



Commodity Supplemental Food Program

GRANT REQUEST FOR PROPOSAL (RFP)

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To obtain this information in a different format, call: 651-201-4444.

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Commodity Supplemental Food Program; [Minnesota Department of Health Grants and Loans: Open Grant Opportunities](#)
- **Minnesota Department of Health (MDH) Program Website:** [CSFP website page linking to the Grant](#)
- **Request for Proposal Deadline: May 4, 2026**

1.2 Program Description

The Commodity Supplemental Food Program (CSFP) is a federally funded grant program of the Food and Nutrition Service (FNS), an agency of the United States Department of Agriculture (USDA). The grant is administered through the Minnesota Department of Health in the Supplemental Nutrition Program section of the Child and Family Health division.

CSFP provides a monthly food package of USDA commodity foods to augment the diets of those who are 60 years of age and older, of low income and considered to be at nutritional risk.

Subject to the availability of federal funds, MDH awards grants to qualified local agencies to operate the program in designated geographic service areas within the State.

1.3 Funding and Project Dates

Funding

Funding is administered through the Minnesota Department of Health's Supplemental Nutrition Program, a section of the Child and Family Health Division.

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date, whichever is later.

Match Requirement

There are no match requirements.

Project Dates

The projected start and end dates for this grant program are **January 1, 2027**, and **December 31, 2031**.

1.4 Eligible Applicants

Minnesota food banks, that are not for profit health or human service agencies and have multi-pallet food warehousing storage, including refrigeration. Eligible applicants must also have a valid wholesale food handler's license issued by the Minnesota Department of Agriculture. Eligible Applicants must have been an existing entity/non-profit for a minimum of five years.

Grant funds are not transferable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Collaboration

Multi-organization collaboration is not allowed with this grant.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to health.wicvendor@state.mn.us or phone 651-201-4422. All answers will be posted within two business days on the [CSFP website page linking to the grant](#).

Please submit questions no later than 4:30 p.m. Central Time, on April 20, 2026.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any applicant to any employee of the Department, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

RFP Part 2: Program Details

2.1 Priorities

Health Equity 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 Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The goal of this program is to prevent health problems and improve the health status of eligible individuals.

This grant will serve:

Every month in Minnesota, approximately 10,000 individuals who are 60 years of age or older, with low-income and are possibly at nutritional risk, are recipients of the CSFP food package.

2.2 Eligible Projects

The CSFP local agencies are responsible for determining eligibility of each CSFP program applicant and providing nutrition education, health care referral services, and issuing food benefits to participants. CSFP is distributed in all 87 counties in Minnesota.

Local agencies are responsible for adhering to all policies and procedures included in the Minnesota CSFP State Plan. These policies, along with federal regulations, form the basis for the CSFP Program local agency operations and monitoring of these operations by state CSFP staff.

The role of the CSFP local agencies chosen to carry out the program is to implement and operationalize current state CSFP policy in their own agencies and organizations. It is the responsibility of the local agency to ensure that state/federal CSFP policies are adhered to and that any related local policy is not less stringent than state policy and does not conflict with state policy.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Solicitating donations
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds

2.3 Grant Management Responsibilities

Grant Agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

The funded applicant will be legally responsible for assuring implementation of the CSFP program and compliance with all federal regulations and requirements, and applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Grant Monitoring

Federal Stat. §247.34 Management Reviews require the following:

"The State agency must establish a management review system to ensure that local agencies, sub distributing agencies, and other agencies conducting program activities meet program requirements and objectives. As part of the system, the State agency must perform an on-site review of all local agencies, and of all storage facilities utilized by local agencies, at least once every two years. As part of the on-site review, the State agency must evaluate all aspects of program administration, including certification procedures, nutrition education, civil rights compliance, food storage practices, inventory controls, and financial management systems. In addition to conducting on-site reviews, the State agency must evaluate program administration on an ongoing basis by reviewing financial reports, audit reports, food orders, inventory reports, and other relevant information.

Technical Assistance

MDH will assist with outreach, caseload management/assignment, nutrition education assistance and review, inventory management and food package guide rate changes. MDH will provide guidance with understanding state plan and CSFP code of federal regulations.

Grant Payments

Per state policy 08-08: Grant Payments, reimbursement is the preferred method for making grant payments. The State shall review each request for reimbursement against the award notice of grant funding before approving payment.

The invoice and payment schedule will be monthly and must fit into one of the nine different line items as expendable.

1. Salary and Fringe - Grant funds can be used for salary and fringe benefits for staff members *directly* involved in applicant's proposed activities.
2. Rent – Building space to conduct CSFP activities

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3. Equipment – Forklifts, vehicles, warehouse freezer and dry storage equipment
4. Supplies and Expenses – Costs of supplies to managing CSFP
5. Communications – flyers, promotional products, website maintenance to promote the program.
6. Travel/Transportation – Travel costs for staff working on the CSFP grant are allowable
7. Audits – Cost incurred from the audit process
8. Other – Includes expenses for improvements
9. Indirect Costs/Allocations – expenses of doing business that cannot be directly attributed to a specific grant program or budget line item that benefit the CSFP program.

Grantee Duties/Responsibilities

The grantees' responsibilities include the following: conduct outreach to increase/sustain assigned caseload and to identify potential applicants; assess eligibility; enroll individuals via a certification process; assemble, distribute and offer monthly food packages; provide science-based nutrition education that is relative to the population served; refer participants to other needed public health services.

Proper care of the facility includes ability to maintain a dry storage inventory level of up to three months for commodity food products. Adequate refrigeration is also required of perishable commodities. Grantees must follow established food warehousing procedures set forth by the USDA for receiving, storing, and distributing product. Monthly inventory of all commodity products is required, as is reporting monthly participation and financial reporting.

2.4 Grant Provisions

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees to comply with applicable state and federal laws prohibiting discrimination.

Minnesota's nondiscrimination law is the Minnesota Human Rights Act (MHRA) ([Minn. Stat. § 363A](#); See e.g. Minn. Stat. § 363A.02 (<https://www.revisor.mn.gov/statutes/cite/363A.02>). The MHRA is enforced by the Minnesota Department of Human Rights (<https://mn.gov/mdhr/>). Some, but not all, MHRA requirements are reflected below. All grantees are responsible for knowing and complying with nondiscrimination and other applicable laws.

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 about 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.

The grantee agrees not to discriminate in public accommodations because of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability.

The grantee agrees not to discriminate in public services because of race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status regarding public assistance.

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 regarding 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. Minn. Rules, part [5000.3550](#).

Audits

Per [Minn. Stat. § 16B.98](#), subd. 8, 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 granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant 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.

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

Applicants must complete the Applicant Conflict of Interest Disclosure form and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice
- a grantee or applicant's objectivity in performing the grant work is or might be otherwise impaired
- a grantee or applicant has an unfair competitive advantage

Individual conflicts of interest occur when:

- an applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Non-Transferability

Grant funds are not transferable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599](#), all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise

protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599](#), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](#), the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,
- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH’s award of a grant agreement. In applying in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act ([Ch. 13 MN Statutes](#)) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

2.5 Review and Selection Process

Review Process

MDH will evaluate all eligible and complete applications received by the deadline.

The award decisions of MDH are final; however, may be subject to appeal, in accordance with 7 CFR 247.7(d). Additionally:

- The RFP does not obligate MDH to award a grant agreement in cases where proposals submitted do not meet the necessary criteria. MDH reserves the right to cancel the RFP.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the

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application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Selection Criteria and Weight

MDH will evaluate all eligible and complete applications and approve those based on the priorities outlined in [7 CFR 247.7](#).

Grantee Past Performance and Due Diligence Review Process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant to comply with state policy.

Notification

Grant award decisions will be made within 60 days of receipt of the application, per [7 CFR 247.7\(d\)](#). Rights to appeal the decision, are laid out in accordance with [7 CFR 247.35](#). Applicants are notified by email whether their grant application is selected or declined for funding of requirements per [7 CFR 247.4](#).

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications must be received by MDH in the Portal no later than 4:30 p.m. Central Time, on May 4, 2026.

Late applications will not be accepted. It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by computer or technology problems.

Acknowledgement of application receipt. The [MDH Child and Family Health's Online Grant Portal](#) will send an automated email to the user who submitted the application to confirm the submission of your application. If you do not receive an automated email confirming submission, or encounter any other issues with the online application, please contact us at health.wicvendor@state.mn.us.

3.2 Application Submission Instructions

Applications must be submitted electronically through the [MDH Child and Family Health's Online Grant Portal](#).

Please reference the [GLM Applicant Tutorial](#) for information on account creation, and applying for the grant through the portal, and managing the applicant dashboard.

3.3 Application Instructions

Complete the following:

- Current/previous grantees: go to [SWIFT](#) and login and confirm that your organization's name, address, locations, banking information, phone numbers, and other contact information is correct. Awarded applicants who are not current "vendors" in the State's SWIFT system will need to register to become certified vendors before a grant agreement can be established. Instructions will be sent out to awarded applicants after awards are announced.
- In the [MDH Child and Family Health's Online Grant Portal](#), complete the following:
 - MDH Applicant Agency Information Sheet
 - Applicant Conflict of Interest Disclosure form
 - Copy of letter granting 501c3 status **(for non-profits only)**
 - If applicant has tax exempt status from the Minnesota Department of Revenue, include a copy of exemption letter.
 - MDH Due Diligence **(for non-profits only)**
 - MDH Indirect Cost Questionnaire

Incomplete applications will be rejected and not evaluated.

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Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

By applying, 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 will be borne by the applicant.

RFP Part 4: Attachments

Attachment A: Non-Discrimination Statement

Attachment B: Criteria for Scoring CSFP Applicants

Attachment C: Reference – Complete Listing of Hyperlinks

Attachment A: Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.

Attachment B: Criteria For Scoring CSFP Applicants

Grant Application Score Sheet Guide

Applicant Name:

RFP Title/Project Name:

Applicant Address:

MDH Program Area

Reviewer Name/Code:

MDH Program Contact Person/Phone:

Rating Table

Rating or Score	Description
Excellent or 5	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses
Very Good or 4	Substantial response: meets in all aspects and in some cases exceeds, the minimum requirements; good probability of success; no significant weaknesses.
Good or 3	Generally, it meets minimum requirements; probability of success; significant weaknesses, but correctable.
Marginal or 2	Lack of essential information; low probability of success; significant weaknesses, but correctable.
Unsatisfactory or 1	Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable.
Missing answers	No response given may result in a zero or unscored application if questions are required.

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Scoring Section

Applicant Information – This section must be scored	Score
Organization Chart - attachment includes directors and fiscal managers	
Community Partner Letter of Support - community partner letter provided.	

Workers Compensation – This section must be scored	Score
Workers Compensation Section - appears credible	

Scope of Operations – This section must be scored	Score
Experience in Distributing Food - experience in distributing food to low-income older adults.	
Geographic Area - provided map of proposed geographic area including sites with detailed information	
Estimated Number of Recipients - estimation is deemed reasonable.	

Program Operations – This section must be scored	Score
Community Feeding Experience - experience distributing food in Minnesota	
CSFP plans - evaluate the proposed staffing, outreach, and nutrition education	
Nutrition Education – plan for staffing, outreach and nutrition education	
CSFP Distribution Sites & Monitoring Distribution Sites – spreadsheet of CSFP sites and site monitoring plan	

Warehouse Operations – This section must be scored	Score
Wholesale Food Handler License & MDA Inspection Report - provide wholesale food handler license and most recent inspection report from Minnesota Department of Agriculture (only one document will decrease score for this item)	
Facilities or Warehouse Operations - a multi-pallet food warehouse with dry storage and adequate cooler/refrigeration and freezer storage	

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Receiving Warehouse Information - the warehouse has a receiving dock or a way to receive food and provided an address	
CSFP Food Storage - procedures in place to ensure CSFP foods are kept separate from other donations and USDA foods	
Food Losses - applicant agency has procedures to protect against food losses	
Monthly Food Packages – provides a plan for maintenance of records for each participant	

Certification Procedures – This section must be scored	Score
Certification Procedures – full points for answering yes	

Civil Rights – This section must be scored	Score
Limited English Proficiency - how will agencies serve individuals who do not speak English	
Deaf or Hearing-Impaired Participants - how will deaf or hearing-impaired participants be served	
Annual Civil Rights Training - has a plan for providing training for CSFP staff and front-line volunteers	

Recording and Recordkeeping - This section must be scored	Score
153 Inventory Report - Has procedures for performing monthly inventory of CSFP foods on hand and reporting accurate monthly count of participants served on the FNS-153	
Dual Participation - Applicant agency explained dual participation procedure	
Receipt of Food Package for Each Participant – maintain records of receipt of the CSFP food package for each participant and all program activities	

Total Score

Add up the score from all sections above	Score
MAX SCORE OF POINTS - 120	

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Comments Section – Provide Comments on any of the above criteria

Attachment C: Complete Listing of Hyperlinks

Grants and Loans: Open Grant Opportunities

(<https://www.health.state.mn.us/about/grants/index.html>)

Commodity Supplemental Foods Program (CSFP)

(<https://www.health.state.mn.us/people/csfp/index.html>)

Sample Grant Agreement for Non-CHB's

(<https://www.health.state.mn.us/about/grants/grantagreement.pdf>)

7 CFR Part 247 -- Commodity Supplemental Food Program

(<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-247>)

Policy on Grant Payments

(https://mn.gov/admin/assets/OGM%20Policy%2008-08%20Grant%20Payments_tcm36-707169.pdf)

CFR 200 - Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards

(<https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200>)

eCFR :: Title 7 of the CFR – Agriculture

(<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>)