



Southeastern Minnesota Lead Hazard Reduction Program

GRANT REQUEST FOR PROPOSAL (RFP)

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9/28/2020

To obtain this information in a different format, call: 651-201-4916.

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Southeastern Minnesota Lead Hazard Reduction Program
- **Minnesota Department of Health (MDH) Program Website:**
<https://www.health.state.mn.us/communities/environment/lead/prof/leadgrants.html>
- **Application Deadline:** 10/30/20

1.2 Program Description

This grant program will be administered by the Minnesota Department of Health (MDH). MDH is soliciting proposals from organizations that wish to become sub-grantees under the U.S. Department of Housing and Urban Development (HUD) Lead Hazard Reduction Grant Program.

MDH's goal is to identify organizations that can complete lead hazard reduction and healthy homes interventions in a combined total of 120 housing units across Southeastern Minnesota.

1.3 Funding and Project Dates

Funding

Funding for this program is available through the HUD Lead Hazard Reduction Grant Program (CFDA 14.900). Funds have been awarded to the State of Minnesota; the State of Minnesota is seeking sub-grantees to perform work under this grant. The availability of funds is contingent on appropriations from HUD.

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.

Funding	Estimate
Estimated Amount to Grant	\$1,901,940
Estimated Number of Awards	4
Estimated Award Maximum	\$950,970
Estimated Award Minimum	\$190,194

Match Requirement

MDH has identified sources of matching funds to meet HUD's minimum match requirements. Therefore, sub-grantees are not required to provide a match. However, leveraging other funding sources is strongly encouraged.

Project Dates

Estimated project dates are January 1, 2021, 2020–March 31, 2023.

1.4 Eligible Applicants

Eligible organizations will include non-profit organizations, local units of government, community action agencies, and tribal governments that provide services in at least one the 11 counties in Southeastern Minnesota (Rice, Goodhue, Wabasha, Steele, Dodge, Olmsted, Winona, Freeborn, Mower, Fillmore, or Houston).

Applicants must have the capacity to complete lead hazard reduction projects in a minimum of 12 housing units over the approximately three-year timeframe of the grant program. See Section 2.2 for a more detailed description of the requirements of a lead hazard reduction project.

Collaboration

Multi-organization collaboration is allowed. However, a single organization must be identified as the primary sub-grantee responsible for all invoicing and reporting requirements.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to health.LHR@state.mn.us
All answers will be posted no later than 10/23/20 at
<https://www.health.state.mn.us/communities/environment/lead/prof/leadgrants.html>

Please submit questions no later than 4:30 p.m. Central Time, on 10/21/20

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 Information Meeting

An RFP Informational Meeting will be held on 10/5/20 from 1:00 pm to 2:00 pm. This meeting will provide an overview of the RFP, the application, scoring criteria, and a portion for questions and answers. Below is the link to attend:

Monday, Oct 5, 2020 1:00 pm | 1 hour | (UTC-05:00) Central Time (US & Canada)

Meeting number: 146 333 2649

Password: r46JwP49mQ5

<https://minnesota.webex.com/minnesota/j.php?MTID=mbb178c82293bb9cfb4fc10b9c5e088bd>

SE MN LEAD HAZARD REDUCTION RFP

Join by video system

Dial 1463332649@minnesota.webex.com

Participants can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-415-655-0003 United States Toll

1-855-282-6330 United States Toll Free

Access code: 146 333 2649

All prospective applicants are urged to attend. Questions and answers from this meeting will be posted for public access at

<https://www.health.state.mn.us/communities/environment/lead/prof/leadgrants.html>

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.

This grant is designed to serve populations experiencing inequities and/or disparities. The target areas and populations were already determined with this goal in mind through MDH's application for funding to HUD. To further promote health equity, organizations applying to be sub-grantees will be given preference if they are able to serve families in languages other than English. Organizations will also be given preference if they have a history of hiring firms that qualify under HUD's Section 3 requirements for low-income businesses.

This grant will serve:

- Low-income families, defined as less than 80% of area median income (AMI)
- Families with children under the age of six years
- Families living in areas of Southeastern Minnesota that have higher rates of elevated blood lead levels among children than the state average

Grant outcomes will include:

- Reduction of lead hazards in housing occupied by low-income families with young children
- Decreases in other home-based hazards that affect health
- Increased knowledge about lead and capacity to perform lead hazard reduction work in Southeastern Minnesota

Other Competitive Priorities

MDH will attempt to fund a combination of grantees so that services are provided across the 11-county target area (Rice, Goodhue, Wabasha, Steele, Dodge, Olmsted, Winona, Freeborn, Mower, Fillmore, and Houston Counties).

MDH will give priority to organizations that are able to leverage other existing programs to provide additional services to households that receive lead hazard reduction and healthy homes services.

2.2 Eligible Projects

Applicants will indicate the number of housing units they wish to complete; MDH will designate the number of housing units for which each sub-grantee is responsible, through this competitive application process. All housing units serviced through this grant program must be located in one of the 11 counties in Southeastern Minnesota (Rice, Goodhue, Wabasha, Steele, Dodge, Olmsted, Winona, Freeborn, Mower, Fillmore, and Houston).

By applying through this request for proposals, applicants are proposing to perform the following duties:

- Complete lead hazard reduction in the designated number of housing units. Completion of each housing unit will include:
 - Determining and documenting income eligibility and unit enrollment for each housing unit
 - Providing and documenting that the property owner and an adult occupant of the housing unit were provided with the Environmental Protection Agency (EPA) "Renovate Right" brochure
 - Providing and documenting that the property owner received all lead-based paint testing results, summaries of lead-based paint hazard control treatments, and clearances, together with a notice describing the owner's legal duty to disclose the results to tenants and buyers (see 24 CFR 35.88 of the Lead Disclosure Rule). This information must be provided in a manner that is effective for persons with disabilities (24 CFR 8.6) and also that persons with limited English proficiency (LEP) will have meaningful access to it (Executive Order 13166)
 - Receiving and selecting bids from qualified professionals to complete the lead hazard reduction work on each housing unit. Professionals must be certified for both lead abatement and Renovation, Repair, and Paint (RRP) requirements. The scope of work for each unit will be determined by the State, in consultation with the Grantee
 - Securing all relevant approvals, including Tier 2 Environmental Review, which includes State Historic Preservation Office approvals, as well as relevant building department approvals
 - Collecting a written occupant protection plan from the qualified professional that will be performing the lead hazard reduction work
 - Providing temporary relocation to tenant-occupants if housing must be vacated while lead hazard reduction measures are being conducted, according to the occupant protection plan and in accordance with United States Department of Housing and Urban Development (HUD) policies and federal requirements
 - Monitoring the work of the qualified professional completing the lead hazard reduction work. The State will verify that lead hazards have been appropriately addressed through a clearance inspection at the end of the project

- Ensuring completion of all healthy homes interventions for the unit. The scope of work for healthy homes interventions will be determined by the State, in consultation with the Grantee
- Maintaining complete grant files for each unit and providing the completed grant file to the State immediately upon completion of the unit. The State and HUD may request or inspect unit files in whole or in part at any time during the project
- Collaborate with the State to ensure that eligible units are identified so that lead hazard reduction activities are completed on at least the designated number of eligible units within the grant period
- Comply with all applicable state and federal laws and regulations, as well as HUD policies and procedures

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Fundraising
- 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. Once the grant agreement is signed, the grantee is expected to read and comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place.

A sample grant agreement is attached as Attachment A. Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If an applicant takes exception to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation.

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

Accountability and Reporting Requirements

As outlined in section 2.2, grantees are required to complete grant files for each unit and provide the completed grant file to the State immediately upon completion of the unit. At the close of each quarter, the State will supply summaries of the project detail grantees have submitted throughout that quarter in order for grantee to confirm details are updated and accurate before the State reports to HUD.

The reporting schedule will be:

October - December

January – March

April – June

July – September

The State will provide quarterly summaries by the 15th of the month following the close of the quarter. Grantee must confirm or correct summaries by the 20th of that month (or the next business day).

The July - September summary will include a year-long summary (October – September) and, in addition to the grantee confirming or correcting the summary, the grantee will be required to submit a narrative response summarizing successes and challenges over the course of that grant program year.

Grant Monitoring

The monitoring schedule will be:

- One monitoring visit during the grant period on all grants over \$50,000
- Annual monitoring visits during the grant period on all grants over \$250,000
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000

Technical Assistance

MDH will perform the lead inspection/risk assessments, healthy homes inspections, and clearance inspections for all housing units under this grant program. MDH will further create the reports for each of those inspections and write the scope of work in consultation with the sub-grantee for each housing unit. MDH will also share responsibility with sub-grantees to identify families that may be eligible for this grant program; sub-grantees may also identify eligible families from their existing client pool.

Grant Payments

Per [State Policy on Grant Payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant

payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

The invoicing and payment schedule will be: Quarterly, due by the 20th of the month (or the next business day) following the close of the quarter.

October - December

January – March

April – June

July – September

2.4 Grant Provisions

Contracting and Bidding Requirements

(a) Municipalities A grantee that is a municipality, defined as a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts is subject to the contracting requirements set forth under Minn. Stat. § 471.345. Projects that involve construction work are subject to the applicable prevailing wage laws, including those under Minn. Stat. § 177.41, et. seq.

(b) Non-municipalities Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - Minnesota Department of Administration’s Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<http://www.mmd.admin.state.mn.us/process/search>);
 - Metropolitan Council’s Targeted Vendor list: Minnesota Unified Certification Program (<https://mnuccp.metc.state.mn.us/>) or

- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central>).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
 - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
 - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in MN: The list of debarred vendors is available at: <http://www.mmd.admin.state.mn.us/debarredreport.asp>.

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 [Conflict of Interest Policy for State Grant-Making](#).

Applicants must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work contemplated by this RFP. The list must provide the name of the entity, the relationship, and a discussion of the conflict. Submit the list as an attachment to the application. If an applicant does not submit a list of conflicts of interest, MDH will assume that no conflicts of interest exist for that applicant.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties

- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, 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.

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with Minnesota Statute Section 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 Minnesota Statute Section 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 submitting an application 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 particular 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 (Minnesota Statutes chapter 13) 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.

Audits

Per [Minn. Stat. §16B.98](#) Subdivision 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.

Affirmative Action and Non-Discrimination Requirements for all Grantees

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 in regard to 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. [Minn. Stat. §363A.02](#). 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 in regard to 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. Minnesota Rules, part [5000.3500](#)

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

2.5 Review and Selection Process

Review Process

A committee representing content and community specialists with regional knowledge will allocate funding through a competitive process with review. The review committee will evaluate all eligible and complete applications received by the deadline.

MDH will review all committee recommendations and is responsible for award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the 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

The review committee will be reviewing each applicant on a 140 scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria.

The scoring factors and weight that applications will be judged are based on the criteria identified on the scoring sheet (Attachment B).

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 financial review prior to a grant award made of \$25,000 and higher to a nonprofit organization, in order to comply with [Policy on the Financial Review of Nongovernmental Organizations](#)

Notification

MDH anticipates notifying all applicants via email of funding decisions by 11/20/2020.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications **must** be received by MDH no later than 4:30 p.m. Central Time, on 10/30/20

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 mail, delivery, computer or technology problems.

3.2 Application Submission Instructions

Applications must be submitted by email to:

Health.LHR@state.mn.us

PDF is the preferred format for applications and supporting material. Applications saved as Microsoft Word (.doc or .docx) documents will also be accepted. Applications and supporting documents may be saved as a single document or submitted as separate attachments.

3.3 Application Instructions

You must submit the following in order for the application to be considered complete:

- Completed application
 - Complete application form (Attachment C)
- Completed due diligence form (Attachment D)
 - Include required supporting documentation, as noted on due diligence form

Incomplete applications will be rejected and not evaluated.

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 submitting an application, 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: Sample Grant Agreement
- Attachment B: Scoring Criteria
- Attachment C: Application Form and Instructions
- Attachment D: Due Diligence Form