



REQUEST FOR APPLICATIONS (RFA)

Hunger-Free Campus Initiative 2024 Award Program

I. GENERAL INFORMATION

A. PURPOSE OF THIS RFA

Act 719 of the 2022 Regular Session of the Louisiana Legislature created the “Hunger-Free Campus” designation program for all Louisiana postsecondary institutions. The statute sets forth the criteria institutions must meet to receive the designation and charges the Board of Regents with developing an application and grant program for campuses that receive the designation. In 2023, all Louisiana public postsecondary, and four private postsecondary institutions met the minimum requirements to receive the designation. To enact the charge of the legislation, the Board of Regents is seeking to award six Louisiana public postsecondary institutions \$8,000 each to support the Hunger-Free Campus Initiative at their institutions.

B. PROGRAM ADMINISTRATOR; QUESTIONS ABOUT THIS RFA

Written inquiries concerning this RFA and the requirements set forth herein must be directed to Dr. Lupe Lamadrid, Senior Policy Analyst, at lupe.lamadrid@laregents.edu. Questions will be accepted only in writing and must be received no later than 4:00 p.m. CDT on March 27, 2024. All questions submitted related to this RFA and all answers provided in response to these questions will be posted on the Hunger-Free Campus Initiative page on the Louisiana Board of Regents website (<https://www.laregents.edu/hungerfree/>) no later than 4:00 p.m. CST on April 3, 2024. In order to ensure that all interested parties receive the same information, no questions will be accepted after the deadline.

C. PUBLIC NATURE OF APPLICATIONS SUBMITTED

Once an application is received by Regents, it becomes public record. Submitting entities should be aware that if a request for an application is made by the public, a copy of the application, by law, must be provided.

D. ELIGIBILITY

Each Louisiana public postsecondary institution **is eligible to apply for the award**. Due to the quick turnaround for spending dollars, an Interagency Transfer Agreement (ITA) will be created between the Board of Regents and each selected institution.

II. PROCEDURES AND DEADLINE FOR SUBMISSION OF APPLICATIONS

All applications must be complete upon submission and must be submitted via email to lupe.lamadrid@laregents.edu. No other form of submission will be accepted. All applications must document approval of the designee of the president/chancellor of the submitting institution. The submission deadline is absolute, and no materials will be accepted after the date and time published in this RFA. A submitted application may be withdrawn for editing if the submitting entity determines revisions are needed, but the revised version must be received before the deadline. A confirmation email will be sent upon receipt of the application.

The applications will be reviewed by a selection committee, and all results will be final. The selection committee will use the application rating criteria provided in Section IV of this RFA to score each application. The six applications with the highest scores will be selected. Notifications of award selections will be emailed on April 24, 2024.

A. APPLICATION REQUIREMENTS AND FORMAT

All narrative sections of the application should be presented in a single PDF document with pages numbered, one-inch margins at the top, bottom, and on each side, and in type no smaller than 12 point.

The application should describe the submitting entity's plan in detail. The description shall include, but not be limited to the following information:

1. Name of Institution

- Provide the name of the submitting entity.

2. Hunger-Free Campus Primary Contact Information

- Provide the name and contact information of the primary contact person for the application.

3. Mission and Goals

- Provide information about how this award will support the mission of the Hunger-Free Campus Initiative at your institution.

4. Support and Resources

- Identify any additional support to be provided by the institution when expending award funds.
- Describe how your institution will utilize the funds if selected to receive the award.
- Explain how these funds will be utilized to benefit students accessing food pantry benefits or support.

5. Reporting and Communication

- By August 31, 2024, each award recipient will submit a budget narrative detailing how the funds were expended and describing how the funds benefited students at the institution.

6. Additional Information

- Provide any additional data or materials the institution would like the selection committee to consider as they evaluate the application.

7. Project Budget

8. HFC Representative and Designee of the President/Chancellor Approval Page

B. BUDGET CONSIDERATIONS:

Program resources are limited and must be used only to support direct work of the Hunger-Free Campus Initiative and in accordance with the guidelines below. The project must detail and fully justify all expenses included in the proposed budget in relation to project and program goals.

1. DISALLOWED BUDGET ITEMS

Given the targeted nature of Hunger-Free Campus Initiative support and the short-term nature of the project, these funds may not be used to establish long-term maintenance contracts for equipment.

Initiative funds may not provide for shortfalls or deficits in budgets, tuition payments, augmentation of salaries of individuals pursuing regularly assigned duties (except regular merit or cost-of-living increases), or unspecified contingencies.

Discounts received for equipment purchases may not be counted as part of institutional support (if applicable).

2. OTHER EXPENSES

Except as noted in the Disallowed Budget Items section, and subject to state procurement and purchasing guidelines, support may be budgeted for any activity necessary for project work, as explained and justified. Any travel expenses must comply with State procedures and rates set forth by the Division of Administration Policy and Procedure Memorandum 49 (the State General Travel Regulations).

III. TIMETABLE:

March 20, 2024	RFA Issued
March 27, 2024, by 4:00 p.m., CDT	Deadline for submission of questions about the RFA
April 10, 2024 by 4:00 p.m., CDT	Application submission deadline
April 17, 2024	Applications are reviewed and scored by the selection committee.

April 24, 2024	Selection of application(s) announced by email and posted to the Hunger-Free Campus Initiative page on the Louisiana Board of Regents website.
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IV. PROJECT ACTIVATION DATE, TIMELINE, AND DURATION

Once the selections are announced, the Board of Regents will execute an Interagency Transfer Agreement (ITA) with each selected institution. The institution must report how the funds were spent, and explain how the expenditures supported students at the institution by August 31, 2024.

Application Rating Form and Scoring Rubric

Each category will be scored on a 0-to-5-point scale.

Category	Points Available
Provided complete name of institution and Hunger-Free Campus Initiative contact information	5
Identified any additional support to be provided by the institution when expending award funds and confirmation of support by institution leadership	5
Described how this award will support the mission of the Hunger-Free Campus Initiative at the submitting institution	5
Described how the institution will utilize the award funds to innovatively support the initiative.	5
Explained how these funds will be utilized to benefit students accessing the food pantry or the work of the Hunger-Free Campus Initiative	5
Provided a detailed and appropriate budget	5
Total	30

SIGNATURE PAGE

To be included with the submitted application.

Hunger-Free Campus Representative

Date

Designee of the President/Chancellor

Date