

Minnesota Department of Health Environmental Health Division

Request for Proposals (RFP) for Lead Safe Housing Grant

Introduction

The Minnesota Department of Health (MDH) intends to award a one-year grant totaling up to \$25,000 with an option to continue the grant for an additional \$25,000 for a second year. This grant will provide temporary lead-safe housing and relocation costs for families displaced by lead hazard reduction being done in their primary residence. This grant is authorized under *Minnesota Statutes*, section 144.9507.

MDH's Lead Safe Housing Grant provides funding to:

- provide Lead Safe Housing to protect families from identified lead hazards in their residences.
- provide limited moving expenses to families being displaced by lead hazard reduction being done at their residence.

The grants funds are dependent upon the availability of state funds approved by the legislature to MDH. Any awarding of final grant agreements as a result of this RFP process is subject to final approval by the Commissioner of Health.

Eligible applicants must be boards of health with responsibility under Minnesota Statutes, section 144.9504, for responding to reports of elevated blood lead levels.

MDH will be available to provide consultation and guidance during the application process. For assistance, please contact Dan Taylor, Asbestos/Lead Compliance Unit, at 651-201-4847 or at daniel.taylor@state.mn.us . Please note that MDH staff will not be able to help with the actual writing of the application or critique drafts.

Scope of Work

- Use grant funds to support GRANTEE employees and pay for associated costs with relocating low-income residents into temporary residence during lead hazard reduction activities.
- Inspecting temporary residences prior to renting or leasing them. The residence must be found to be free of deteriorating lead-based paint, bare lead-contaminated soil and dust, and lead-contaminated drinking water.
- Renting or leasing temporary residences, and providing other services and means that are necessary for the family to use the temporary residence, such as food vouchers.
- Cleaning the temporary residence after the family returns to their permanent residence.

- Training staff to provide lead-related health education to families using lead-safe, temporary housing.
- Provide up to \$250 per family for moving expenses.
- Administration of this grant.
- Prepare and submit quarterly progress reports to the STATE beginning three months after receipt of the signed grant agreement contract. The quarterly reports must provide a summary of the work done in that reporting period, addresses of permanent residences where lead hazard reduction activities occurred, the number of families served, the number of people served, and other information requested by MDH.
- Prepare and submit quarterly invoices to the STATE. The invoice must accompany the quarterly progress report.

The anticipated grant start date is October 5, 2009, with the optional second year starting on July 1, 2010. The start dates are contingent on all signatures to the agreement being obtained by those dates. Otherwise, the start dates are the date of the latest signature.

Grant Monitoring

Grant monitoring will consist of reviewing financial records and activities throughout the grant period.

Application Review and Award Process

This is a competitive grant application. Grants may be awarded to one or more applicants.

Only complete applications received or post marked on or before the deadline will be reviewed. Applications will be reviewed and scored according to the *Grant Application Score Sheet*. Reviewers will determine which applications best meet the criteria as outlined within the Project Narrative/Work Plan and Budget Summary. All applicants must use the Plan and Budget Summary for completing their grant application. These documents are available at www.health.state.mn.us/divs/eh/lead/lshgrant/index.html.

Scoring

The scoring of the Plan's criteria will be as follows:

- A. Background Information on Organization – up to 20 points
- B. General Information – up to 40 points
- C. Experience in Providing Lead Safe Housing – up to 40 points

Reviewers will include staff from MDH's Asbestos/Lead Compliance Unit and Environmental Surveillance and Assessment Unit. Reviewers will be required to identify any conflicts of interest and will not review an application if they have a direct relationship with the applicant.

Applicants for previous grants should be aware that each application must stand on its own merits. Information that was submitted in previous applications and MDH staff's personal knowledge of the applicant will not be considered in scoring. **Exception: An applicant who**

previously received any MDH grant and failed to fulfill the terms of that grant may not be considered for funding.

Responses to this RFP are considered to be nonpublic until they are opened. Once the grant application is opened, the name and address of the grantee and the amount requested is considered to be public data. The rest of the grant application information is considered nonpublic until the end of the grant review process. After the grant agreements are fully executed, the remaining information in the grant application becomes public, except for information defined as trade secret data as defined in Minnesota Statutes, section 13.37.

Trade Secret Information is defined as “Government data, including a formula, pattern, compilation, program, device, method, technique or process:

- 1) That was supplied by the affected individual or organization,
- 2) That is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and
- 3) That derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.” *Minnesota Statutes, section 13.37, subdivision 1(b).*

Documents that are submitted to MDH that contain trade secret information must:

- 1) Be put into a separate envelope and clearly marked with the word “trade secret,”
- 2) Each document that contains the trade secret information must be clearly marked with the words “trade secret,” and
- 3) Each document must include a written explanation of how the information meets each of the three requirements above for trade secret information.

Successful applicants will initially be notified verbally and then with a formal letter. Non-successful applicants will be notified with a formal letter.

Grantees will be required to prepare and submit progress reports and cost reimbursement requests (invoices) to MDH each quarter of the grant year. Reports and invoices must be submitted using MDH reporting and invoice formats. MDH cannot reimburse a grantee for any expenses incurred before a grant contract is fully executed. These formats will be provided electronically upon full execution of the grant agreement.

Completed applications **MUST** arrive at MDH on or before **4:00 p.m., Wednesday, September 30, 2009**, or have a legible postmark from the United States Postal Service, or a legible pick-up or drop-off time from a private carrier with a date and time that precedes **4:00 p.m., Wednesday, September 30, 2009**.

If dropping off your application, it must be delivered to the MDH loading dock. The loading dock is clearly marked and located on the west side of the building.

Postmarks from private in-office metering machines are not acceptable. Applications are not accepted by e-mail or facsimile (fax). Submit five copies. Grant applications and questions must only be addressed to:

Dan Taylor
Minnesota Department of Health
Environmental Health Division
625 Robert Street North
PO Box 64975
St. Paul, Minnesota 55164-0975
(651) 201-4847
Fax: (651) 201-4606
daniel.taylor@state.mn.us

PLEASE NOTE: All submissions are final. Full and complete applications not received by the deadline stated above will NOT be considered.

Eligible Costs

Costs associated with relocating any low-income resident into temporary residence during lead hazard reduction activities are:

- A. Lead inspection services, including testing costs. Inspecting a temporary residence prior to renting or leasing it. The residence must be lead free of deteriorating lead-based paint, bare lead contaminated soil and dust, and lead-contaminated drinking water.
- B. Rental or leasing costs of the temporary residence, including damage deposits, utilities, furnishing, supplies and food vouchers.
- C. Cleaning costs of the temporary residence after it is vacated, including extermination services, if necessary.
- D. Moving expenses up to \$250 per family
- E. Administrative costs of the board of health for administering the grant, including salary and fringe benefits.
- F. Staff training costs related to providing lead-related health education to families using the temporary residence.

Grant Application Contents

Applicants can go to www.health.state.mn.us/divs/eh/lead/lshgrant/index.html to download the Project Narrative/Work Plan and Budget Summary. Both documents **MUST** be completed and submitted to MDH in order to be considered for funding.

Project Narrative/Work Plan

Organization's Legal Name:

Contact Name and Title:

Mailing Address:

Street Address (if different):

Phone:

Fax:

Email:

A. Background Information on Organization

1. Briefly summarize your organization's history.
2. Briefly describe the administrative structure of your organization.
3. Briefly explain what current programs and services your organization provides.

B. General Information

1. Describe the service(s) to be provided under the grant.
2. Describe sources of any other funding that is directed to accomplishing the same or similar goals as specified in this RFP.
3. Provide documentation that the board of health authorized the application. This documentation may be a board resolution specific to this application or a resolution that authorizes an individual to apply for grant applications on behalf of the board.
4. Affirm that no one under the age of 18 will perform any activities under this grant.
5. Provide a timeline of events including a start date and ending date of the work to be done

C. Experience in Providing Lead Safe Housing

1. Describe prior experience in providing Lead Safe Housing.
2. Describe all services to be provided.
3. Describe the clientele and service area in terms of people living in an area of high risk for toxic lead exposure.
4. Describe unique features of your program that ensure timely expenditure of funds
5. Describe the plans your organization will use to measure program effectiveness.

Budget Summary

Use this table to itemize your organization's proposed budget. Under "Budget Category" describe categories of eligible costs and to the right under the appropriate heading provide the costs associated with each category. You may modify the table to include additional items to reflect all costs associated with each of the main categories, or describe the cost type in the area provided below the table.

Organization's Name:

Budget Category	Funding Request	Matching Funds	Total Proposed
TOTALS			

Additional descriptions for associated costs (attach additional pages if necessary):