

# Minnesota Department of Health

## Environmental Health Division

### Request for Proposals (RFP) for Healthy Homes and Lead Poisoning Prevention Grant September 2011

#### Introduction

The Minnesota Department of Health (MDH) healthy homes and lead poisoning prevention (HHLPP) program encourages primary prevention, provides guidance and support to individuals exposed to lead, asthma and other unhealthy conditions within their home and fulfills the three core public health functions of assessment, assurance, and policy / planning. Based on the relations between housing - based health hazards, substandard housing and low income level the target population for this grant will be low income populations statewide, participants in public assistance programs, and minority populations that have shown to have health disparities in Minnesota.

MDH's Healthy Homes and Lead Poisoning Prevention Grants described in this RFP provide funding to:

- Complete a strategic planning and needs assessment process,
- Pilot home assessments and education methods,
- Gather additional data on high-risk housing, and
- Provides training

The total amount available under this RFP for 9/1/2011 – 8/30/2012 is \$250,000 to be distributed as three awards of \$50,000 each and four awards of \$25,000 each. All awards are contingent upon MDH being awarded sufficient funds in its application for the Federal Centers for Disease Control and Prevention (CDC): Healthy Homes and Lead Poisoning Grant. As MDH receives additional annual funding from CDC in later years, each grantee may submit a non-competitive continuation application for additional funds for the final two years of the three year project period. For example, a grantee receiving an initial \$25,000 award will receive \$75,000 over the three year project period (9/1/2011 – 8/30/2014). Any awarding of grant agreements and cost/time extensions as a result of this RFP process is subject to final approval by the Commissioner of Health.

Eligible applicants will be local boards of health. Agencies will be required to leverage matching funds at 25%, as part of the delivery of the services. A copy of the grant agreement template is attached as Appendix A.

MDH will be available to provide consultation and guidance during the application process. For assistance, please contact Dan Symonik, Healthy Homes and Lead Poisoning Prevention Program, at 651-201-4928 or [daniel.symonik@state.mn.us](mailto:daniel.symonik@state.mn.us) . Please note that MDH staff will not be able to help with the actual writing of the application or critique drafts.

## General Grant Requirements

1. Matching requirements: 25% in-kind matching required. In-kind may include staff time, supplies, training opportunities, and educational events.
2. Must attend MDH scheduled grantee meetings (2 per year) at a location to be mutually agreed upon and attend the Healthy Homes Minnesota (HHoM) meetings (2 per year, in-person in St. Paul, can be via conference call or webcam), and training opportunities such as the Essentials for Healthy Homes Practitioners Course, and other similar opportunities. To learn more about the Essentials for Healthy Homes Practitioners Course go to: <http://www.healthyhometraining.org/Practitioner/index.htm> . Costs associated with travel and training are allowable expenses.
3. Must provide input into the MDH strategic planning process to create a statewide Healthy Homes Strategic Plan.
4. Must follow Lead Case Management Guidelines, Lead Reference Manuals, and provide input into the development of the Healthy Homes Follow up Procedure Manual and Closure Process (to be created by the MDH Environmental Health Division).
5. Identify Staff to be the point of contact for the healthy homes grant and who is responsible to complete the grant according to the established guidelines.
6. All data collected will be considered private and must be handled consistent with the Minnesota Data Practices Act (Appendix B). In addition, all residents must be informed of how the data will be used and rights and responsibilities (e.g. Tennessee Warning).
7. Grant activities should target high risk populations, which are considered to be:
  - a. Children under the age of 6
  - b. Low - income, minority populations
  - c. Elderly Population
  - d. Geographical (e.g. high prevalence of radon)An applicant may define a different population as high risk within their jurisdiction, but must provide justification for the choice.
8. Submit quarterly invoices for services performed. MDH will provide an invoice template to the successful applicant(s) for submitting quarterly expenditures.

If working under a joint grant agreement, there will be one fiscal agent to submit the quarterly invoice. The invoice needs to account for all expenses and identify each expense for each operating agency that is party to the joint agreement.

9. Submit quarterly progress reports (template to be provided) that indicates what work activities were completed on the above activities, including accountability for the associated costs. The progress reports must clearly link to services provided listed in the invoice for the reporting period.

If working under a joint grant agreement, there will be one quarterly progress report. The report must represent all activities done under the grant for that quarter and identify what activities were performed by each operating agency that is party to the joint agreement.

### Scope of Work

The following items must be addressed in the Work Plan portion of the application (see Appendix D for Work Plan template). As described in the Introduction above, applicants should prepare a work plan for the first year of a three year project. Goals and objectives should include benchmarks for the first year and the total project period of three years.

**Applicants for the \$50,000 award should include items 1 – 6 in their proposed scope of work.**

**Applicants for the \$25,000 award should address items 1 – 3 and 6 and either item 4 or 5.**

The number of home assessments required will also vary depending on the funding level sought as described below.

#### **1. Strategic Planning / Capacity Building:**

Establish a healthy homes network within your community that meets on a quarterly basis which consists of professional staff working for health and housing organizations in the area; community members; voluntary and professional organizations representing business, community and faith based organizations.

Goals of the network should include

1. Collaborate on Resources; identify opportunities within the community for training (e.g. Essentials for Healthy Homes Practitioners), education, advocacy, and primary prevention for housing-based health hazards. Build local capacity to improve children's home environments through multi-sector collaboration.
2. Demonstrate the impact of community based multi – sector collaborations that are focused on addressing unhealthy conditions in homes.
3. Document successful strategies and practices for assessing and mitigating housing-based health hazards; identify barriers and systems change opportunities.

#### **2. Healthy Homes Assessments:**

Grantee staff (e.g. home inspector, environmental health staff, and public health nurse) must attend the Essential for Healthy Homes Practitioners Training provided by Sustainable Resource

Center in a site to be mutually agreed upon and use the healthy homes check-list while doing healthy home assessments in homes. Each agency must identify the high risk population(s) that will be your primary focus and the number of assessments to be done.

Once health and safety issues have been identified staff/organization must provide appropriate educational materials, identify resources (carbon monoxide detectors, fire alarms, radon testing equipment, mattress covers, IPM, etc.) or programs (tobacco cessation) in the community that would benefit the family in addressing the safety and health concerns.

Cities/Counties participating in the grant must incorporate healthy homes messages when lead poisoned children are identified (blood lead levels 10 or greater). Families who have a lead poisoned child will be recruited to participate in the healthy homes program and complete a healthy homes assessment. Specific requirements regarding the Healthy Home Assessments include:

**For \$50,000 applicants**

Conduct a minimum of 150 Healthy Home Assessments by August 31, 2014.

- 35 of the 150 must be completed by August 31, 2012,
- Each of the 150 Home Health Assessments must be entered into the database established by MDH within 1 month of inspection date,
- All 150 Home Healthy Assessments must be completed and entered by July 1, 2014,
- A six month follow up evaluation must be made with the families who received education and services (evaluation to be created by MDH).

Conduct 10 Healthy Homes Assessments for in-home licensed childcare providers within your community by August 31, 2014.

- Each of the 10 Home Health Assessments must be entered into the database established by MDH within 1 month of inspection date,
- Provide education and six month follow up for childcare providers who participated in the assessment.

**For \$25,000 applicants**

Conduct a minimum of 75 Healthy Home Assessments by August 31, 2014.

- 18 of the 75 must be completed by August 31, 2012,
- Each of the 75 Home Health Assessments must be entered into the database established by MDH within 1 month of inspection date,
- All 75 Home Healthy Assessments must be completed and entered by July 1, 2014,
- A six month follow up evaluation must be made with the families who received education and services (evaluation to be created by MDH).

Conduct 5 Healthy Homes Assessments for in-home licensed childcare providers within your community by August 31, 2014.

- Each of the 5 Home Health Assessments must be entered into the database established by MDH within 1 month of inspection date,
- Provide education and six month follow up for childcare providers who participated in the assessment.

The items in the table below are allowable expenses which may be included in the budget. They should be provided to the homeowner at the discretion of the Home Health Assessor if the visual assessment indicates need. Their proper use and maintenance, and the hazard they address, should be fully explained to the resident. Grantee shall not exceed \$500 per house unless prior approval is obtained from MDH. Additional information on budget is included in Appendix E.

**Allowable costs include:**

<b>Item</b>	<b>Cost</b>	<b>Item</b>	<b>Cost</b>
Hygrometer (digital)	\$10	Trash cans with sealable covers	\$18
Track mats for exterior doors	\$20	Night lights (3)	\$6
Non-toxic cleaning supplies	\$20	Non-skid pads for rugs	\$20
Radon test kit (short term)	\$15	Smoke detectors - 3	\$45
Carbon monoxide monitor	\$40	Fire extinguisher	\$35
Batteries	\$5	Sheet/pillow covers - 2 bedrooms	\$100
Childproof locks	\$10		

**3. Educating Building Code Officials:**

Grantees shall identify building code officials from different cities/jurisdictions and:

- Identify current procedure/protocol for inspecting homes
- Educate on the Healthy Homes Assessment tool
- Must work with communities to integrate/implement at least one healthy homes assessment question into current protocol/procedures for inspecting homes.
  - FY2012 Identify, summarize, and train code officials
  - FY2013 & FY 2014 Evaluate, Change, or add to existing protocol

**4. Smoking In Multi-Unit Housing or Lodging:**

Grantees shall identify five multi-unit housing or lodging units who don't have current smoke free policies and:

- Educate identified landlords/managers on the cost and health benefits of having a smoke free facility (information on ALA website at

<http://www.lungusa.org/associations/states/minnesota/indoor--outdoor-air/smokefree-housing.html> and the Association for Nonsmokers – Minnesota website at <http://www.mnsmokefreehousing.org/>)

- Provide identified landlords/managers with language that can be used for future tenant lease agreements and educating existing tenants on transiting to smoke free policies.
- Implement smoke free policies in three of the five multi-unit housing or lodging.
  - SFY2012 Identify, summarize, and train landlords/managers
  - SFY2013 & SFY2014 Evaluate, Change, and implement policies

## **5. Community Engagement and Education:**

Grantees shall:

- Have a booth / table at two community outreach events educating the public on the healthy homes concepts and provide educational materials.
- Work within two schools within your community to bring healthy homes concepts into the classroom so children are able to bringing the messages home. This may be done in collaboration with Tools for Schools® or existing fire safety programs.
- Plan and implement a lead screening event or healthy homes presentation (with MDH SWAB grantees for children ages 6 and under and pregnant women).

## **6. Reporting:**

Grantees will be required to submit the following:

- All data from home assessments within 30 days of the home visit.
- Invoices and Reports in a format provided by MDH on a quarterly basis.
- An annual summary of projects, successes, barriers, and evaluation.

### Grant Monitoring

The anticipated grant start date is November 9, 2011, with the optional second year starting on September 1, 2012. 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 will consist of both programmatic review and fiscal review.

### Application Review and Award Process

This is a competitive grant application. Grants may be awarded to one or more applicants, and two or more applicants may apply jointly. See Appendix C for additional information relating to a joint application.

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 and Work Plan (Plan). Reviewers will also evaluate the Budget Summary, and Accounting System and Financial Capability Questionnaire (Questionnaire). All applicants must use the Plan, Budget Summary and Questionnaire for completing their grant application. These documents are available at [www.health.state.mn.us/lead](http://www.health.state.mn.us/lead)

### Scoring

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

- A. Background Information on Organization – 10 points
- B. General Information – 10 points
- C. Experience in home visiting services or community outreach– 20 points
- D. Work Plan – 60 points

Reviewers will include staff from MDH's Injury Prevention Program, Tobacco Prevention and Control, Lead Compliance and Surveillance, and the Office of Minority Health. 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 Secrets

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.

#### Submission and Notification of Awards

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, October 26, 2011**, 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, October 26, 2011**.

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 Symonik  
Minnesota Department of Health  
Environmental Health Division  
625 Robert Street North  
PO Box 64975  
St. Paul, Minnesota 55164-0975  
(651) 201-4928  
Fax: (651) 201-4909  
[Daniel.symonik@state.mn.us](mailto:Daniel.symonik@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**

The Budget template is provided in Appendix E below. Reimbursable costs associated with providing the services as stated above are as follows.

- A. Labor costs which include salary and fringe benefits.
- B. Supply and equipment costs; including general supplies identified in Section 2 of the Scope of Work above.
- C. The Essentials for Healthy Homes Practitioners Course (2) per organization (\$175 per person). NOTE: MDH has additional funding available to provide the Essentials course in regions of the state; course location and number of scholarships available will be negotiated after awards are distributed.
- D. Rent or lease agreements.
- E. Mileage for required trainings or meetings pertaining to the grant.
- F. Administrative costs of the grantee to conduct the administrative activities of the grant. Applicants may have up to 7.5 percent of the total annual appropriation for administrative purposes.

### **Grant Application Contents**

Applicants can go to <http://www.health.state.mn.us/divs/eh/lead/topics/index.html> to download the Project Narrative and Work Plan and Budget Summary templates (they are also attached as appendices to this RFP). Both documents **MUST** be completed and submitted to MDH in order to be considered for funding.

# Appendix A

## Minnesota Department of Health Grant Agreement

THIS GRANT AGREEMENT, and amendments and supplements thereto, is between the State of Minnesota, acting through its Commissioner of Minnesota Department of Health (hereinafter "STATE") and [INSERT GRANTEE'S FULL LEGAL NAME], an independent organization, not an employee of the State of Minnesota, address [INSERT GRANTEE'S ADDRESS], (hereinafter "GRANTEE"), witnesseth that:

WHEREAS, the STATE, pursuant to Minnesota Statute §[INSERT THE AUTHORIZING STATUTE OR LEGISLATION] is empowered to [GIVE A BRIEF DESCRIPTION OF THE PURPOSE OF THIS GRANT PROGRAM]; and

WHEREAS, \_\_\_\_\_, and

WHEREAS, GRANTEE represents that it is duly qualified and willing to perform the services set forth herein.

NOW, THEREFORE, it is agreed:

I. GRANTEE'S DUTIES [ATTACH ADDITIONAL PAGE IF NECESSARY WHICH IS INCORPORATED BY REFERENCE AND MADE PART OF THIS AGREEMENT]  
GRANTEE shall:

II. CONSIDERATION AND TERMS OF PAYMENT

A. Consideration for all services performed by GRANTEE pursuant to this grant agreement shall be paid by the STATE as follows:

1. Compensation. The total obligation of the STATE for all compensation and reimbursement to GRANTEE shall not exceed [AMOUNT IN WORDS] dollars [\$(AMOUNT IN NUMERALS)].

2. Matching Requirements. [IF APPLICABLE INSERT THE CONDITIONS OF MATCHING REQUIREMENT. IF NOT APPLICABLE, PLEASE DELETE THIS ENTIRE MATCHING PARAGRAPH] GRANTEE certifies that the following matching requirement, for the grant will be met by GRANTEE:

B. Terms of Payment

Payments shall be made by the STATE promptly after GRANTEE'S presentation of invoices for services performed and acceptance of such services by the STATE'S Authorized Representative pursuant to Clause VI. Invoices shall be submitted in a form prescribed by the STATE and according to the following schedule:

III. CONDITIONS OF PAYMENT All services provided by GRANTEE pursuant to this grant agreement shall be performed to the satisfaction of the STATE, as determined at the sole discretion of its Authorized Representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. GRANTEE shall not receive payment for work found by the STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

IV. TERMS OF AGREEMENT This grant agreement shall be effective on 20, or upon the date that the final required signature is obtained by the STATE, pursuant to Minnesota Statute §16C.05, Subdivision 2, whichever occurs later, and shall remain in effect until 20, or until all obligations set forth in this grant agreement have been satisfactorily fulfilled, whichever occurs first. GRANTEE understands that NO work should begin under this grant agreement until ALL required signatures have been obtained, and GRANTEE is notified to begin work by the STATE'S Authorized Representative.

V. CANCELLATION

A. If the GRANTEE fails to comply with the provisions of this grant agreement, the STATE may terminate this grant agreement without prejudice to the right of the STATE to recover any money previously paid. The termination shall be effective five business days after the STATE mails, by certified mail, return receipt requested, written notice of termination to the GRANTEE at its last known address.

B. The STATE or GRANTEE may cancel this grant agreement at any time, with or without cause, upon thirty (30) days written notice to the other party.

VI. STATE'S AUTHORIZED REPRESENTATIVE The STATE'S Authorized Representative for the purposes of administration of this grant agreement is . Such representative shall have final authority for acceptance of GRANTEE'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause II, paragraph B. The GRANTEE'S Authorized Representative for purposes of administration of this grant agreement is . The GRANTEE'S authorized Representative shall have full authority to represent GRANTEE in its fulfillment of the terms, conditions and requirements of this grant agreement.

VII. ASSIGNMENT GRANTEE shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the STATE.

VIII. AMENDMENTS Any amendments to this grant agreement shall be in writing, and will not be effective until it has been fully executed by the same parties who executed the original grant agreement, or their successors in office.

IX. LIABILITY GRANTEE shall indemnify, save, and hold the STATE, its representatives and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the STATE, arising from the performance of this grant agreement by GRANTEE or GRANTEE'S agents or employees. This clause shall not be construed to bar any legal remedies GRANTEE may have for the STATE'S failure to fulfill its obligations pursuant to this grant agreement. Nothing herein shall be construed as a waiver by GRANTEE of any of

the immunities or limitations of liability to which GRANTEE may be entitled to pursuant to Minnesota Statute Chapter 466 or pursuant to any other statute or law.

- X. STATE AUDITS The books, records, documents, and accounting procedures and practices of the GRANTEE relevant to this grant agreement shall be made available and subject to examination by the STATE, including the contracting Agency/Division, Legislative Auditor, and State Auditor for a minimum period of six (6) years from the end of this grant term.
- XI. DATA PRACTICES ACT The GRANTEE and the STATE shall comply with the Minnesota Data Practices Act and other applicable laws as it applies to all data provided by the STATE in accordance with this grant agreement and as it applies to all data created, gathered, generated or acquired in accordance with this grant agreement.
- XII. OWNERSHIP OF EQUIPMENT The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to the STATE or to an eligible non-STATE party named by the STATE. This right will normally be exercised by the STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.
- XIII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS
- A. The STATE shall own all rights, title and interest in all of the materials conceived or created by the GRANTEE, or its employees or subgrantees, either individually or jointly with others and which arise out of the performance of this grant agreement, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("MATERIALS").
- The GRANTEE hereby assigns to the STATE all rights, title and interest to the MATERIALS. GRANTEE shall, upon request of the STATE, execute all papers and perform all other acts necessary to assist the STATE to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this grant agreement by the GRANTEE, its employees or subgrantees, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to the STATE by the GRANTEE. Its employees and any subgrantees shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the GRANTEE'S obligations under this grant agreement without the prior written consent of the STATE'S Authorized Representative.
- B. GRANTEE represents and warrants that MATERIALS produced or used under this grant agreement do not and will not infringe upon any intellectual property rights of another including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. GRANTEE shall indemnify and defend the STATE, at GRANTEE'S expense, from any action or claim brought against the STATE to the extent that it is based on a claim that all or parts of the MATERIALS infringe upon

the intellectual property rights of another. GRANTEE shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this grant agreement, amendments and supplements thereto, which are attributable to such claims or actions. If such a claim or action arises or in GRANTEE'S or the STATE'S opinion is likely to arise, GRANTEE shall at the STATE'S discretion either procure for the STATE the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive of other remedies provided by law.

XIV. PUBLICITY Any publicity given to the program, publications, or services provided resulting from this grant agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the GRANTEE or its employees individually or jointly with others, or any subgrantees shall identify the STATE as the sponsoring agency and shall not be released without prior written approval by the STATE'S Authorized Representative, unless such release is a specific part of an approved work plan included in this grant agreement.

XV. ENDORSEMENT The Grantee must not claim that the STATE endorses its products or services.

XVI. WORKERS' COMPENSATION The GRANTEE certifies that it is in compliance with Minnesota Statute §176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The GRANTEE'S employees and agents will not be considered STATE employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the STATE'S obligation or responsibility.

XVII. JURISDICTION AND VENUE This grant agreement, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant agreement, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

IN WITNESS WHEREOF, the parties have caused this grant agreement to be duly executed intending to be bound thereby.

APPROVED:

1. GRANTEE

*The Grantee certifies that the appropriate persons(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

2. STATE AGENCY

*Grant Agreement approval and certification that STATE funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.*

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Distribution:*

*Agency – Original (fully executed) Grant Agreement  
Grantee  
State Authorized Representative*

## **APPENDIX B**

### **MINNESOTA DEPARTMENT OF HEALTH DATA PRACTICES CHECKLIST**

The Minnesota Government Data Practices Act (Minnesota Statutes, chapter 13) governs how the Minnesota Department of Health (MDH) collects, receives, or maintains data. The Minnesota Government Data Practices Act requires MDH to:

1. Safeguard the privacy rights of data subjects; and
2. Provide access to government data that may be legally disclosed.

All MDH data are “public” unless otherwise classified by statute or temporary classification. Data may be classified as “private” or “nonpublic” (data accessible only to the subject of the data and certain other persons or entities authorized by law), or data may be classified as “confidential” or “protected nonpublic” (data not accessible to the subject of the data). All data that are not “public” data will hereafter be called “not public” data. This checklist presents responsibilities regarding data practices.

#### **UNDERSTANDING OF DATA PRACTICES RESPONSIBILITIES**

Responsibilities in dealing with data as follows:

##### **A. DATA RESPONSIBILITIES**

- Protect “not public” data on individuals or organizations collected, received, or maintained in performing the duties of the agreement.
- Protect “not public” data accessed through computer-related media or other media such as paper files, faxes, written reports, and verbal reports.

##### **B. CONTACT SUPERVISOR**

- If doubts exist as to the classification, access, or release of data, a supervisor will be contacted as soon as possible.

##### **C. ACCESS TO “NOT PUBLIC” DATA**

- Protect “not public” data and release them only to those authorized by law to receive them.
- Share “not public” data with staff only if they need them for their job.
- Contact a supervisor if there are any questions about the release of “not public” data.

##### **D. ACCESS TO PUBLIC DATA**

- Make public data available to persons appropriately.
- Contact a supervisor if I have questions regarding any public data.

##### **E. MAINTAIN DOCUMENTS IN A SECURE MANNER**

- Physically maintain documents containing “not public” data in a manner that complies with security safeguards. Possible safeguards for documents that include “not public” data are: turning documents face down or putting them away when visitors are present or when staff are away from their desk during the day, and storing documents in a locked area overnight.

- Do not leave “not public” documents in public areas such as an open copy machine, fax machine, or printer.

#### **F. SAFEGUARDS FOR PROTECTING “NOT PUBLIC” DATA**

- Consult with a supervisor to learn about appropriate safeguards for “not public” data.
- Do not share “not public” data with any unauthorized person at any time.
- Use professional judgment in the treatment of all private health data. Occasionally, some private health data will be about my co-workers, persons known personally from private life, relatives, or famous persons. Use and access the data only as necessary to fulfill grant obligations.

#### **G. DISPOSE OF DOCUMENTS IN A SECURE MANNER**

- Dispose of documents containing “not public” data in a manner that complies with security safeguards and records retention schedules.
- When it is appropriate to discard paper documents, such as draft documents containing “not public” data, documents will be shredded.
- Contact a supervisor about how to properly dispose of electronic documents.

#### **H. THREAT OR UNAUTHORIZED ACCESS**

- Inform a supervisor immediately if a possible threat to, or the unauthorized access to, or release of “not public” data is suspected.

# Appendix C

## Information Relating to a Joint Application

### 1. Definition of “joint application”

A “joint application” is a single application submitted by two or more agencies. The application shall specify the unmet needs which each agency identifies for its target population and the geographic area it proposes to serve, and shall state how it will address those unmet needs. However, in a joint application, one or more (but not all) of the unmet needs identified by one agency may be met by another agency that is a party to the joint application and in doing so may use an appropriate portion of the first agency’s grant. Each agency entering into a joint application shall perform at least one component service under the application. A lead agency must be appointed to serve as the fiscal agent.

### 2. Application

- A. There must be one lead agency. A contract between all agencies that are a party to the joint application must be submitted with the application.
- B. The application will need to specifically address the responsibilities of each operating agency.
- C. There must be one Project Narrative and Work Plan that corresponds to each operating agency’s request for funds.
- D. There must be a budget for the entire project and also separate budgets to correspond with the request for funds by each agency that is a party to the joint application. Modification of the Appendix A - Summary Budget to indicate each agency is acceptable.

### 3. Grant Agreement

- A. There will be one grant agreement with the Minnesota Department of Health.
- B. A grant agreement between all agencies that are a party to the joint application must be submitted with the application. (MN Stat. 145A.04, Subd. 5 provides the authority for two or more Community Health Boards to contract with each other). This must be a legally binding agreement between the parties. It must include the following information:
  - 1. It must authorize the agencies to submit a joint application and enter into a joint grant agreement with the Minnesota Department of Health.
  - 2. It must name a lead agency and state that this agency will be the fiscal agent for the project.
- C. It must state that the agencies agree to perform services and divide funds in the manner specified in the joint application.
- D. It must state that all agencies agree, should the Minnesota Department of Health approve and fund the application, to comply with and be bound by the provisions of the grant agreement executed between the Department and the lead agency.

### 4. Scores

There will be one score and one ranking for the entire project proposed by the joint application.

## **Appendix D: Project Narrative and Work Plan**

The project narrative and work plan describes your organization and what you intend to accomplish.

**Organization's Legal Name:**

**Contact Name and Title:**

**Mailing Address:**

**Street Address (if different):**

**Phone:**

**Fax:**

**Email:**

### **A. Background Information on Organization (10 points)**

1. Briefly summarize your organization's history (3).
2. Briefly describe the administrative structure of your organization (1).
3. Briefly explain what current programs and services your organization provides (4).
4. Briefly explain current community relationships with elected officials, faith based organizations, voluntary and professional organizations, and local businesses (2).

### **B. General Information (10 points)**

1. Describe the service(s) to be provided under the grant (4).
2. Describe sources of any other funding that is directed towards accomplishing the same or similar goals as specified in this RFP (3).
3. Affirm that no one under the age of 18 will perform any activities under this grant (1).
4. Describe the plans your organization will use to measure program effectiveness (2).

### **C. Experience with in-home visiting services or community outreach (20 points)**

1. Describe what type of home services and community outreach your organization provides (6).
2. Describe any experience you have with educating and promoting healthy homes within your community (4).
3. Describe any experience you have working with fire departments or code officials within your community (3).

4. Describe any experience your organization has working on tobacco prevention activities within your community (3).
5. Demonstrate your organization's experience in working with low-income families (4).

**D. Work Plan (60 points)**

1. Identify the population(s) you intend to recruit (15).
2. Describe how you will recruit families within your community to participate in the healthy homes assessments (10).
3. Describe how you plan on recruiting licensed in-home child care providers to participate in the program (7).
4. Describe how you will educate families on how to make their home a safe, secure, and hazard free home (7).
5. Describe methods to get materials that are needed within homes (i.e. carbon monoxide detectors, etc.,) and how are you planning on distributing them (6).
6. Describe strategies to follow up with families who have been identified as having a home health hazard or home health related condition (15).

**E. Joint Application**

If submitting a joint application, describe the organizations' relationships and how services are provided jointly. Be sure to designate a lead organization to serve as the fiscal and contractual agent.

## Appendix E: Budget Summary

Use this table to itemize your organization's proposed budget. 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	State Funding Requested	Matching Funds	Total Proposed
A	<b>Labor costs, including salary and fringe benefits</b>			
	1. Salary			
	2. Fringe benefits			
	3. Other associated costs (describe below)			
B	<b>Supply and Equipment Costs</b>			
	1. In-home supplies (#)			
	2.			
	3.			
	4. Other associated costs (describe below)			
	<b>Trainings</b>			
	1. Essentials for Healthy Homes (2 per organization at \$175 each)			
	2. Mileage @ .51			
	3. Hotel			
	4. Other associated costs (describe below)			
E				
	1. Rent or lease costs			
	2. Other associated costs (describe below)			
F	<b>Administrative costs*</b>			
	<b>Total</b>			

\* Restricted up to 7.5% of the total annual appropriation.

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