

## Minneapolis Department of Health and Family Support

TO: PROSPECTIVE APPLICANTS  
FROM: GRETCHEN MUSICANT, COMMISSIONER OF HEALTH  
DATE: FEBRUARY 18, 2010  
RE: REQUEST FOR PROPOSALS TO PROVIDE LEAD POISONING PREVENTION SERVICES THROUGH EDUCATION, OUTREACH, HOME VISITS, AND REFERRALS FOR REMEDIATION

---

This notice is being sent to a range of agencies and individuals as part of the Minneapolis Department of Health and Family Support's (MDHFS) commitment to provide broad notifications of any Requests for Proposals (RFP) issued by the department. If the content of this notice is of interest to you, please review the RFP when it is issued for more details. If the RFP is not relevant to you, please feel free to pass the information on to anyone you feel might be interested in applying for these funds.

On February 25, 2010, the Minneapolis Department of Health and Family Support will issue a Request for Proposals to provide community education/outreach, in-home visits, and referrals services for the Lead Poisoning Prevention Grant Project. This project focuses on referring landlords, tenants, and homeowners to the Hennepin County Works and Transit (HCWT) Lead Grant Program by conducting community outreach/education events and in-home visits. Eligible applicants are both 501(c)(3) not-for-profit and for-profit community-based or neighborhood-based organizations. The department is particularly interested in organizations that have a history of recruiting participants and conducting education and outreach programs, but is not requiring that applicants have prior experience specific to lead poisoning prevention.

Awards are anticipated to range between \$25,000- \$100,000 annually based on services provided, up to the total two year project funding of approximately \$400,000. The funding period may start as early as May 3, 2010, and continue until May 31, 2011. A second year of funding for the period of June 1, 2011 through August 31, 2012, is contingent upon agency performance and the continued availability of funding.

The goal of this RFP is for community and neighborhood-based organizations to generate **referrals** for enrollment in HCWT's Lead Grant Program (completed application packages) by conducting:

- Education and outreach events on lead poisoning **and** in-home visits focusing on lead poisoning prevention.
  - Education and outreach events and in-home visits need to target homes (either owner owned or rental) with low-income families with children under the age of six who:
    - Live in Minneapolis, with a priority being placed on homes in North Minneapolis (due to agreements between Hennepin County and the Minneapolis Department of Regulatory Services, homes in the Powderhorn neighborhood are not eligible for this intervention).
    - Families with limited English proficiency are also a population of particular interest to be served.

The RFP will be available as of **February 25, 2010** and can be obtained by:

- Downloading the RFP from the City website at: <http://www.ci.minneapolis.mn.us/dhfs>
- Emailing your request for an electronic copy to the Department of Health and Family Support at: [health.familysupport@ci.minneapolis.mn.us](mailto:health.familysupport@ci.minneapolis.mn.us)
- Picking up a copy at the Department of Health and Family Support at 250 South 4<sup>th</sup> Street (Public Service Center), Room 510, Minneapolis, Monday-Friday between 8:00 a.m. and 4:00 p.m.

In addition to the RFP on the website, we will also post a Q & A, which will be updated after the pre-proposal conference (details below). For any difficulties in accessing documents on the website, please email [health.familysupport@ci.minneapolis.mn.us](mailto:health.familysupport@ci.minneapolis.mn.us).

A pre-proposal conference is scheduled for Tuesday, March 2, 2010 from 3:00 p.m. at the North Regional Library North Meeting room in North Minneapolis. While attending the pre-proposal conference is not mandatory, it is strongly encouraged as it will be the only opportunity to ask questions directly of staff. Questions and answers from the pre-proposal conference, and any additional questions submitted in writing, will be posted on the MDHFS' website on March 8. No questions will be answered outside of this process.

**Tentative Timeline for the RFP Process:**

Request for Proposals issued	February 25, 2010
Pre-proposal Conference	March 2, 2010
Proposals due	March 25, 2010
Projects begin	May/June, 2010

If you need this document in an alternative format, please notify the department by fax (612) 673-3866, email at [health.familysupport@ci.minneapolis.mn.us](mailto:health.familysupport@ci.minneapolis.mn.us), or TTY (612) 673-2157 (General City Information). Please allow a reasonable amount of time for special needs accommodation.

**Attention:** If you want help translating this information, call – **Hmong** – Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800; **Spanish** – Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700; **Somali** – Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' an wac 612-673-3500.