



**REQUEST FOR PROPOSALS
FY 2027**

HUNGER-FREE CAMPUS GRANT PROGRAM

APPLICATIONS DUE

**MONDAY, OCTOBER 19, 2026
11:59 PM ET**

AMENDMENT 1, ISSUED OCTOBER 2, 2026

**Maryland Higher Education Commission
Office of Grants and Strategic Initiatives**

**217 E. Redwood St., Suite 2100
Baltimore, MD 21202**

HUNGER-FREE CAMPUS GRANT PROGRAM

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TIMETABLE

Request for Proposals Issued	September 24, 2026
Technical Assistance	For technical assistance, contact ogsi.mhec@maryland.gov
Applications Due to the Maryland Higher Education Commission (MHEC) by 11:59 PM ET	October 19, 2026
Award Notifications (via email prior to midnight)	October 29, 2026
Grant Start Date	October 30, 2026
Interim Report Due	March 15, 2027
Grant End Date	July 15, 2027
Final Report & Survey Due	October 15, 2027

Submit applications to ogsi.mhec@maryland.gov

PROGRAM AUTHORIZATION

Annotated Code of Maryland, Education Article, Subtitle 17. Hunger-Free Campus Grant Program, § 11-1701 through § 11-1706.

PROGRAM PURPOSE

The purpose of the Hunger-Free Campus Grant Program is to:

- Address student hunger.
- Leverage more sustainable solutions to address basic food needs on campus.
- Raise awareness of services currently offered on campus that address basic food needs.
- Build strategic partnerships at the local, state, and national levels to address food insecurity among students.

The Hunger-Free Campus Grant Program supports the 2026-2030 Maryland State Plan for Higher Education, *Maryland's Moment: Lighting the Way Forward*. The State Plan's strategy to Implement a Collaborative Approach to Holistic Student Success identifies unmet basic needs, including food and housing insecurity, as raising the likelihood that students stop out, take a leave of absence, or fall onto academic probation. The strategy calls for connecting learners with SNAP, WIC, SUN Bucks, housing assistance, childcare, transportation, and other public benefits. Campus efforts to reduce student hunger and enroll eligible students in SNAP are one part of this statewide strategy. Read the full plan on the [Maryland Higher Education Commission website](https://mhec.maryland.gov) (mhec.maryland.gov).

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ELIGIBILITY

1. Hunger-Free Campus Designation Eligibility

All Maryland public and private institutions of higher education, as well as regional higher education centers (both 2-year and 4-year), are eligible to apply for and receive the Hunger-Free Campus Designation by satisfying the designation criteria outlined below.

2. Grant Funding Eligibility

To be eligible for grant funding, an applicant must meet all the following requirements:

- **Public Status:** Be a Maryland public institution of higher education or public regional higher education center (per Education Article § 11-1705).
- **Designation:** Satisfy all applicable criteria to achieve the Hunger-Free Campus Designation. For public institutions of higher education and public regional higher education centers, satisfaction of the designation criteria is determined by MHEC on the basis of this application. A separate designation submission is not required, and an institution need not hold designation before applying. An institution that receives a grant is designated as a Hunger-Free Campus for the grant period.
- **Matching Funds:** Pledge in-kind or matching funds to be used toward implementing program goals.

Note: Private institutions of higher education and regional higher education centers operated by a private nonprofit institution of higher education are eligible for Designation only and are statutorily ineligible for grant funding (see Hunger-Free Campus Designation-Only Process below).

HUNGER-FREE CAMPUS DESIGNATION CRITERIA

To receive designation as a Hunger-Free Campus, institutions must satisfy the criteria listed below based on institutional structure. Satisfying these criteria determines Hunger-Free Campus Designation status for both public and private institutions of higher education. Institutions that successfully achieve and maintain this designation will be officially recognized on the MHEC website.

Core Criteria (Required for All Public and Private institutions of higher education, 2-Year and 4-Year)

- **Hunger Task Force:** Establish a task force that meets at least three (3) times per academic year and sets at least two (2) goals with action plans.
- **SNAP Enrollment Assistance:** Designate a staff member to assist students with Supplemental Nutrition Assistance Program (SNAP) enrollment or connect them with outreach partners.
- **Work-Study SNAP Outreach:** Designate a staff member to inform federal work-study students of their SNAP eligibility.
- **Awareness Campaigns:** Participate in an awareness day campaign and plan at least one (1) National Hunger and Homelessness Awareness Week event.

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- Food Access: Provide at least one (1) on-campus food pantry or an alternative food access arrangement that enables students to receive food free of cost or at low cost through a separate, stigma-free process.
- Annual Survey: Conduct an annual student survey on hunger using the MHEC-issued Standardized Student Hunger Survey (per Education Article § 11-1702(c)(2)) and submit results to OGSi as described under Annual Student Survey Reporting.
- Annual Reporting: Submit an annual report detailing efforts to address student hunger to MHEC.

Note: For grant applicants, Core Criteria 6 and 7 are satisfied by a commitment to administer the MHEC-issued Standardized Student Hunger Survey during the grant period and to submit results with the Final Report. Institutions are not required to have prior survey results, even if they were awarded grant funds in previous years. Future RFPs will require survey results from applicants awarded HFC grant funds in FY2027.

Additional Criteria (4-Year Institutions of Higher Education and 4-Year Regional Higher Education Centers only)

In addition to the seven core criteria above, all 4-year institutions of higher education and regional higher education centers (public and private) must meet two (2) additional requirements:

- SNAP Retailer Access: Provide options for students to use SNAP benefits at campus retailers, or provide information on local off-campus retailers that accept SNAP.
- Meal-Sharing Program: Develop and maintain a program allowing students to donate unused meal plan credits for distribution to students in need.

GRANT FUNDING

MHEC will award grant funding to any Maryland public institution of higher education or public regional higher education center that achieves Hunger-Free Campus Designation and pledges in-kind or matching funds to implement program goals. Total available grant funding for FY 2027 is \$150,000.

Per Education Article § 11-1705, private institutions of higher education and regional higher education centers operated by a private nonprofit institution of higher education are statutorily ineligible for grant funding, but will receive official Hunger-Free Campus Designation upon verification of criteria.

HUNGER-FREE CAMPUS DESIGNATION-ONLY PROCESS

Private institutions of higher education (2-year and 4-year) and regional higher education centers operated by a private nonprofit institution of higher education seeking Hunger-Free Campus Designation can submit a standardized HFC Designation-Only Portfolio directly to the Office of Grants and Strategic Initiatives (OGSI), bypassing the competitive funding application.

This portfolio must provide documentary evidence verifying compliance with statutory criteria under Education Article § 11-1703(a), as applicable to the submitting institution. Additionally, the institution must submit its results from the MHEC-issued Standardized Student Hunger Survey, in the format described under Annual Student Survey Reporting, and its annual report to

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formally establish and maintain its Hunger-Free Campus Designation. Complete submission guidelines appear in Appendix H. The portfolio is due by **October 15, 2027**.

MATCH

Institutions must provide in-kind or matching funds equal to at least 25 percent of the total grant funds requested. A \$10,800 award requires a \$2,700 match for a \$13,500 total project cost. Institutions report in-kind or matching funds alongside grant expenditures in both the interim and final reports. Match must be supported by the same documentation standard applied to grant-funded costs, including payroll records, time and effort documentation, invoices, receipts, and written valuations for donated goods or services. The same funds, goods, or services may not be counted as match under this program and under any other state or federal award. If the final report documents match below 25 percent of grant funds expended, MHEC may reduce the allowable grant amount to four times the documented match and require repayment of the difference. These restrictions mean that the same funds, goods, or services may not be counted as match or cost sharing under this grant and under any other state or federal award.

In-kind or matching funds may consist of existing institutional resources, including the value of staff time already funded by the institution. Counting existing institutional resources as match does not conflict with the supplement-not-supplant assurance in Appendix D, which applies to the expenditure of grant funds. Indirect costs, including unrecovered indirect costs, are not eligible as match. See Budget Narrative section I.

USE OF FUNDS

Grantees may use grant funds flexibly to implement the goals of the program, including giving grantees the ability to (1) support emergency assistance; (2) hire staff to manage initiatives related to the program; and (3) use grant funds for operational activities related to the program.

Institutions remain subject to all federal and State nondiscrimination requirements applicable to them in the operation of programs and services funded under this grant.

GRANT PERIOD

October 30, 2026 through July 15, 2027. Cost allowability during this period is governed by Fiscal Procedures.

TECHNICAL ASSISTANCE

Technical assistance will be provided on an as-needed basis. Please contact ogsi.mhec@maryland.gov for more information.

PROPOSAL SUBMISSION

An electronic copy of the proposal in PDF format must be submitted to ogsi.mhec@maryland.gov by **Monday, October 19, 2026**, at 11:59 PM ET.

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PROGRAM CONTACT

ogsi.mhec@maryland.gov

EVALUATION

Applications are reviewed by MHEC staff for completeness, satisfaction of the Hunger-Free Campus Designation criteria, quality and feasibility of the proposed program, alignment with the 2026-2030 Maryland State Plan for Higher Education, and reasonableness of the budget. MHEC may award less than the amount requested and may make no award if no application meets the standards in this RFP.

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APPLICATION FORMAT AND REQUIREMENTS

GENERAL FORMAT REQUIREMENTS

- Grant narrative is limited to a maximum of ten (10) single-spaced pages. The page limit excludes the cover sheet, budget, statement of assurances, and appendices.
- Grant narrative pages must be numbered.
- Pages must be 8 1/2 x 11 inches in size.
- Pages must have one-inch margins.
- Font must be in 12-point Arial, Times New Roman, Calibri or similar font type.
- Applicants may attach a project timeline of no more than one (1) page as a labeled attachment. The timeline does not count toward the narrative page limit.
- All application components must be submitted together using the formats provided.
- An electronic copy of the proposal in PDF format must be submitted to ogsi.mhec@maryland.gov.

APPLICATION COMPONENTS

All grant applications should include the following components, in this order. Use the formats provided.

Required:

- Cover Sheet (Appendix A): Must use the format provided in Appendix A.
- Table of Contents
- Grant Narrative: Detailed grant narrative instructions provided in the section titled "Grant Narrative."
- Budget Summary (Appendix B): Must be submitted using the fillable Budget Summary workbook provided on the Hunger-Free Campus program page. Submit the workbook as a separate .xlsx attachment to the application email; do not convert it to PDF or CSV.
- Budget Narrative (Appendix C): Must use the format provided in Appendix C. Detailed budget narrative instructions provided in the section titled "Budget Narrative."
- Statement of Assurances (Appendix D): Must use the format provided in Appendix D.
- Hunger Task Force and Key Personnel Form (Appendix E): Completed membership roster, meeting schedule, and strategic action plan. Must use the format provided in Appendix E.

Optional:

- Governor's Office ENOUGH Alignment Letter (Appendix F): Letter of support from at least one ENOUGH Quarterback representing a designated ENOUGH community.

Reference Only (Do Not Submit):

- Standardized Student Hunger Survey (Appendix G): The MHEC-issued survey instrument institutions must administer. Survey results are submitted to OGSi separately, as described under Annual Student Survey Reporting.

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- HFC Designation-Only Guidelines (Appendix H): Portfolio guidelines for private institutions of higher education and regional higher education centers operated by a private nonprofit institution of higher education seeking Designation without grant funding.

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GRANT NARRATIVE

The grant narrative (not to exceed ten (10) single-spaced pages) should address the following:

I. NEEDS ASSESSMENT

Develop a needs assessment that describes the food insecurity challenges facing students at your institution and the gaps or barriers that limit access to basic food resources. Justify the proposed project by explaining how Hunger-Free Campus Grant funds will address student hunger, strengthen sustainable basic needs supports, raise awareness of available services, and build or expand strategic partnerships at the local, state, or national level. Address specific issues such as documented student need, the availability and effectiveness of current basic needs services, and relevant demographic indicators, including the percentage of Pell-eligible students.

Note: To assist with demographic data, campus-specific Pell eligibility percentages can be found in the [annual RPA dashboard](#) and the accompanying annual memo available on the [MHEC Dashboards page](#) under "Pell Grant".

Describe how the proposed project supports the 2026-2030 Maryland State Plan for Higher Education (see Program Purpose). Identify the State Plan goal the project advances, such as Goal 1, Increase Postsecondary Attainment for Lifelong Success, and describe how the project connects students with other public benefits and basic needs resources named in the State Plan, such as housing assistance, childcare, or transportation.

Applicants partnering with organizations in the Governor's Office for Children's Engaging Neighborhoods, Organizations, Unions, Governments, and Households (ENOUGH) Grant Program initiative will receive priority. More information about the program's objectives and eligibility guidelines is available on the [Governor's Office for Children ENOUGH Initiative website](#). ENOUGH-eligible communities, which have high levels of concentrated child poverty, are identified by name and outlined in yellow on the [ENOUGH Grant Program: Community Eligibility Map](#). If applicable, summarize your collaboration with the initiative and upload a letter of support from at least one project partner ([ENOUGH Quarterbacks](#)) representing the designated community.

II. HUNGER TASK FORCE

Applicants must have established a Hunger Task Force that meets at least three (3) times per academic year and sets at least two (2) goals with action plans. Provide a description of your task force by addressing the following three components:

- Task force membership and representation: provide a table or list detailing the name, title, departmental or organizational affiliation, and email address for each member of the task force.
- Meeting schedule and governance: detail the actual or planned dates, times, and locations of at least three (3) meetings held during the previous academic year, the upcoming academic year, or a combination of the two.
- Strategic goals and action plans: describe the task force's current or proposed strategic goals (minimum of two (2)). For each goal, provide a brief action plan that identifies specific execution steps, a designated lead staff or task force member, and how success will be measured on campus.

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Applicants may present the roster, meeting schedule, and action plan in Appendix E and summarize them in this section by reference. The information need not be repeated in the narrative.

Project management: identify who directs the project, the role of each key person, and the schedule of management activities such as task force meetings, report preparation, and budget monitoring.

III. STAFF MEMBER FOR SNAP ENROLLMENT

Provide the name, title, office affiliation (e.g., Dean of Students, Financial Aid Office) and contact information for the staff member(s) responsible for assisting students in enrolling in the Supplemental Nutrition Assistance Program (SNAP) or connecting students with available outreach partners that can assist students in enrolling in the program. Briefly describe how this service is advertised on campus or how students are referred to associated staff member(s). If applicable, provide the names of any external partner organizations involved.

IV. STAFF MEMBER FOR SNAP ELIGIBILITY

Provide the name, title, office affiliation (e.g., Dean of Students, Financial Aid Office, Food Pantry) and contact information for the staff member(s) responsible for informing students participating in federal work-study programs that they are eligible for SNAP. Describe the method(s) used to inform work-study students of their SNAP eligibility (e.g., text, email, consultation).

V. OPTIONS FOR STUDENTS TO USE SNAP AT CAMPUS RETAILERS

Note: Under § 11-1703(b), 2-year institutions of higher education are exempt from this requirement.

List the options available for students to use SNAP benefits at campus retailers. If campus retailers do not accept SNAP, describe any steps taken to determine if these vendors are able to accept SNAP benefits or how you plan to have students use SNAP at campus retailers in the future. Alternatively, describe how students are informed about which local off-campus retailers accept SNAP if this is not an option at campus retailers.

VI. NATIONAL HUNGER AND HOMELESSNESS AWARENESS WEEK PARTICIPATION

Describe your institution's plan to participate in an awareness day campaign activity and implement at least one (1) National Hunger and Homelessness Awareness Week (NHHAW) event. Describe the event, the intended goals of the event, and any student organizations, departments, institutional partners, or community organizations that will be involved. An event held outside the grant period may be described in the narrative but may not be charged to the grant. Events may be held at any time during the grant period.

VII. CAMPUS FOOD PANTRY

Under § 11-1703(a)(5), an institution designated as a Hunger-Free Campus must maintain a physical food pantry on campus *or* establish an alternative food access arrangement that enables

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students to receive food free of cost or at low cost. Please complete the appropriate subsection below based on your institution's primary service delivery model:

OPTION A: PHYSICAL CAMPUS FOOD PANTRY. *If your institution operates a stationary, physical campus food pantry, provide the following details:*

1. Physical Location and Accessibility: Provide the exact campus building, room number, and any relevant navigation details. Detail how the physical location balances accessibility with student privacy (e.g., is it in a high-traffic area where entering might cause embarrassment? Is it discreetly located but well-signed?). Describe any ADA accessibility features.
2. Schedule: Detail the weekly hours of operation, including any evening, weekend, holiday, summer or winter break, or exam week hours.
3. Intake, Privacy, and Dignity: Describe the intake and registration process a student undergoes upon visiting the pantry, if any. Specify what documentation, if any, is required to access services (e.g., student ID, proof of income, self-certification of need) and detail how the institution ensures student data privacy and confidentiality during this process.
4. Access Web Link: Provide the active public URL where students can access current hours, inventory updates, and guidelines for visiting.
5. Sourcing and Partnerships: Describe how the pantry is routinely stocked. Detail any formal partnerships with external entities (e.g., food banks, food rescue networks, or campus dining services).
6. Appendix Attachments: Attach promotional flyers or brochures, digital screenshots of web promotion, local media reports, or recent interior or exterior photographs of the pantry. Attach as supplemental appendix, labeled.

OPTION B: ALTERNATIVE FOOD ACCESS ARRANGEMENT. *If your institution does not maintain a traditional, stationary campus pantry but instead uses other localized, mobile, or programmatic arrangements (such as mobile food markets, pop-up distribution points, decentralized smart lockers, grocery vouchers, campus dining dollars, or meal cards) to provide food to students free of cost or at low cost, detail those arrangements below:*

1. Service Model and Predictability: Describe the specific arrangement used. Detail how frequently and consistently this food resource is made available to students. Specify whether this is a recurring, scheduled service (e.g., bi-weekly pop-up markets, monthly distribution days) or if it is administered strictly on an individual, emergency basis.
2. Access, Privacy, and Dignity: Describe the step-by-step process a student must follow to request or receive this food assistance. Detail how the institution ensures student privacy, confidentiality, and dignity during the intake or hand-off process.
3. Formalized External Partnerships: If this arrangement relies on an external partner organization (e.g., food banks, food rescue networks, or campus dining services), describe the nature of this partnership.
4. Valuation, Limits, and Allocation Logic: If the alternative food access arrangement uses programmatic vouchers, gift cards, or dining point allocations, detail the monetary value of the food assistance provided per student per transaction; any caps on the frequency or total

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amount of assistance an individual student can receive per semester; and how expenditures are tracked and managed within the program budget.

5. Program Publicity and Outreach: Describe how students learn about these alternative food resources if a physical pantry building does not exist.

6. Access Web Link: Provide an active public web link, social media handle, or digital promotional screenshots showing how these services are advertised directly to the student body.

VIII. MEAL-SHARING PROGRAM

Note: Under § 11-1703(b), 2-year institutions of higher education are exempt from this requirement.

If applicable, describe your campus meal-sharing program that allows students to donate their unused meal plan credits to be distributed to students in need for use in campus dining halls or at an on-campus food pantry. Address the following:

- How can a student donate unused meal plan credits?
- How does a student in need apply to receive donated credits?
- What is the methodology used to ensure unused credits support the on-campus food pantry (if applicable)?

IX. STANDARDIZED STUDENT HUNGER SURVEY

The MHEC-issued Standardized Student Hunger Survey (Appendix G) was developed in accordance with Education Article § 11-1702 and § 11-1703. Reporting requirements for survey results appear under Annual Student Survey Reporting.

Question wording and response options are fixed, with one exception. In Sections One and Three, an institution that embeds this instrument in its own campus survey may omit an MHEC question if the campus survey asks the same question and each campus response fits within one MHEC response option. The institution reports those counts under the MHEC response options and lists the omitted MHEC question numbers on the Annual Student Hunger Survey Aggregate Results Reporting Tool. Section Two, Food Security Assessment, may not be changed: the six questions must appear together, in the order given, with the wording and response options given, and with no other questions inserted between them. All MHEC questions, or the campus questions used in their place, must be asked in a single survey administration to the same respondents.

Institutions may select the delivery platform, adjust layout and visual design, and add supplemental questions of their own before or after the MHEC questions, including by incorporating the instrument into a broader campus assessment. To simplify review by an Institutional Review Board, an institution may omit Question 3 and the Name and Contact Information fields under Consent for Follow-Up. If the contact fields are omitted, the survey must tell students how to request help directly. Every other MHEC question and reporting prompt must be asked.

Evaluation plan: describe when and how the institution will administer the survey; who will collect, score, and analyze the results; what other data the project will collect during the grant

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period, such as pantry visits, students assisted, and SNAP referrals; and how participant feedback will be gathered and used.

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BUDGET AND COST-EFFECTIVENESS

The following standards apply to all costs charged to this grant and to all in-kind or matching funds.

Procurement standards. Institutions must procure equipment and contractual services under their own written procurement procedures. Those procedures must provide for full and open competition, documented price or cost analysis, written selection rationale retained in the file, and a conflict of interest standard governing employees involved in selection or award. Sole-source procurement must be documented as to why competition was not feasible.

Match valuation standards. In-kind or matching funds must be verifiable from the institution's records, must not be counted toward any other state or federal award, must be necessary and reasonable for the program, and must be allowable under this RFP. Donated personnel services are valued at rates consistent with those paid for similar work at the institution. Donated goods are valued at fair market value at the time of donation, supported by a written valuation.

Develop a budget. The budget should be justifiable in terms of the scope of the grant. Allowable costs must be:

- Reasonable; not excessive in cost and based on prudent and sound purchasing practices.
- Allocable; cost is incurred specifically for the benefit of the program, distributed proportionally, an allowable activity, and meets the program's intent.
- Necessary; essential for carrying out the needs of the program.
- Documented; purchases must be adequately documented.
- Conforming to limitations or exclusions.
- Consistent with policies and procedures.
- Accorded consistent treatment across an institution.
- Determined in accordance with Generally Accepted Accounting Principles.
- Not used to satisfy the cost sharing or matching requirement of any other state or federal award.

BUDGET SUMMARY

Provide a budget summary outlining all costs by line item. The Budget Summary is provided as a fillable Excel workbook on the [Hunger-Free Campus program page](#) and must be submitted as the Excel workbook (.xlsx) itself. The table format provided in Appendix B is for reference purposes only. The workbook contains formulas that total each line and check the indirect cost cap and the match requirement. Do not insert, delete, or reorder rows.

BUDGET NARRATIVE

Provide a detailed budget narrative to support all costs included in the budget summary. Explain the rationale for each line of the budget summary, both for grant expenditures and in-kind or matching funds. The narrative, organized by the corresponding line item on the budget summary, must show how the costs were calculated. An explanation of budget categories and application expectations follows. Institutions must use the format provided in Appendix C.

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A. SALARIES AND WAGES

Key Personnel: List individually, all key personnel and the requested salary amounts by indicating what percent of the individual's time will be committed to the grant.

Other Personnel: List individually, all support personnel by support category and the requested rate of pay. Support personnel must be clearly justified.

B. FRINGE BENEFITS

Fringe benefits are calculated at the costs normally paid by the institution for the salaried members of its staff who will be involved in the grant program. The amount of fringe requested in the application should represent the percentage of effort on the program.

C. TRAVEL

Enter travel costs, if necessary, for key personnel to conduct grant activities. Mileage allowances may not exceed the state's approved rate for mileage reimbursement at the time of travel. At the time of publication of this RFP, the state-approved rate for use of a personal vehicle is 76 cents per mile. Applicants must use the rate in effect at the time of travel. All travel funding must be specifically designated by place, for whom, approximate date, distance, and method of travel.

D. EQUIPMENT

Equipment means an article of non-expendable tangible property having a useful life of more than one year and an acquisition cost per unit that is consistent with institutional policy. Discuss the life expectancy of any grant purchased equipment, the role of the equipment in the program, any maintenance plans if applicable, and how equipment will be used after the grant period has ended. Equipment expenses must be documented with written estimates, invoices, and similar records, and be purchased in compliance with institutional procurement procedures, provided those procedures meet the procurement standards adopted under Budget and Cost-Effectiveness.

E. MATERIALS AND SUPPLIES

Materials and supplies refer to expendable and non-expendable supplies, including but not limited to books, computer software, operating supplies (including food for program beneficiaries), and other items necessary for the effective implementation of the grant.

F. CONSULTANT AND CONTRACTUAL SERVICES

Use of consultants or other contractual services must be justified and reasonable. Consultant pay must be a reflection of time spent delivering direct services. Travel and per diem expenses for consultants should not exceed the institutional or state rate, or that allowed by federal OMB circulars, whichever is least. Preparation time for consultants will not be paid by the grant. Properly documented contractual agreements for expenditures to consultants or outside agencies for fees, travel, and routine supplies must be filed per institutional policy; and contractual payments cannot exceed institutional salary levels for similar work. All contractual services must be procured in accordance with institutional procurement requirements and procedures, provided those procedures meet the procurement standards adopted under Budget and Cost-Effectiveness.

G. OTHER (SPECIFY)

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All expenditures that do not fall into any of the above budget categories should be detailed in the OTHER category. List each expenditure separately. Explain why these costs are necessary for the implementation of the grant program. Detail how costs were computed.

H. TOTAL DIRECT COSTS

Enter the sum of Items A, B, C, D, E, F, and G (Appendix B, Budget Summary).

I. TOTAL INDIRECT COSTS

Up to eight (8%) percent of funds requested (Appendix B, Budget Summary: Column 1, Item H, total direct costs) from the grant program to cover the direct cost of the project may be claimed for indirect costs recovery. The rate requested must be the percentage permitted by its restricted indirect cost rate agreement, or 8%, whichever is less. An institution that does not have a restricted indirect cost rate agreement may request up to 8%. All direct cost categories, including equipment and direct financial assistance to students, are included in the base.

Indirect costs, including any unrecovered indirect costs, are not eligible to be claimed as in-kind or matching funds. Unrecovered indirect costs are the difference between the amount an institution could have charged under a federally negotiated indirect cost rate and the amount allowed under the 8 percent cap in this program. Column 2 of Line I is zero for all applicants. All in-kind or matching funds must represent direct, verifiable project expenses listed in Categories A through G, such as personnel, fringe benefits, travel, equipment, materials and supplies, or contributions to direct student assistance.

J. TOTAL

Enter the sum of Item H and Item I for Column 1. Because indirect costs are not eligible as match, Column 2 of Item J equals Column 2 of Item H. Be sure to reconcile the total in each line and each column.

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POST-AWARD GRANT MANAGEMENT

FISCAL PROCEDURES

All state funds under this program must be assigned to a specific account. Grant funds will be disbursed in a single payment of the full award amount at the beginning of the grant period upon grant award. Expenditures in excess of the approved budget will be the responsibility of the grantee.

Where MHEC awards less than the amount requested, the institution must submit a revised Budget Summary and Budget Narrative reflecting the reduced amount, and OGSi must approve them, before the payment is disbursed. The revised budget must identify which categories absorb the reduction. OGSi will review whether the reductions preserve the direct student services described in the application.

Costs incurred on or after the grant start date are allowable, provided the institution receives an award notification and the cost appears in the approved budget. Costs incurred before the grant start date are not allowable.

POST-AWARD CHANGES

The grantee shall obtain prior written approval for any change to the scope of the approved program. The request must include an explanation of the specific changes and a revised budget, if applicable. If activity dates have changed significantly since the application submission, you must submit a revised calendar of activity dates.

The grantee shall also obtain prior written approval from OGSi to:

1. Continue during any continuous period of more than three (3) months without the active direction of an approved program director;
2. Replace the program director (or any other persons named and expressly identified as key personnel in the proposal) or to permit any such person to devote substantially less effort to the program than was anticipated when the grant was awarded;
3. Make changes resulting in additions or deletions of staff and consultants related to or resulting in a need for budget reallocation; and
4. Make cumulative budget reallocations exceeding 10 percent of the total approved grant amount. Reallocations at or below this threshold do not require prior approval and are reported in the next scheduled report. No reallocation may create a budget category that was not in the approved budget, increase Line I of Appendix B above the approved indirect amount, or alter the approved scope of the program.

Grantees must also request written approval to extend the expiration date of the grant if additional time beyond the established grant end date is required to ensure adequate completion of the program with the funds already made available. A single extension may be made for this purpose and must be requested no less than one (1) month prior to the originally established expiration date. The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use. The fact that unobligated funds may remain at the expiration of the grant is not in itself

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sufficient justification for an extension. The plan must adhere to the previously approved objectives of the program.

GRANT CLOSEOUT, SUSPENSION, TERMINATION

CLOSEOUT: Each grant shall be closed out as promptly as feasible after expiration or termination. In closing out the grant, the following shall be observed:

- The grantee shall immediately refund, in accordance with instructions from MHEC, any unobligated balance of cash advanced to the grantee.
- The grantee shall submit all financial, performance, evaluation, and other reports required by the terms of the grant by the Final Report Due date listed in the Timetable (**October 15, 2027**). If the grant is terminated before its expiration date, these reports are due within ninety (90) days of the effective date of termination.
- The closeout of a grant does not affect the retention period for state and/or federal rights of access to grant records.
- The grantee shall refund any amount by which grant funds expended exceed four times the documented in-kind or matching funds, as determined at closeout.

SUSPENSION: When a grantee has materially failed to comply with the terms of a grant, MHEC may, upon reasonable notice to the grantee, suspend the grant in whole or in part. The notice of suspension will state the reasons for the suspension, any corrective action required of the grantee, and the effective date. Suspensions shall remain in effect until the grantee has taken action satisfactory to MHEC or given evidence satisfactory to MHEC that such corrective action will be taken or until MHEC terminates the grant.

TERMINATION: MHEC may terminate any grant in whole or in part at any time before the date of expiration, whenever MHEC determines that the grantee has materially failed to comply with the terms of the grant. MHEC shall promptly notify the grantee in writing of the termination and the reasons for the termination, together with the effective date. The grantee may terminate the grant in whole or in part upon written notification to MHEC setting forth the reasons for such termination, the effective date, and in the case of partial terminations, the portion to be terminated. However, in the case of a partial termination, if MHEC determines the remaining portion of the grant will not accomplish the purposes for which the grant was made, MHEC may terminate the grant.

Closeout of a grant does not affect the right of MHEC to disallow costs and recover funds on the basis of a later audit or review, nor does closeout affect the grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions.

RECORDS

A grantee shall retain the following records for a period of five (5) years after completion of the grant program:

- Records of significant grant activities and results.
- Records that fully show the amount of funds under the grant, how the funds were used, total cost, costs provided from other sources, and other records to facilitate an effective audit.

HUNGER-FREE CAMPUS GRANT PROGRAM

- Records to show the grantee's compliance with grant requirements.
- Records of participant data.

REPORTING

To ensure accountability and sound fiscal management, OGSi is the state monitor of grant activities funded under this program. In addition to requiring interim and final reports, MHEC staff may conduct site visits, undertake telephone interviews, or request written materials for this purpose.

Interim and final reports are required from all grantees. The interim report includes both a financial and narrative report. The interim report should provide evidence that the project is progressing with sufficient effectiveness to continue grant activities. At the end of the grant, both a final financial and narrative report will be due to OGSi. Grantees who do not submit a final report may be ineligible to apply for future grants. Both the interim and final financial reports must present grant expenditures and in-kind or matching funds using the Budget Summary workbook provided on the Hunger-Free Campus program page, by budget category.

ANNUAL STUDENT SURVEY REPORTING

Institutions submit survey results to OGSi once per academic year using the reporting template posted on the Hunger-Free Campus program page. Results are submitted as aggregate counts. Institutions do not submit individual student responses, response-level data files, or student contact information.

Each submission must contain:

1. Administration details. The survey window (start and end dates), the delivery method (online, paper, or both), and whether the survey was distributed to all enrolled students age 18 or older or to a sample. If a sample was used, describe how it was drawn.
2. Headcount. Unduplicated enrolled headcount as of the institution's fall census date for the academic year surveyed; the same headcount limited to students age 18 or older on the first day of the survey window; and the number of students to whom the survey was distributed. For a census, the last figure equals the headcount of students age 18 or older. For a sample, it is the number of students in the sample.
3. Response counts. Surveys started, surveys completed, and the response rate, calculated as completed surveys divided by the number of students to whom the survey was distributed (item 2).
4. Question-level counts. For each question in Sections One, Two, and Three, the number of respondents selecting each response option, plus the number who did not answer. Do not submit free-text entries from "Other" fields, from Question 3, or from the optional comment box. Institutions may submit a written summary of themes from the comment box in place of the entries themselves. If an MHEC question in Section One or Three was omitted because the campus survey asks the same question, report the campus question's counts under the MHEC response options.
5. Food security score distribution. Score each respondent's answers to Questions 10 through 15 by counting affirmative responses, where affirmative means "often true,"

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"sometimes true," "almost every month," "some months but not every month," and "yes." Report the number of respondents at each raw score from 0 through 6, and the number in each category: high or marginal food security (0 to 1), low food security (2 to 4), and very low food security (5 to 6). Institutions perform this scoring before submission. MHEC cannot derive it from the counts in item 4.

Section Four is not reported. Contact information collected for follow-up remains with the institution and is not submitted to MHEC.

Institutions retain the underlying survey responses in accordance with the RECORDS section of this RFP and store any Section Four contact information separately from survey responses, with access limited to the staff conducting follow-up.

Grantees submit survey results with the Final Report. Institutions holding designation without grant funding submit results as a component of the HFC Designation-Only Portfolio, due by **October 15, 2027**, as described under Hunger-Free Campus Designation-Only Process.

ACKNOWLEDGMENT OF SUPPORT AND DISCLAIMER

An acknowledgment of MHEC must appear in any publication of materials based on or developed under this program.

Materials must also contain the following disclaimer:

"Opinions, findings, and conclusions expressed herein do not necessarily reflect the position or policy of the Maryland Higher Education Commission, and no official endorsement should be inferred."

All media announcements and public information pertaining to activities funded by this grant program should acknowledge support of MHEC.

If any article resulting from work under this grant is published in a professional journal or publication, two reprints of the publication should be sent to the Maryland Higher Education Commission, Office of Grants and Strategic Initiatives, and clearly labeled with appropriate identifying information.

HUNGER-FREE CAMPUS GRANT PROGRAM

APPENDIX A: COVER SHEET

Hunger-Free Campus Grant Program, FY 2027

Institution:

UEI Number:

Program Director Name and Title:

Campus Telephone:

FAX Number:

Email Address:

Campus Mailing Address:

Grants Office Post-Award Officer Name and Title:

Email Address:

Phone Number:

Campus Mailing Address:

Finance or Business Office Contact Name and Title:

Email Address:

Phone Number:

Campus Mailing Address:

Certification by authorizing official Name and Title (V.P. level or above):

Signature: _____

HUNGER-FREE CAMPUS GRANT PROGRAM

APPENDIX B: BUDGET SUMMARY

This table shows the required structure of the Budget Summary. Submit the Budget Summary using the fillable Excel workbook provided on the Hunger-Free Campus program page. Where this table and the workbook differ, the workbook controls.

	COLUMN 1	COLUMN 2	COLUMN 3
SOURCE OF FUNDS	Grant Funds Requested	In-Kind or Matching Funds	Totals
A. Salaries and Wages			
Key Personnel [list each by name followed by title in brackets]			
1.			
2.			
3.			
4.			
Other Personnel [list categories and number of each in brackets]			
5.			
6.			
7.			
8.			
Total Salaries and Wages (A)			
B. Fringe Benefits			
C. Travel			
D. Equipment			
1.			
2.			
Total Equipment (D)			
E. Materials and Supplies			
F. Consultant and Contractual Services			
G. Other (specify)			
1.			
2.			
Total Other (G)			
H. Total Direct Costs (A through G)			
I. Total Indirect Costs (max. 8% of Line H, Column 1; not eligible as in-kind or matching funds)			
J. Total (H and I)			

HUNGER-FREE CAMPUS GRANT PROGRAM

APPENDIX C: BUDGET NARRATIVE

Hunger-Free Campus Grant Program, FY 2027

Applicant Institution: _____

Project Title: _____

Provide a detailed justification for each line of the budget summary. For each category, specify the amount requested from the grant (Column 1, Grant Funds Requested) and any in-kind or matching funds (Column 2). All in-kind or matching funds must be verifiable, necessary for the program, and valued according to the match valuation standards adopted under Budget and Cost-Effectiveness. The same funds, goods, or services may not be counted as match under this program and under any other state or federal award.

Note: While your overall in-kind or matching funds must equal at least 25% of the total grant funds requested (Column 1, Line J), individual budget categories (personnel, travel, materials and supplies, and so on) do not need to meet this 25% ratio individually.

Note: In-kind or matching funds are reported alongside grant expenditures in both the interim and final reports and must be supported by the same documentation standard applied to grant-funded costs. See the Match section of this RFP.

All figures below are illustrative. Replace them with your own amounts and calculations.

A. Salaries and Wages

Key Personnel

Ex. 1: Staff Member A [Name] will dedicate X% of their time to coordinate and oversee programmatic activities during the grant period. The institution requests the cost of coverage for their dedicated time. Request = \$2,000

Column 2 In-Kind or Matching Funds: The institution will contribute the remaining portion of Staff Member A's salary associated with this project, valued at their regular rate of pay. Match = \$1,000

Other Personnel

Ex. 2: Part-time Support Staff [1]: Will assist with day-to-day operations for X hours per week during active semesters. Request = \$15.00/hour x 10 hours/week x 20 weeks = \$3,000

Category totals: Request = \$5,000, Match = \$1,000

B. Fringe Benefits

Ex. 1: Fringe benefits for requested personnel are calculated at the institution's approved fringe benefit rate, illustrated here at 10%, applied to requested salaries (\$5,000 x 0.10). Request = \$500

HUNGER-FREE CAMPUS GRANT PROGRAM

Column 2 In-Kind or Matching Funds: The same rate applied to the matched portion of Staff Member A's salary (\$1,000 x 0.10). Match = \$100

Category totals: Request = \$500, Match = \$100

C. Travel

Ex. 1: Mileage reimbursement for staff travel to off-site project locations or regional coordination meetings, calculated at the state-approved mileage rate in effect at the time of travel, illustrated here at \$0.76 per mile. Request = 6 trips x 46 miles/trip x \$0.76 per mile = \$210

Category totals: Request = \$210

D. Equipment

Note: All procurement of equipment must comply with the institution's internal procurement procedures, provided those procedures meet the procurement standards adopted under Budget and Cost-Effectiveness.

Ex. 1: Programmatic equipment item [Item Name] necessary to establish or expand the campus basic needs infrastructure, per attached vendor quote. Request = \$1,500

Category totals: Request = \$1,500

E. Materials and Supplies

Ex. 1: Operational materials and program media: Storage shelving, operational supplies, and print outreach materials to distribute to targeted student populations, per attached vendor quotes. Request = \$990

Category totals: Request = \$990

F. Consultant and Contractual Services

Ex. 1: Technical consultant [Name/Firm] engaged to provide specialized technical training or services to program staff. Hourly rate of \$50. Request = 10 hours x \$50/hour = \$500

Category totals: Request = \$500

G. Other (Specify)

Itemize all miscellaneous program costs, including emergency assistance and National Hunger and Homelessness Awareness Week event costs, below.

G.1. Emergency Assistance

Ex. 1: Funding dedicated to providing immediate, direct basic needs or food security assistance to students in unanticipated financial crises. Request = \$1,000

Column 2 In-Kind or Matching Funds: Institutional basic needs foundation or emergency fund. Match = \$1,600

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Beneficiary Status: Direct assistance to students is a beneficiary payment, exempt from the standard procurement and contractual requirements of this RFP.

Tracking and Privacy Requirements: Grantees must operate a secure, stigma-free disbursement process. Never include student names, Social Security numbers, or identifiable personal information in MHEC budget reports; use unique transaction IDs or aggregate counts instead.

Disbursement Method and Internal Controls: Cash disbursements are strictly prohibited. Applicants must describe their disbursement method (e.g., student accounts, accounts payable, or controlled vouchers) and detail internal controls for any cash-equivalents (e.g., sequential logging and dual custody). Grantees are responsible for determining any information reporting obligation arising from payments to students, including issuance of Form 1099 where required.

G.2. National Hunger and Homelessness Awareness Week Event

Ex. 1: Print flyers, banners, and materials for the required National Hunger and Homelessness Awareness Week event. Request = \$300

Category totals: Request = \$1,300, Match = \$1,600

H. Total Direct Costs (Sum of A through G)

Total of Column 1 grant funds requested (Lines A through G): Request = \$10,000

Total of Column 2 in-kind or matching funds (Lines A through G): Match = \$2,700

I. Total Indirect Costs

Up to eight (8%) percent of funds requested (Appendix B, Budget Summary: Column 1, Item H, total direct costs) from the grant program to cover the direct cost of the project may be claimed for indirect costs recovery. The rate requested must be the percentage permitted by its restricted indirect cost rate agreement, or 8%, whichever is less. An institution that does not have a restricted indirect cost rate agreement may request up to 8%. All direct cost categories, including equipment and direct financial assistance to students, are included in the base.

Indirect costs, including any unrecovered indirect costs, are not eligible to be claimed as in-kind or matching funds. Unrecovered indirect costs are the difference between the amount an institution could have charged under a federally negotiated indirect cost rate and the amount allowed under the 8 percent cap in this program. Column 2 of Line I is zero for all applicants. All in-kind or matching funds must represent direct, verifiable project expenses listed in Categories A through G, such as personnel, fringe benefits, travel, equipment, materials and supplies, or contributions to direct student assistance.

Ex. 1: Request = \$10,000 x 0.08 = \$800

J. Total

Total grant funds requested (Line H + Line I, Column 1): Request = \$10,800

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Total in-kind or matching funds (Column 2): Match = \$2,700

Total project cost (Column 1 + Column 2): \$13,500

Reconciliation check: the match of \$2,700 equals 25.0% of the \$10,800 in grant funds requested and 20.0% of the \$13,500 total project cost, satisfying the matching requirement stated in the Match section. Confirm that your own Column 1 and Column 2 totals reconcile line by line to Appendix B before submitting.

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APPENDIX D: STATEMENT OF ASSURANCES

Hunger-Free Campus Grant Program, FY 2027

The Applicant hereby affirms and certifies that it will comply with all applicable regulations, policies, guidelines, and requirements of the Maryland Higher Education Commission (MHEC) and the State of Maryland as they relate to the application, acceptance, and use of Hunger-Free Campus Grant Program funds.

The Applicant affirms and certifies that:

1. It possesses legal authority to apply for the grant; e.g., an official act of the applicant's governing body has been duly adopted or passed, authorizing filing of the application, including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
3. It will comply with the provisions of the Americans with Disabilities Act and any and all amendments to the ADA.
4. It will expend funds to supplement new and/or existing programs and not use these funds to supplant non-grant funds or for any purpose other than those specified in this grant.
5. It will participate in any statewide assessment program or other evaluation program as required by MHEC.
6. It will give MHEC and/or a representative from the Office of Legislative Audits, through any authorized representative, the right of access to, and the right to examine all records, books, papers, or documents related to the grant. It will maintain all records pertaining to this grant for a period of five (5) years after completion of the grant program.
7. It will comply with all requirements imposed by MHEC concerning special requirements of law and other administrative requirements.

Institution: _____

Signature of Authorizing Official (V.P. level or above):

Name and Title, Printed: _____

Date: _____

HUNGER-FREE CAMPUS GRANT PROGRAM

APPENDIX E: HUNGER TASK FORCE AND KEY PERSONNEL FORM

Hunger-Free Campus Grant Program, FY 2027

Institution: _____

Membership Roster

List each member of the Hunger Task Force, including key personnel named in the grant narrative and budget.

Name	Title	Department or Organization	Email Address

Meeting Schedule

List the actual or planned dates, times, and locations of at least three (3) meetings held during the previous academic year, the upcoming academic year, or a combination of the two.

Meeting Date	Time	Location

Strategic Action Plan

Provide at least two (2) goals. For each goal, list the specific execution steps, the designated lead staff or task force member, and how success will be measured on campus.

Goal	Action Steps	Designated Lead	Measure of Success
Goal 1			
Goal 2			
Goal 3 (optional)			

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APPENDIX F: GOVERNOR'S OFFICE ENOUGH ALIGNMENT LETTER (OPTIONAL)

Attach a letter of support from at least one ENOUGH Quarterback representing the designated community. See Grant Narrative section I, Needs Assessment, for eligibility and priority criteria.

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APPENDIX G: STANDARDIZED STUDENT HUNGER SURVEY

The Standardized Student Hunger Survey is issued by MHEC in accordance with Education Article § 11-1702 and § 11-1703. Institutions must ask every question and reporting prompt in this instrument, subject only to the omission rules in Section IX of the RFP.

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Hunger-Free Campus Annual Student Survey

Model Survey Instrument

This model survey instrument was developed by MHEC in accordance with Md. Education Article, § 11-1702 and § 11-1703, and was informed by feedback gathered through the Maryland Hunger-Free Campus Grant Coalition. Question wording and response options are fixed, with one exception. In Sections One and Three, an institution that embeds this instrument in its own campus survey may omit an MHEC question if the campus survey asks the same question and each campus response fits within one MHEC response option. The institution reports those counts under the MHEC response options and lists the omitted MHEC question numbers on the Annual Student Hunger Survey Aggregate Results Reporting Tool. Section Two, Food Security Assessment, may not be changed: the six questions must appear together, in the order given, with the wording and response options given, and with no other questions inserted between them. All MHEC questions, or the campus questions used in their place, must be asked in a single survey administration to the same respondents. Institutions may select the delivery platform, adjust layout and visual design, and add supplemental questions of their own before or after the MHEC questions, including by incorporating the instrument into a broader campus assessment. To simplify review by an Institutional Review Board, an institution may omit Question 3 and the Name and Contact Information fields under Consent for Follow-Up. If the contact fields are omitted, the survey must tell students how to request help directly. Every other MHEC question and reporting prompt must be asked.

Introduction

This survey asks about students' experiences with food access, basic needs, and the use of campus or community resources. Your responses will help the institution and the Maryland Higher Education Commission better understand student needs and improve support services.

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Your participation is voluntary, and your responses will be kept confidential and reported only in aggregate. Survey participants must be 18 years of age or older.

Section One: Personal Information

1. Student enrollment type:

- ☐ Full-time student (12+ credits per semester)
- ☐ Part-time student (under 12 credits per semester)
- ☐ Student enrolled in non-credit program/courses

2. Age Range:

- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65+

3. (Optional) Please list your program/major of study:

4. Do you currently receive a Federal Pell Grant as part of your financial aid package?

- ☐ Yes
- ☐ No
- ☐ I am not sure / I do not know
- ☐ I have not applied for federal financial aid (FAFSA)

5. Are you employed?

- ☐ Yes, full-time paid employment (30+ hours/week)
- ☐ Yes, part-time paid employment (under 30 hours/week)
- ☐ Yes, work study employment
- ☐ Yes, unpaid internship or volunteer position
- ☐ No, currently unemployed

6. If you selected any “Yes” option in Question 5, on average, about how many hours per week do you work?

- ☐ Under 10 hrs/week
- ☐ 10-19 hrs/week

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- ☐ 20-29 hrs/week
- ☐ 30-39 hrs/week
- ☐ 40+ hrs/week

7. Please describe your living arrangements. Select all that apply:

- ☐ On-campus housing or apartment
- ☐ Off-campus housing or apartment
- ☐ Living with parents or family
- ☐ Living with roommates
- ☐ Temporary or informal housing (examples: couch surfing, staying in a hotel or motel)
- ☐ Homeless or shelter
- ☐ Prefer not to answer
- ☐ Other: _____

8. What is your household size?

A household may be one person, or a group of people who live together and customarily purchase and prepare their food together.

- ☐ 1 person
- ☐ 2 persons
- ☐ 3 persons
- ☐ 4 persons
- ☐ 5 or more persons

9. Are any members of your household dependents?

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

Section Two: Food Security Assessment

The next six questions ask about the food eaten in your household in the last 12 months.

10. “The food that I/we bought just didn’t last, and I/we didn’t have money to get more.” Was that often, sometimes, or never true for you in the last 12 months?

- ☐ Often true
- ☐ Sometimes true
- ☐ Never true

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11. "I/we couldn't afford to eat balanced meals." Was that often, sometimes, or never true for you in the last 12 months?
- ☐ Often true
 - ☐ Sometimes true
 - ☐ Never true
12. In the last 12 months, did you ever cut the size of your meals or skip meals because there wasn't enough money for food?
- ☐ Yes
 - ☐ No (If no, skip to Question 14)
13. (If yes to Question 12) How often did this happen?
- ☐ Almost every month
 - ☐ Some months but not every month
 - ☐ Only 1 or 2 months
14. In the last 12 months, did you ever eat less than you felt you should because there wasn't enough money to buy food?
- ☐ Yes
 - ☐ No
15. In the last 12 months, were you ever hungry but didn't eat because you couldn't afford enough food?
- ☐ Yes
 - ☐ No

Section Three: Food Assistance and Resource Utilization

16. Have you previously received or applied for any of these state/federal assistance programs? (Select all that apply)
- ☐ Supplemental Nutrition Assistance Program (SNAP, formerly known as food stamps)
 - ☐ Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
 - ☐ Medicaid
 - ☐ Earned Income Tax Credit (EITC)
 - ☐ Federal work study
 - ☐ Prefer not to answer
 - ☐ Other: _____
 - ☐ No, I have not received or applied for any of these

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17. If you selected “No, I have not received or applied for any of these” in Question 16, what barriers have prevented you from applying? (Select all that apply)

- ☐ Lack of knowledge/understanding about programs or eligibility requirements
- ☐ Embarrassment or stigma
- ☐ Complicated application process
- ☐ Not eligible (income restrictions, work study requirement, etc.)
- ☐ Other: _____

18. Which of the following local services have you accessed? (Select all that apply)

- ☐ Food pantry (either on or off campus)
- ☐ Campus contact to assist with connections to food resources
- ☐ Campus contact for SNAP application assistance
- ☐ Meal-sharing program (if there is an on-campus dining and student meal plan option)
- ☐ None of the above

19. If you accessed any resource in Question 18, were the resources available to you on campus able to meet your needs? (Select all that apply)

- ☐ Yes, on-campus resources were sufficient
- ☐ Yes, on-campus resources offered dietary and culturally relevant foods
- ☐ No, but nearby community resources were available
- ☐ No, there were not enough available resources on-campus or in the surrounding community to meet my need

20. Where did you learn about the resources listed in Question 18? (Select all that apply)

- ☐ Professor or other campus faculty/staff
- ☐ Social media
- ☐ Word of mouth
- ☐ Campus website or newsletter
- ☐ Sign/banner/poster on campus
- ☐ I am not aware of any of these resources on my campus
- ☐ Other: _____

Section Four: Optional

This section is optional and is used only by your institution to connect you with assistance. It is never sent to the Maryland Higher Education Commission.

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21. Would you like to be referred to a campus staff member who can help with your application assistance for any of the following programs? (Select all that apply)

- ☐ Supplemental Nutrition Assistance Program (SNAP, formerly known as food stamps)
- ☐ Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- ☐ Medicaid
- ☐ Earned Income Tax Credit (EITC)
- ☐ Federal work study
- ☐ I would like to know more about the programs before selecting
- ☐ Prefer not to answer
- ☐ Other: _____

Consent for Follow-Up

If you selected any of the programs above, or “I would like to know more,” please provide your contact information below. By doing so, you consent to having a designated campus representative contact you securely. Your contact information is stored separately from your survey responses, is used only to reach you about the programs you selected, and is not shared with the Maryland Higher Education Commission.

Name: _____

Contact Information (Email or Phone): _____

Additional Comments (Optional)

Please provide any additional comments or suggestions for other resources that would be helpful to have on-campus:

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Reporting Note to Students: Results of this survey are reported to MHEC as aggregate counts; individual responses are not submitted.

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APPENDIX H: HFC DESIGNATION-ONLY GUIDELINES

HFC Designation-Only Portfolio Submission Guidelines

Overview

Private institutions of higher education (2-year and 4-year) and regional higher education centers operated by a private nonprofit institution of higher education may receive and maintain a Hunger-Free Campus (HFC) Designation without competing for grant funding. Institutions that successfully achieve and maintain this designation will be officially recognized on the MHEC website.

Portfolio Checklist

To receive and maintain this designation, institutions must submit a standardized HFC Designation-Only Portfolio directly to OGS. This portfolio must provide documentary evidence verifying compliance with the applicable statutory criteria.

Compile the following documentation into a single PDF and submit it to ogsi.mhec@maryland.gov by **October 15, 2027**.

- **Hunger Task Force:** A membership roster, a meeting schedule demonstrating at least three (3) meetings per academic year, and a list of at least two (2) set goals with corresponding action plans.
- **SNAP Staff Designations:** The names, titles, and contact information for the staff member(s) responsible for assisting students with SNAP enrollment and informing federal work-study students of their SNAP eligibility.
- **Awareness Week Participation:** A description of your awareness day campaign activity and at least one (1) National Hunger and Homelessness Awareness Week event.
- **Campus Food Pantry:** The location and hours of the on-campus food pantry, or details describing an alternative food access arrangement that enables students to receive food free of cost or at low cost through a separate, stigma-free process.
- **Retail SNAP Access (4-year institutions of higher education and 4-year regional higher education centers only):** Evidence of options for students to use SNAP benefits at campus retailers, or the informational materials provided to students listing off-campus retailers that accept SNAP.
- **Meal-Sharing Program (4-year institutions of higher education and 4-year regional higher education centers only):** A description of the program that allows students to donate unused meal plan credits for distribution to students in need.
- **Annual Survey and Report:** Aggregate survey results in the format described under Annual Student Survey Reporting, and the annual report detailing campus efforts to address student hunger.

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APPENDIX I: SUMMARY OF AMENDMENT 1

Amendment 1 was issued October 2, 2026. The table lists every change made to the FY 2027 Hunger-Free Campus Grant Program materials. The application deadline is unchanged.

No.	Document and location	Change
1	RFP, cover page	Added Amendment 1 notice.
2	RFP, Timetable; Designation Certification Form; Standardized Student Hunger Survey; Reporting Tool	“Request for Applications” changed to “Request for Proposals.”
3	RFP, Additional Criteria	“(public and independent)” changed to “(public and private).”
4	RFP, Match	Added a sentence stating that the same funds, goods, or services may not be counted as match or cost sharing under this grant and under any other state or federal award.
5	RFP, General Format Requirements	Added an optional one-page project timeline attachment that does not count toward the narrative page limit.
6	RFP, Application Components	Budget Summary is submitted as a separate .xlsx attachment. Appendix E description includes the meeting schedule. Appendix H description uses statutory terms.
7	RFP, Grant Narrative Section II	Narrative may reference Appendix E instead of repeating it. Added a project management prompt.
8	RFP, Grant Narrative Section IX	Survey rules: Sections One and Three questions may be omitted when the campus survey asks the same question; one survey administration; Question 3 and Section Four contact fields may be omitted for IRB review. Added an evaluation plan prompt.
9	RFP, Budget Summary	Workbook is submitted as an .xlsx file only.
10	RFP, Annual Student Survey Reporting	Distribution to students age 18 or older; three headcount figures; response rate calculated on the number of students to whom the survey was distributed; counts for omitted questions reported under MHEC options.
11	RFP, Appendix G	Opening text matches Section IX. Section Two introduction replaced. Wording and punctuation of Questions 6, 8, 16, and 20, the Question 20 option order, the Section Four note, and the Reporting Note made identical to the standalone survey.

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No.	Document and location	Change
12	Standardized Student Hunger Survey	Instructions match Section IX, including distribution to students age 18 or older and screening in embedded surveys. Survey text made identical to Appendix G.
13	Reporting Tool	Part 1 fields added for single administration, omitted questions, IRB omissions, and exclusion of students under 18. Part 2 reports three headcount figures and a revised response rate. Part 3A and Part 4 instructions updated. Question 8 note corrected. Duplicate certification sentence removed.
14	Designation Certification Form	Designation remains in effect until the next determination. Portfolios may be submitted early; determinations within 60 days and no later than December 15, 2027.
15	Not changed	Application deadline (October 19, 2026, 11:59 PM ET); all Timetable dates; Appendix A through E forms; Budget Summary workbook; Interim Report Form; Final Report Form.