

2023—2026 Healthy Housing Grant Application

NOVEMBER 2023

Contact Information

Organization's legal name _____

Contact name(s) and title(s) _____

Mailing address _____

Street address (if different) _____

Phone number _____

Email address _____

Background Information on Organization

1. Briefly summarize your organization's history.
2. Briefly describe the administrative structure of your organization.
3. Attach an organizational chart. Be sure it includes all staff (or vacancies) that will be implementing this grant.
4. Briefly explain what current programs and services your organization provides.
5. Describe your organization's qualifications and experience to be able to complete the objectives of this grant program.
6. Describe healthy homes training of your organizations members, including prior participation in the [Healthy Housing Solutions: Essentials for Healthy Homes Practitioners \(https://healthyhousingsolutions.com/services/development-of-technical-training-courses-and-curricula/hhtc/course-catalog/essentials-for-healthy-homes-practitioner-course/\)](https://healthyhousingsolutions.com/services/development-of-technical-training-courses-and-curricula/hhtc/course-catalog/essentials-for-healthy-homes-practitioner-course/) course if applicable.
7. Describe which, if any, organization members will attend relevant training opportunities if awarded grant funding.

Project Overview

There are two types of Healthy Housing grants available: the General Healthy Housing Grant and the Healthy Housing Mini-Grant Administration Grant. The General grant should include at least two of the areas of work numbers 1–7 in the RFP.

The Mini-Grant Administration grant recipient will administer multiple mini-grants of \$2,000–\$4,000 each annually (10–15 awards over the two-year project period) to recipients who will each address one of areas of work numbers 1–7 in the RFP.

Areas of work are described in further detail in the RFP and include the following: Healthy Homes Assessments and Interventions, Primary Prevention, Training and Technical Assistance, Developing Evidence-based Best Practices, Community Engagement and Education, Coordination with Health Care/Secondary Prevention, Strategic Planning/Capacity Building, and Healthy Housing Mini-Grant Administration.

Describe which work areas are included in the proposal. This overview should cover the entire two-year grant period. Mini-Grant Administration applicants are not required to indicate which areas the grantees they fund will address.

Describe the geographic area in which these services will be offered. State whether there are one or more specific target areas within this service area. Describe how these areas were selected.

Describe populations to which services will be targeted. Include key demographics and, if applicable, health characteristics (e.g., families with infants, children with uncontrolled asthma, older adults with COPD (Chronic Obstructive Pulmonary Disease), etc.). Describe how these populations were selected and a brief plan for how they will be targeted.

Applicants will be scored on the quality of their responses; applicants wishing to address only two of the seven areas will have the same number of points available as applicants wishing to address more than two areas. Maximum points will be awarded for responses that are clear, data-driven, and demonstrate need in the area and population to be served.

Project Outcomes

Provide a bulleted list of the specific project deliverables and short-term outcomes that are expected by the end of the grant period (June 30, 2026).

Applicants for the General Healthy Housing grant should include the number of Healthy Homes Assessments and Interventions they intend to complete during each grant year. Examples of other outcomes may include the number of community outreach events hosted or other measurable indicator of success. If applicable, include benchmarks for both the targeted geographic area and the entire service area. Short-term outcomes that are expected to be completed prior to the end of the grant period should include deadlines.

Project Plan Narrative

Provide a narrative of how the project outcomes listed above will be achieved. Include a description of how program effectiveness will be measured.

Narratives should describe how the proposed project will address health equity.

Maximum points will be awarded for project plan narratives that are consistent with best practices, specific, measurable, attainable, and relevant.

Budget Summary

Include a budget summary table with the following projected costs. This budget should cover the entire grant period (through June 30, 2026).

| Line Item | Healthy Housing Grant Funding Requested | Matching Funds | Total Proposed |
|--|---|----------------|----------------|
| Salary and Fringe Benefits | \$ | \$ | \$ |
| Contractual Services | \$ | \$ | \$ |
| Travel | \$ | \$ | \$ |
| Supplies and Expenses | \$ | \$ | \$ |
| Relevant Staff Training (plus travel/lodging expenses) | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |
| Subtotal | \$ | \$ | \$ |
| Indirect Costs | \$ (Capped at 10% of direct costs unless otherwise stated) | \$ | \$ |
| Total | \$ | \$ | \$ |

Project Budget Narrative

Include a detailed description of the totals in the table above. Ensure that all funds requested from the healthy housing grant are for activities within the scope of work (see RFP) or costs related to administration of the grant program. Identify which of the costs are administrative costs.

Maximum points will be awarded for budget narratives that clearly justify the costs in the budget summary, relate to the project plan narrative, and leverage matching funds.

Administrative costs should be minimized.

Affirmations

Required for application to be considered. Not scored.

1. Affirm that no one under the age of 18 will perform any activities under this grant.
2. Affirm that all workers will receive monetary compensation at least equal to the prevailing wage as defined in Minnesota Statutes, section 177.42, subdivision 6, for comparable jobs in your organization or certified firm’s principal business.

Other Sections

Include these sections only if applicable

Letters of Support

Letters of support are optional, but should be included if the application lists key partnerships essential to completion of the grant objectives. Letters of support are not needed from MDH programs.

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.

Subcontractors

If any subcontracts are expected to occur as part of carrying out the duties of this grant program, include the following:

- Description of services to be contracted for;
- Anticipated contractor/consultant's name (if known) or selection process to be used;
- Length of time the services will be provided; and
- Total amount to be paid to contractor.

Trade Secret Information

If this application contains any trade secret information, include a written explanation of how the information meets the requirements for trade secret information (See RFP).

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To obtain this information in a different format, call: 651-201-4620.