otherwise classified by law, including trade secret information as described below) becomes public data after the evaluation process is completed. All data created or maintained by the MDA as part of the evaluation process (except trade secret information) will generally be public data after the evaluation process is completed.

Procedure for claiming protection of trade secrets:

- Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e., the data must be about the applicant) and otherwise meet the legal definition found in statute ([MINN. STAT. 13.37, subd. 1\(b\)](#)). In order for an applicant to assert trade secret protection for data submitted as part of this application: the applicant must: 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique, or process that the applicant believes to be trade secret information; 2) describe what efforts the applicant takes to maintain the secrecy of the data; and 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons. Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN. STAT. 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returns and pay delinquent state tax liabilities, if any.

# Requirements for Grant Recipients

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## Grant award agreement

Each grantee must formally enter into a grant contract agreement with the MDA. The grant contract agreement will address the conditions of the award, including implementation for the project. Grant contract agreement templates are available for review on the [OGM Forms and FAQs webpage](#). The MDA reserves the right to adjust these templates.

Upon approval of an application and before beginning work on the grant project and incurring any grant expenses, the applicant selected for a grant award must:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the state's accounting system, or confirm that the information in SWIFT is correct.
- If required, submit other documentation and certifications within 15 calendar days of award notification.
- Read and sign a grant contract agreement within 30 calendar days of being sent to the grantee. Failure to sign the contract within 30 calendar days may result in the award being rescinded.

You cannot begin work on grant activities or incur any grant expenses until a fully executed grant contract agreement is in place and you have been notified by the State's Authorized Representative that work may start. A fully executed grant contract agreement is one that has been signed by all parties and reached its start date, whichever is later. You must comply with the conditions and of the grant contract agreement, and you will be legally responsible for assuring implementation of the grantee duties and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

## Accountability and reporting

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written reports at least annually until all grant funds have been expended and all of the terms in the grant contract agreement have been met. Annual reports are needed to help us determine the long-term impacts of the grant program and to comply with statutory requirements. Annual reports will be sent out in the fall of 2026-2028. A final report must be submitted prior to receiving final payment.

Grantees will need to identify and report on measures related to increased access to affordable, nutritious, and culturally appropriate foods. Grantees will also be expected to provide high-level data on all technical assistance recipients (e.g., names, locations, and types of technical assistance received) and report on progress made towards the project's objectives and activities.

An example of the evaluation is available by contacting the program administrator and includes the following components:

- Number of retail food businesses that received technical assistance, and the type of technical assistance they received.
- Number of minority-owned or female-owned businesses that received technical assistance.
- Amount of dollars leveraged or matched per technical assistance recipient.
- Collaborations and how they impacted the leveraged resources.
- A narrative and photo(s) of at least one retailer who has received technical assistance.
- Other measurable economic and health outcomes, such as increases in sales and consumption of locally sourced and other fresh fruits and vegetables, the number of construction and retail jobs retained or created, or any health initiatives associated with the program.

Grantees may use grant funding to support evaluation costs while the grant contract is effective. Costs of conducting evaluation outside of the contract period are the responsibility of the grantee.

A progress report is required with each reimbursement request, which will summarize the progress of the project and include any changes to the expected timeline or budget.

The MDA reserves the right to modify reporting requirements throughout the grant. Grant payments will not be made on grants with past-due progress reports unless the MDA has given the grantee a written extension.

Failure to regularly report, respond to surveys, and promptly respond to information requests may impact the grantee's ability to secure future funding from the MDA or other state agencies.

Information submitted in any report is a public record. If the grantee considers any information in the report to be trade secret, the grantee may request that the trade secret information be kept confidential and must specifically label that information. The MDA will notify the grantee if a public records request is made for the information claimed as protected by the grantee.

## Monitoring

The MDA monitors grantees to ensure that work is progressing within the required time frame, to collect data on outcomes, determine if financial procedures are followed accurately and appropriately, and/or verify purchases made with grant funds. The MDA performs at least one monitoring visit for all grantees with awards of \$25,000 or more before approving final payment. Other grantees may receive monitoring visits at the discretion of the MDA.

Monitoring visits are typically done in-person at the project site but may also be done via phone or video conferencing and may include review and discussion of financial and program information (sometimes called "desk audits").

The MDA will perform a financial reconciliation of at least one invoice on grants of \$25,000 or more. Financial reconciliation may be performed on additional payment requests at the discretion of the MDA. For this purpose, the grantee must provide cost documentation showing proof of purchase and payment, such as invoices, expense receipts, employee timesheets, employee time log including activities completed, cleared checks, bank or credit card statements, and any other supporting documents requested by the MDA.

## Payments

Grant funds are disbursed on a reimbursement basis. All requests for reimbursement must correspond to the approved grant budget and tied to documented progress on the approved project. The MDA will review each request for reimbursement against the approved grant budget, grant expenditures to-date, and the latest grant progress report before approving payment.

Typically, reimbursement requests will need to include two types of proof for each expense: proof of purchase (e.g., invoices, itemized receipts, etc.) and proof of payment (e.g., cleared checks, credit card statements, bank statements, etc.). Time sheets and time logs that include activities completed each day are also needed for personnel costs.

Ineligible items and their cost must be clearly delineated in the proof of purchase. The MDA will review the submitted documents, and any additional documentation requested by the grant administrator must be submitted by the grantee before the MDA provides the reimbursement. Additional details can be found in the [MDA Reimbursement Guide \(PDF\)](#).

Grant payments will not be made on grants with past-due progress reports or if required documentation related to the invoice or financial reconciliation is missing, unless the MDA has given the grantee a written extension.

All requests for reimbursement must be submitted to the MDA no later than 30 calendar days after the grant end date.

The MDA may, at its discretion, hold back the final 10% of each grant award until the grantee demonstrates completion of their objectives described in their proposal, including completion of reporting, unless otherwise approved by the MDA. The MDA may request that grantees who have not completed the objectives described in their proposal at the completion of the performance period return any grant funds.

Grant payments may be used to fulfill federal and state tax liabilities or may be withheld until the grantee has paid any tax liabilities ([MINN. STAT. 270C.65, subd. 3](#) and other applicable laws).

## Contract and bidding requirements

All grantees must follow the State's bidding requirements when buying supplies or services based on their entity type and the size of the purchase.

Grantees that are nongovernmental entities, including, businesses, nonprofits, and individuals, must use these guidelines:

- Any services and/or materials that are expected to cost \$100,000 or more must use a formal notice and bidding process.
- Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids or be awarded to a targeted vendor.
- Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or be awarded to a targeted vendor.
- The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - [Office of State Procurement – Targeted Group, Economically Disadvantaged, and Veteran-Owned Vendor List](#)
  - [Metropolitan Council Underutilized Business \(MCUB\) Program Directory](#)
  - [Central Certification \(CERT\) Directory](#)
- The grantee 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.
- The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- Notwithstanding the above, the MDA may waive bidding process requirements when:
  - Vendors included in the response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
  - It is determined there is only one reasonably able and available source for such materials or services and that the grantee has established a fair and reasonable price.
- The grantee and any subrecipients/subcontractors must comply with prevailing wage rules, as applicable ([MINN. STAT. 177.41](#) through [MINN. STAT. 177.50](#)).
- The grantee and any subrecipients/subcontractors must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government (see [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#) and [System for Award Management \(SAM.gov\)](#)).

## Grantee website and publicity

All grant projects must publicly credit the MDA funding in all public communications, presentations and printed materials and include that information on the grantee's website. Additionally, grantees with a website must clearly post on their website the names and contact information for the grantee's leadership and the employee(s) or other person(s) who directly manages and oversees the grant contract agreement on behalf of the grantee (the authorized representative). ([MINN. STAT. 16B.98, subd. 5 \(d\)](#))

## Audits and record retention

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, the State Auditor, the Attorney General, and the Legislative Auditor as appropriate ([MINN. STAT. 16B.98 subd. 8](#)). 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. Grantees are responsible for the retention of documents and records relevant to their grants. Grantees should maintain a project file containing copies of all invoices, receipts, proofs of payment, reimbursement requests, important correspondence with the MDA, progress reports, and any other documents associated with the project. Upon request by the State, the grantee shall produce a legible copy of the records saved in their project file.

## **Affirmative action and non-discrimination policy**

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 requirement**

The grantee will provide voter registration services for its employees and for the public served by the grantee ([MINN. STAT. 201.162](#)).

## **Grantee evaluation**

Prior to the closeout of the grant, the MDA will evaluate the performance of all grantees. The evaluation will include the purpose of the grant; the amount provided to the grantee; information about the grantee's timeliness, quality, and overall performance in meeting the terms and objectives of the grant; if the grant was terminated; and any concerns with grantees use of State funds. Evaluations of grantee performance for grant contract agreements of \$25,000 or more must be provided by the MDA to the Minnesota Department of Administration ([MINN. STAT. 16B.98, subd. 12](#)). Evaluations are considered public data ([MINN. STAT. 13.599](#)).

## Right of Cancellation

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The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract agreement solely on the basis of any response made to this request or pay for information solicited or obtained.

## Background and Program Goals

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### FRIDG background and program goals

The FRIDG Program was established to sustain or increase the availability of and access to affordable, nutritious, and culturally appropriate food, including fresh fruits and vegetables, for underserved communities. These goals will be accomplished by providing financial and technical support and supporting sustainable public-private projects to open, renovate, or expand the operations of grocery stores and small food retailers; expanding access to credit and reducing barriers to investment in underserved communities; and providing technical assistance, primarily for small food retailers with demonstrated need.

The FRIDG Advisory Committee advises the commissioner of agriculture on managing the program, establishing program criteria, establishing project eligibility guidelines, establishing application processes and additional selection criteria, establishing annual monitoring and accountability mechanisms, facilitating leverage of additional public and private investments, and promoting the program statewide. The MDA drafted this RFP in cooperation with the FRIDG Advisory Committee.

### AGRI background and program goals

The Agricultural Growth, Research, and Innovation Program (AGRI) was established to advance Minnesota's agricultural and renewable energy industries ([MINN. STAT. 41A.12](#)). AGRI has made significant economic impacts by increasing productivity, improving efficiency, and assisting in the development of agricultural products.

## Definitions

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**Farmers' market:** An association of three or more persons who assemble at a defined location that is open to the public for the purpose of selling directly to the consumer the products of a farm or garden occupied and cultivated by the person selling the product.

**Food hub:** A centrally located facility with a business management structure that facilitates the aggregation, storage, processing, distribution, marketing, and sale of locally or regionally produced food products, and which may include a small-scale retail grocery operation.

**Grocery store:** A for-profit, not-for-profit, or cooperative self-service retail establishment that sells primarily meat, fish, seafood, fruits, vegetables, dry groceries, and dairy products and may also sell household products, sundries, and other products. It includes a supermarket or large-, mid-, or small-scale retail grocery establishment and may include a mobile food market or a delivery service operation.

**Mobile food market:** A self-contained for-profit or cooperative retail grocery operation located in a movable new or renovated truck, bus, or other vehicle that is used to store, prepare, display, and sell primarily meat, fish, seafood, fruits, vegetables, dry groceries, and dairy products and may also be used to sell a nominal supply of cooking utensils and equipment and other household products and sundries.

**Small food retailer:** A small-scale retail food outlet, other than grocery store, as defined. It includes, but is not limited to, a corner store, convenience store, farmers' market, mobile food market, and a retail food outlet operated by an emergency food program or food hub.

**Underserved Community:** as a geographic area or group of people whose food access needs are not met by existing retailers. This includes but is not limited to:

- A low-income and moderate-income area
- A low income and low access area, commonly referred to as "food deserts" as determined by the United State Department of Agriculture
- An area where there is a limited number of grocery stores
- A group of people with particular needs such as the aging population, people with disabilities, or people with special dietary needs or preferences, or as otherwise defined by the commissioner

# Project Evaluation Profile

FRIDG: Technical Assistance evaluation criteria	Maximum score
<b>Business or organization overview and capacity</b> <ul style="list-style-type: none"> <li>• Applicant provides a clear description of their business or organization.</li> <li>• Applicant demonstrates the capacity to successfully implement and sustain the project</li> </ul>	15
<b>Project proposal and outcomes</b> <ul style="list-style-type: none"> <li>• Applicant clearly describes their project and resulting objectives as well as evaluation methods.</li> <li>• Objectives align with the purpose of the FRIDG program.</li> <li>• Applicant has experience implementing a project of comparable scale or has sufficient partners committed to assisting the project.</li> <li>• Describes the content of technical assistance that will be provided through this project and methods in which the content will be delivered.</li> <li>• Details how technical assistance recipients will be identified.</li> <li>• Clearly describes delivery methods and increased capacity for delivering technical assistance to recipients.</li> <li>• Describes how they will share information learned with other partner organizations to grow the technical assistance capacity in Minnesota.</li> </ul>	20
<b>Workplan and timeline</b> <ul style="list-style-type: none"> <li>• Workplan is thorough and timeframes for deliverables are realistic.</li> <li>• A detailed description of each step of the grant project is provided with estimated dates.</li> </ul>	15
<b>Budget</b> <ul style="list-style-type: none"> <li>• Budget tables and narrative are consistent and clearly details all project costs.</li> <li>• Budget clearly explains source and amount of cash match.</li> <li>• Budget is cost effective.</li> </ul>	20
<b>Stakeholder support</b> <ul style="list-style-type: none"> <li>• Applicant demonstrates community engagement and support for the project, such as through local, regional, or state partnerships.</li> <li>• Applicant includes a strong letter of support from at least one retailer who will receive technical assistance under this grant.</li> <li>• Applicant provides strong letters of support from other stakeholders.</li> </ul>	15
<b>Priorities</b> <ul style="list-style-type: none"> <li>• Project addresses business succession planning.</li> <li>• Project prioritizes new retail owners, new retailers, or less-established retailers.</li> <li>• Project helps retailers access capital.</li> <li>• Project demonstrates a collaborative, regional approach.</li> <li>• Project will increase sales of Minnesota-grown or -raised foods.</li> </ul>	15
<b>Total</b>	<b>100</b>

# Application Questions

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## Contact information

### Applicant information

- Business or organization name
- Business or organization mailing address (Example: PO Box 1, St. Paul, MN 55101)
- Business or organization physical address (Example: 123 Smith Street, St. Paul, MN 55101)
- Business or organization website (if applicable)

### Primary contact

The person who will be contacted with questions regarding their proposal as well as award/denial notifications and will be responsible for sharing that information with the agency or others involved.

- Primary contact name (first and last name)
- Primary contact title
- Primary contact telephone number
- Primary contact email address
- Primary contact mailing address

### Authorized representative

If awarded a grant, the person that will sign the grant contract agreement for this organization. This may be the same as the primary contact listed above:

- Authorized representative name (first and last name)
- Authorized representative title
- Authorized representative telephone number
- Authorized representative email address
- Authorized representative mailing address

## Eligibility

Confirm the following statements. You must respond “True” to all the statements to be eligible to apply for this grant. If your project is recommended for phase two of the review process, you will need to sign a certification for these statements.

- The applicant is not suspended or debarred by the State of Minnesota or the federal government? (True or False)
- The applicant is registered and in good standing with the Minnesota Secretary of State (SOS) or is not required to maintain a registration with the SOS. You can verify that you are registered and in good standing by searching for your entity’s name on the [SOS website](#). (True or False)
- The applicant’s current board members or staff with authority to access grant funds 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. (True or False).

- The applicant does not owe the State of Minnesota any back taxes and has not defaulted on any State of Minnesota backed financing in the last seven years. (True or False)
- The applicant is compliant with current state and federal regulations, or this project will support the organization becoming compliant. (True or False)
- The applicant is not an MDA employee, spouse of an employee, or a business owned by one of them. (True or False).

## Organization eligibility

- Is your organization a for-profit business, nonprofit organization, or some other type of entity?
  - For-profit business
  - Nonprofit organization
  - Another type of entity
- If you selected for-profit business: the applicant is not under bankruptcy proceedings and, if required as part of the pre-award risk assessment, will disclose any lines on assets as part of the pre-award risk assessment. (True or False)
- If you selected nonprofit organization: The applicant is registered and has an active status with the Minnesota Attorney General's Office or is exempt from the registration requirement. See [MINN. STAT. 309.515](#) for more information on registration exemptions. You can verify that you are registered and have an active status by searching for your entity's name on the [Attorney General's Office website](#).) (True or False)

## Attestations

Attest to the following statements. You must respond "Yes" to all the statements to apply for this grant. If your project is recommended for phase two of the review process, you will need to sign a certification for these statements.

- I attest that I have the authority to apply for this grant. (Yes or No)
- I attest that all information supplied in this application is true, correct, and reliable to the best of my knowledge. (Yes or No)
- I attest and understand that the submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law. (Yes or No)
- I attest and understand that the supporting documentation for the claims and assertions made within this application is available to the Minnesota Department of Agriculture for its review. (Yes or No)
- I attest and understand that the submission of additional documents, as described in the RFP, may be required as part of the pre-award risk assessment if my project is recommended for phase two of the review process. (Yes or No)
- The MDA is unable to reimburse for any work that is performed prior to the effective start date of the grant contract agreement. I attest that work has not started on the proposed project and we will not before the grant contract agreement is signed by all parties and reached its start date, whichever is later. (Yes or No)

Do you agree to report on the following measures related to increased access to affordable, nutritious, and culturally appropriate foods annually through 2028? (Yes or No)

- Names and locations of retail food businesses that received technical assistance, and the type of technical assistance that they received.
- Number of minority-owned or female-owned businesses that received technical assistance.
- Amount of dollars leveraged or matched per technical assistance recipient.
- Collaborations and how they impacted the leveraged resources.
- Other measurable economic and health outcomes, such as increases in sales and consumption of locally sourced and other fresh fruits and vegetables, the number of construction and retail jobs retained or created, and any health initiatives associated with the program.
- Overall sales of affordable, nutritious, and culturally appropriate foods (including fresh fruits and vegetables and locally sourced products).
- Progress made on each of the objectives identified in the objectives and activities listed in your application.

## Previous grants

- Have you previously received a grant/s, from any source, for this project or a similar project? (Yes/No)
  - If yes, briefly describe your previous grant project(s), including date(s), amount(s) awarded and grantor(s). (1,000 characters, including spaces)
- Have you previously been awarded any grant from the State of Minnesota in the past five years? (Yes or No)
  - If yes, provide the details of the award amount(s), the duties, and the outcomes of the grant(s). (1,000 characters, including spaces)

## Project summary

### Grant request

- Project name.
- Total eligible project cost (grant + match).
- Total grant request. Maximum of \$100,000, minimum \$5,000, up to 75% of the total eligible project cost.
- Total match (at least 25% of the total grant request).
- Expected project completion date.
  - Contracts may last three years from start date, with an approximate end date of April/May 2029.
  - All items and services must be purchased by the end date of the contract.
  - You will have up to 30 days after your contract end date to submit for reimbursement.

## Project description

- Provide a project summary suitable for dissemination to the public to help them understand the project scope. A project summary provides a very brief (two or three sentences maximum) description of your project. (1,000 characters, including spaces) The summary should include:
  - The name of the applicant organization that will lead and execute the project;
  - The names of any key partner organizations;
  - The project's purpose, deliverables, and expected outcomes; and
  - A description of the general tasks/activities to be completed during the project period to fulfill this goal.

## Business or organization overview

- Describe your business or organization and the capacity of your business or organization to implement the project. Include information such as years of experience providing technical assistance; experience in the food retail environment or working with underserved populations; other experience with food retail businesses; track record of working with communities of color; community partners; organization's strengths; and any other information to demonstrate your organization's ability to execute the project. (2,400 characters, including spaces)
- Describe the areas that you anticipate providing service through this grant opportunity. At minimum, list the Minnesota counties where the service will be provided. You may be more specific (e.g., Ramsey County with a focus on the Frogtown neighborhood of St. Paul). (2,400 characters, including spaces)

## Project proposal and outcomes

- Clearly identify one to five objectives (Objective 1, Objective 2, etc.) that this project aims to achieve that are both realistic and achievable during this grant. Use statements that specifically describe the number of retailers that you expect to target, what you hope to accomplish, deadlines for accomplishing each activity, responsible parties, and how you will evaluate or measure progress for/completion of each objective (how will you know that you've made progress toward completing or have completed each objective?). Items included in your budget should contribute to at least one of the objectives. (5,000 characters, including spaces)
  - **Example: Objective 1:** By December 31, 2026, develop succession plans with at least six small food retailers who anticipate retirement in the next three to seven years.
    - How: In partnership with the Minnesota Grocers Association, we will identify grocers in target geographical area that are expecting to retire. We will conduct a training with the group of retail owners then work one on one with them to develop their succession plans.
    - Evaluation: We will measure our success by the completed succession plans as well as satisfaction surveys with retailers.
    - Who: Jane Doe, Business Transition Specialist
- Describe the content of technical assistance that your organization will be able to provide through this grant opportunity. (5,000 characters, including spaces)

- Describe the methods by which your organization will deliver technical assistance (e.g., one-on-one, in-person sessions, webinars, or large group presentations). Applicants should use methods that promote the ability for diverse and remote populations to actively engage. (5,000 characters, including spaces)
- Approximately how many retailers do you anticipate serving through this grant-funded project?
- Explain the process that will guide your organization in identifying and selecting grocers and small food retailers to receive technical assistance. See the [Eligible projects](#) section in the RFP for details on eligible retailers. (2,400 characters, including spaces)
- Explain how grant funding will enable your organization to provide free or reduced cost technical assistance to grocers and small food retailers beyond your current capacity. (2,400 characters, including spaces)
- Describe the methods that you will use to identify and report on the following measures related to increased access to affordable, nutritious, and culturally appropriate foods for three years. (2,400 characters, including spaces)
  - Names and locations of retail food businesses that received technical assistance, and the type of technical assistance that they received.
  - Number of minority-owned or female-owned businesses that received technical assistance.
  - Amount of dollars leveraged or matched per technical assistance recipient.
  - Collaborations and how they impacted the leveraged resources.
  - Other measurable economic and health outcomes, such as increases in sales and consumption of locally sourced and other fresh fruits and vegetables, the number of construction and retail jobs retained or created, and any health initiatives associated with the program.
  - Overall sales of affordable, nutritious, and culturally appropriate foods (including fresh fruits and vegetables and locally sourced products).
  - Progress made on each of the objectives identified in the objectives and activities listed in your application.
- Describe what you anticipate learning about the retail food sector through this project and how you would share this information with partner organizations to grow retail food technical assistance capacity in Minnesota. (2,400 characters, including spaces)

## Workplan and timeline

Complete the following table. You should include the steps you will take to complete your project. For example, you might include target dates for developing training curriculum, recruiting participants, and full launch of the training program.

**Example:**

Timeframe	Description of task or action item
July 2026	Begin regular meetings with MGA to identify retailers
September 2026	Conduct online training for retailers
October-December 2026	Meet with retailers individually to develop their personalized succession plan.

Optional: If there is not enough space in the table provided in the application, you may upload a work plan as an Excel or Word file in the same format as above.

## Budget

Complete the following tables. The Budget Summary table is an overview of how grant funds will be spent. The category totals in Budget Summary table should match the totals in each individual category table following it.

You must commit at least 25% of the total eligible project cost through matching funds paid for by the applicant, partner, or third party. Match must be provided in cash toward eligible project expenses during the project period. Match contributed by partners is not reimbursable. Therefore, with each reimbursement request, the MDA will determine the eligible project costs and allocate partner match towards the match requirement first, and the remaining match will be taken from your eligible costs. If a partner contributes more than 25% match, it will be recorded, and the remaining will be allocated to the match requirement of future reimbursement request. Include all match contributions from partners and third parties in the tables below.

Example: This month you traveled to an area of the state to visit with multiple rural grocers, which included an overnight stay. You are requesting a reimbursement of \$1,000 for staff time and travel. A partner you are working with paid for hotel accommodations for a total of \$150. Your total eligible expenses are \$1,150. Your match requirement is \$287.50. After the \$150 is applied to your match requirement, the remaining match need is \$137.50 which will be deducted from your total expenses.  $\$1,000 - \$137.50 = \$862.50$  reimbursement.

NOTE: Purchases/payments made prior to a fully executed contract are not eligible for this grant or for use as match, including any down payments or deposits on approved projects.

### Budget summary

Expense category	Total eligible cost
Personnel – salaries	\$
Personnel – fringe benefits	\$
Travel	\$
Supplies	\$
Contractual	\$
Other	\$
<b>Total</b>	<b>\$</b>

Optional: You may upload estimates/quotes provided by third parties or vendors. If you have multiple estimates/quotes to upload, merge them into a single file before uploading.

### Budget narrative

In each budget table, you will be able to include up to 10 lines. You are not required to use every line.

#### Personnel expenses

Personnel expenses are salaries, wages, and fringe benefits for the number of hours or proportion of time an employee devotes to the grant-supported project or program. Under the formally established policies of the organization, salaries, wages, and fringe benefits must be consistently applied, reasonable for the services rendered, and supported with adequate documentation, such as timesheets or payroll reports.

## Personnel – salaries and wages

List salary and wage costs for people employed by your organization whose time and effort can be specifically identified and easily and accurately traced to this project's activities.

Employee name	Employee title	Level of effort (# of hours or % of full-time equivalents [FTE])	Total eligible cost
-	-	-	\$
-	-	-	\$
-	-	-	\$
<b>Personnel subtotal</b>	-	-	\$

## Personnel justification

By name/title, describe the activities each person will complete, which objectives they will be working towards and approximately when they will occur. Explain how the organization will sustain the staff necessary to manage the organization long-term after the end of the contract period. (2,000 characters, including spaces)

## Personnel – fringe benefits

List fringe benefit rates (e.g., workers comp costs, insurance benefits, retirement benefits, etc.), in percentages, for each of the employees listed in the personnel budget and total grant funds requested for each employee's fringe costs.

Employee name	Employee title	Fringe benefits rate (%)	Total eligible cost
-	-	%	\$
-	-	%	\$
-	-	%	\$
<b>Fringe benefits subtotal</b>	-	-	\$

## Travel

List costs for trips or grouping of trips that will be needed to conduct this project.

Travel and subsistence expenses are limited to those allowed by formal organizational policy and may not exceed the amounts allowed in Chapter 15 of the current [Commissioner's Plan](#), published by the Commissioner of Minnesota Management and Budget.

Trip destination	Type of expense (e.g. airfare, car rental, hotel, etc.)	Unit of measure and number/cost per unit (e.g., 5 nights @ \$120/night or 1 flight \$500/ticket)	Total eligible cost
-	-	-	\$
-	-	-	\$
-	-	-	\$
<b>Travel subtotal</b>	-	-	\$

### **Travel justification**

For each trip listed, describe the purpose of each trip and how it will achieve the objectives and outcomes of the project. Include approximate date(s) of travel for each trip. (1,000 characters, including spaces)

### **Supplies**

List costs for supplies that are necessary to the completion of your project.

Supplies are materials and supplies costing less than \$1,000 per unit. Computing devices (e.g., laptops, tablets, etc.) are allowable if the acquisition cost is less than \$1,000 and the item is essential to the performance of the grant project.

<b>Supplies item description</b>	<b>Number of units</b>	<b>Cost per unit</b>	<b>Total eligible cost</b>
-	-	\$	\$
-	-	\$	\$
-	-	\$	\$
<b>Supplies subtotal</b>	-	\$	\$

### **Supplies justification**

Describe the purpose of the supplies listed in the table above and how it is necessary for the completion of the project's objectives and outcomes. (1,000 characters, including spaces)

### **Contractual/consultant**

List costs for work on the project that will be performed by individuals or organizations other than the applicant (e.g., consultants, contractors, partner organizations, etc.)

Contractual/consultant services are those performed by an individual or organization other than the applicant that is in a particular profession or with a special skill. These services are paid for through a subcontract.

- Compensation for contractor or consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Note that we do not allow indirect costs for contractors and consultants.
- Any subcontract must be a written agreement between the grantee and the third party. The contract must, as appropriate, state the activities to be performed; the time schedule; the policies and requirements that apply to the contractor; the maximum amount of money for which the grantee may become liable to the third party under the agreement; and the cost principles to be used in determining allowable costs in the case of cost-type contracts.

<b>Contractual name/organization</b>	<b>Hourly rate or flat rate</b>	<b>Total eligible cost</b>
-	\$	\$
-	\$	\$
-	\$	\$
<b>Contractual/consultant subtotal</b>	\$	\$

### **Contractual/consultant justification**

Describe each contractual line item listed in your contractual budget and explain how it is necessary to your project and how it will be used to achieve the objectives and outcomes of the project. Include justification for why contractual/consultant services are needed to meet the anticipated outcomes and objectives. Include an estimated timeline for when the contractual work will be performed. (2,000 characters, including spaces)

### **Other**

List any costs not covered in any of the previous budget categories.

Other costs may include meetings and conferences; communications; rental expenses; outreach costs; publication costs, etc. Meeting meals cannot be associated with entertainment or included in a per diem travel cost.

<b>Other item description and</b>	<b>Number of units</b>	<b>Cost per unit</b>	<b>Total eligible cost</b>
-	-	\$	\$
-	-	\$	\$
-	-	\$	\$
<b>Other subtotal</b>	-	-	\$

### **Other justification**

Describe the purpose of each item listed above and how it is necessary for the completion of the project's objectives and outcomes. For meals, the costs must be reasonable, and a justification must be included to show that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. (2,000 characters, including spaces).

### **Other funds**

Are any portions of your project being paid for by another grant or other restricted funding? (Yes or No)

- If yes, explain the other source of funds and what parts of the project are being paid by that funding. (1,000 characters, including spaces).

Are any portions of your project being paid for by a partner organization? (Yes or No)

- If yes, identify the partner and what parts of the project are being paid by that funding. (1,000 characters, including spaces).

## Stakeholder support

- List the organizations and collaborators that will be involved in carrying out this project. Include a description of the relevant experience each will bring and what they will contribute. (2,400 characters, including spaces)
- Upload at least one letter of support from an eligible grocery or small food retailer who would receive technical assistance if you are awarded a grant. If you have multiple letters, combine them into one file before uploading.

Optional: You may also include letters of support from key partners such as national, regional, and community partners that affirm your ability to successfully implement the project or that validate their partnership in the delivery of technical assistance.

If you have multiple letters, combine them into one file before uploading.

## Priority areas

- If applicable, describe how your project has a collaborative and regional approach to providing technical assistance. (1,000 characters, including spaces)
- If applicable, describe how your project will help retailers in business succession planning. (1,000 characters, including spaces)
- If applicable, describe how you plan to prioritize working with new retail owners, new retailers, or less-established retailers. (1,000 characters, including spaces)
- If applicable, describe how your technical assistance will help retailers access capital. (1,000 characters, including spaces)
- If applicable, describe how your project will increase sales of Minnesota-grown or -raised foods? (1,000 characters, including spaces)