

Lead Remediation in Drinking Water in Schools and Child Care Settings

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975
651-201-4700
DWP.LeadRemediationGrant.MDH@state.mn.us
www.health.state.mn.us

February 2025

To obtain this information in a different format, call: 651-201-4700.

Lead Remediation in Drinking Water in Schools and Child Care Settings

Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975
651-201-4700
DWP.LeadRemediationGrant.MDH@state.mn.us
www.health.state.mn.us

To obtain this information in a different format, call: 651-201-4700.

Table of Contents

RFP Part 1: Overview	4
1.1 General Information	4
1.2 Program Description	4
1.3 Funding and Project Dates	4
1.4 Eligible Applicants	5
1.5 Questions and Answers	6
RFP Part 2: Program Details	7
2.1 Priorities	7
2.2 Eligible Projects	8
2.3 Ineligible Expenses	9
2.4 Grant Management Responsibilities	9
2.5 Grant Provisions	10
2.6 Review and Selection Process	14
RFP Part 3: Application and Submission Instructions	16
3.1 Application Deadline	16
3.2 Application Submission Instructions	16
3.3 Application Instructions	16
RFP Part 4: Attachments	18

RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Lead Remediation in Drinking Water in Schools and Child Care Settings Grant Program
- **Minnesota Department of Health (MDH) Program Website:**
[Lead Remediation in Drinking Water in Schools and Child Care Settings Grant Program](https://www.health.state.mn.us/communities/environment/water/com/leadremgrant.html)
(<https://www.health.state.mn.us/communities/environment/water/com/leadremgrant.html>)
[Drinking Water Grants and Loans](https://www.health.state.mn.us/communities/environment/water/grants.html)
(<https://www.health.state.mn.us/communities/environment/water/grants.html>)
- **Application Walkthrough and Open Call for Questions** – Teams Webinar: 2:00 – 3:00 p.m. Central Standard Time, Wednesday, March 5, 2025 , to attend the webinar, click the following link.
[Lead in Drinking Water Remediation Grant Open Call for Questions](#)
- **Application Walkthrough and Open Call for Questions** – Teams Webinar: 2:00 – 3:00 p.m. Central Standard Time, Wednesday, March 19, 2025, to attend the webinar, click the following link.
[Lead in Drinking Water Remediation Grant Open Call for Questions](#)
- **Application Walkthrough and Open Call for Questions** – Teams Webinar: 2:00 – 3:00 p.m. Central Standard Time, Wednesday, April 2, 2025, to attend the webinar, click the following link.
[Lead in Drinking Water Remediation Grant Open Call for Questions](#)
- **Application Deadline:** 4:00 p.m. Central Standard Time (CST), April 4, 2025

1.2 Program Description

The Commissioner of Health developed a grant program for the purpose of remediating identified sources of lead in drinking water in schools and licensed child care settings. This grant will fund projects that will result in the reduction of lead in drinking water in schools and child care settings. Examples of eligible grant activities supported will include:

- Removing or replacing drinking water fixtures, fountains, or outlets,
- Replacing plumbing materials that contain lead, and
- Installing automatic flushing devices to reduce stagnation of drinking water which may allow lead levels to build.

This program will prioritize funding to projects that demonstrate the need for remediating sources of lead in drinking water. Projects with documented lead sources serving the most at risk populations will be prioritized (children are most at risk to negative outcomes from lead exposure).

1.3 Funding and Project Dates

Funding

Funding for this project was authorized during the 2023 Minnesota Legislative Session and comes from the general fund for grants under Minnesota Statutes, section 145.9275.

LEAD REMEDIATION IN DRINKING WATER IN SCHOOLS AND CHILD CARE SETTINGS REQUEST FOR PROPOSAL

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures after the grant agreement is fully executed, and the grant has reached its effective date.

Grant size may vary due to different remediation needs for schools and child care settings based on complexity of plumbing, number of buildings served, and number of water fixtures that need remediation. Grant awards will be optimized to maximize the use of available funds and prioritized to maximize impact of awards.

Grant funds must be used to address sources of lead contamination including but not limited to service connections and premise or building plumbing, and to implement best practices for water management within a building.

Funding	Estimate
Estimated Amount to Grant	\$239,000 during FY 2025
Estimated Number of Awards	6-15 per year
Estimated Award Maximum	\$20,000
Estimated Award Minimum	\$4,000

Match Requirement

There is no match requirement for this grant.

Project Dates

May 1, 2025 – December 31, 2025

1.4 Eligible Applicants

The commissioner shall award grants through a request for proposals (RFP) process to schools and licensed child care settings. Priority shall be given to schools and licensed child care settings with higher levels of lead detected in water samples, evidence of lead service lines, or lead plumbing materials and school districts that serve disadvantaged communities.

School districts can submit one application for district-wide projects or multiple applications for individual buildings. Schools will list the legal entity (district) responsible for purchasing and contracting in their applications even if they are submitting applications separately for individual buildings.

Provide a copy of the most recent lead testing results using the [Lead Results and Remediation Reporting Spreadsheet](#) provided for the building when applying. Projects without documentation of lead test results will not be scored. Applicants should use the [Results Reporting Instructions and FAQ \(PDF\)](#) when filling out the reporting spreadsheet.

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

LEAD REMEDIATION IN DRINKING WATER IN SCHOOLS AND CHILD CARE SETTINGS
REQUEST FOR PROPOSAL

Collaboration

Multi-organization collaboration is encouraged, but not required. For example: a school and Head Start program that share a facility may collaborate on a proposal.

1.5 Questions and Answers

- 2 **Application Walkthrough and Open Call for Questions** – Teams Webinar: 2:00 – 3:00 p.m. Central Standard Time, Wednesday, March 5, 2025 , to attend the webinar, click the following link.

[Lead in Drinking Water Remediation Grant Open Call for Questions](#)

- 3 **Application Walkthrough and Open Call for Questions** – Teams Webinar: 2:00 – 3:00 p.m. Central Standard Time, Wednesday, March 19, 2025, to attend the webinar, click the following link.

[Lead in Drinking Water Remediation Grant Open Call for Questions](#)

- 4 **Application Walkthrough and Open Call for Questions** – Teams Webinar: 2:00 – 3:00 p.m. Central Standard Time, Wednesday, April 2, 2025, to attend the webinar, click the following link.

[Lead in Drinking Water Remediation Grant Open Call for Questions](#)

All questions regarding this RFP must be submitted by email to:

DWP.LeadRemediationGrant.MDH@state.mn.us

Please submit questions no later than 4:00 p.m. CST, on March 21, 2025.

All answers will be posted by March 28, 2025, at [Lead Remediation in Drinking Water in Schools and Child Care Settings Grant Program](#)

[\(https://www.health.state.mn.us/communities/environment/water/com/leadremgrant.html\)](https://www.health.state.mn.us/communities/environment/water/com/leadremgrant.html)

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written, or internet-based communication 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 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 \(PDF\)](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf)

[\(https://mn.gov/admin/assets/08-](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf)

[02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf\)](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf)

establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

Impact on Children and Families:

A safe supply of drinking water is a foundational element that supports Minnesota's vision to provide a world class education for students and may reduce the need for future health care. There is no safe level of lead. Infants and children below age 6 are most at risk from exposure to lead. In a [2019 report](https://www.health.state.mn.us/communities/environment/water/docs/leadreport.pdf)

[\(https://www.health.state.mn.us/communities/environment/water/docs/leadreport.pdf\)](https://www.health.state.mn.us/communities/environment/water/docs/leadreport.pdf) co-

authored with the University of Minnesota, MDH estimated that for every dollar spent addressing lead in drinking water, there will be at least two dollars in benefits. Reductions in exposure to lead in water will improve the health and safety of Minnesota's children leading to overall improvements in lifetime productivity. Permanent removal or replacement of lead sources will be prioritized over temporary lead reduction strategies.

Equity and Inclusion:

The same groups that are likely to be attending schools or child care facilities with lead in drinking water often live in areas where housing is more likely to have lead service lines, older lead containing premise plumbing, lead paint or other environmental hazards increasing the probability of exposure to lead from multiple sources. These same groups face economic and education challenges that compound to limit their life choices and negatively impact their well-being. Children spend a significant amount of their day at schools and/or child care facilities and may consume most of their food and water at these locations. Infants and children under age six drink a greater proportion of their body weight and may rely significantly on water from a school or child care for their daily needs. Reduction of lead in drinking water at these facilities is a cost-effective strategy to improve health equity for these groups. Providing education to communities that serve groups impacted by lead exposure can empower them to reduce exposure from other sources.

Priority will be given to projects demonstrating:

Economic Need:

- Percent qualifying for free and reduced-price lunch,
- Percent of students receiving Child Care Assistance or Early Learning Scholarships.

Type of project and long-term effectiveness and impact of remediation option proposed:

- Number of students,

LEAD REMEDIATION IN DRINKING WATER IN SCHOOLS AND CHILD CARE SETTINGS REQUEST FOR PROPOSAL

- Targeting most vulnerable age groups of children,
- Located within or serving children from a census tract with elevated [childhood lead exposure \(https://mndatamaps.web.health.state.mn.us/interactive/leadtract.html\)](https://mndatamaps.web.health.state.mn.us/interactive/leadtract.html).

Documentation of lead in drinking water hazards:

- Age of building or plumbing materials (pre-1986 is more likely to contain lead plumbing materials),
- Documentation of lead service line (check with your water supplier if you don't know what the materials of your service line are),
- Lead and Copper Rule Exceedance Status of the Public Water System,
- Documented lead in drinking water testing results:
 - Percent of fixtures with results at or above 5 ppb. Please note that MN Statute requires that schools and child care centers take offline any fixtures at or above 5 parts per billion.
 - Applicants will submit results using the attached [Lead Results and Remediation Reporting Spreadsheet](#). Projects without documentation of lead test results will not be scored. Applicants should use the [Results Reporting Instructions and FAQ \(PDF\)](#) when filling out the reporting spreadsheet.

This grant will serve:

- Children, staff, and communities of:
 - Schools with documented lead in drinking water results at 5 parts per billion (ppb) or greater or lead plumbing materials prioritizing those serving disadvantaged communities.
 - Child care facilities with documented lead in drinking water results at 5 ppb or greater or lead plumbing materials prioritizing those serving disadvantaged communities.

Grant outcomes will include:

- Reducing lead in drinking water exposure to children most at risk from lead exposure.

2.2 Eligible Projects

Grantees must use the funds to address sources of lead contamination in their facilities including but not limited to:

- Lead service line replacement (which may be in coordination with a municipal water system),
- Replacement or removal of premise or building plumbing containing lead. Replacement plumbing materials must be certified to be lead free,
- Installation of approved point-of-use treatment devices/replacement cartridges or filters. Approved devices must be certified for lead reduction NSF 53/58 or ANSI 42 (see EPA fact sheet below),
- Install or replace automatic building flushing devices that are used to maintain facility water quality,
- Replace or purchase approved hydration stations, when they lead to removal or replacement of fixtures where lead has been documented.

LEAD REMEDIATION IN DRINKING WATER IN SCHOOLS AND CHILD CARE SETTINGS REQUEST FOR PROPOSAL

Any plumbing changes must be installed following applicable MN Plumbing Code requirements and may be subject to plan review or inspection requirements. Grantees are responsible for ensuring they obtain any applicable plan review prior to commencing work.

[2020 Minnesota Plumbing Code \(https://www.dli.mn.gov/business/plumbing-contractors/2020-minnesota-plumbing-code\)](https://www.dli.mn.gov/business/plumbing-contractors/2020-minnesota-plumbing-code) contains requirements for water supply and distribution systems.

Identify certified lead free point-of-use devices and plumbing materials using this [EPA fact sheet \(PDF\) \(https://www.epa.gov/sites/default/files/2018-12/documents/consumer_tool_for_identifying_drinking_water_filters_certified_to_reduce_lead.pdf\)](https://www.epa.gov/sites/default/files/2018-12/documents/consumer_tool_for_identifying_drinking_water_filters_certified_to_reduce_lead.pdf).

2.3 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

2.4 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. Grantee should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

A sample grant agreement is attached as <<insert attachment title>>. 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

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all the terms in the grant agreement have been met.

LEAD REMEDIATION IN DRINKING WATER IN SCHOOLS AND CHILD CARE SETTINGS REQUEST FOR PROPOSAL

Reporting requirements are as follows and are part of the MDH invoice.

An organization that receives a Lead Remediation in Drinking Water in Schools and Child Care Settings Grant must report the results of each work item that is funded by providing all the following information:

- the results of performing the work that is described in the grant application.
- the total amount of grant funds that were expended to perform each work item.
- a summary of the costs that are attributed to performing each work item.
- a copy of any article, announcement, or social media post acknowledging the MDH funding and stating its impact on people who use the water supply.
- lead test following installation.

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:

Invoices must be submitted to MDH within 30 days of completion of grant activities and before January 15, 2026.

2.5 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.

LEAD REMEDIATION IN DRINKING WATER IN SCHOOLS AND CHILD CARE SETTINGS
REQUEST FOR PROPOSAL

- 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 ([Economically Disadvantaged and Veteran-Owned Vendor List](http://www.mmd.admin.state.mn.us/process/search) (<http://www.mmd.admin.state.mn.us/process/search>)<https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>
 - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program ([Minnesota Unified Certification Program](https://mnucp.metc.state.mn.us/) (<https://mnucp.metc.state.mn.us/>) or
 - [Small Business Certification Program](https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/procurement/cert-program) (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/procurement/cert-program>) through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program.
- 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](http://www.mmd.admin.state.mn.us/debarredreport.aspx) (<http://www.mmd.admin.state.mn.us/debarredreport.aspx>).
<https://mn.gov/admin/osp/government/suspended-debarred/>

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 the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

Applicants must complete the Applicant Conflict of Disclosure form (Exhibit 2) and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice
- a grantee's or applicant's objectivity in performing the grant work is or might be otherwise impaired
- a grantee or applicant has an unfair competitive advantage

Individual conflicts of interest occur when:

- an applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, 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 [Minn. Stat. § 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)).

LEAD REMEDIATION IN DRINKING WATER IN SCHOOLS AND CHILD CARE SETTINGS REQUEST FOR PROPOSAL

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 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 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 if 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 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 ([Ch. 13 MN Statutes](#)) 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](#), subd. 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 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 regarding 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 regarding 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. Minn. Rules, part [5000.3550](#).

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.

Non-Transferability

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

2.6 Review and Selection Process

Review Process

Funding will be allocated through a competitive process with review by a committee including but not limited to professionals with knowledge in areas including lead reduction, water supply, and school/child care operations. 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 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.

LEAD REMEDIATION IN DRINKING WATER IN SCHOOLS AND CHILD CARE SETTINGS REQUEST FOR PROPOSAL

Selection Criteria and Weight

The review committee will be reviewing each applicant on a 100-point scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria. The application must receive 60 points to be considered for funding.

The scoring factors and weight that applications will be judged are documented in Exhibit 4 Application Evaluation Criteria (Score Sheet).

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 pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant in order to comply with Policy on Pre-Award Risk Assessment for Potential Grantees.

Notification

MDH anticipates notifying all applicants via email of funding decisions by April 15, 2025.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications must be received by MDH no later than 4:00 p.m. Central Standard Time (CST), April 4, 2025

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 computer or technology problems.

Acknowledgement of application receipt. MDH will "reply all" to the email address that submitted the application to acknowledge receipt of your application within <<one>> business day of the receipt of an application. If you do not receive an acknowledgment email within that time frame from when you submitted the application, it means MDH did not receive your application/documents. Please contact DWP.LeadRemediationGrant.MDH@state.mn.us after that time frame for further instructions.

3.2 Application Submission Instructions

Applications must be emailed to DWP.LeadRemediationGrant.MDH@state.mn.us

3.3 Application Instructions

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

- Complete, sign and return Exhibit 1 Grant Application, including:
 - Budget summary,
 - Vendor quote(s),
 - Lead test results taken from the facility.
 - Applicants will submit results using the attached [Lead Results and Remediation Reporting Spreadsheet](#). Projects without documentation of lead test results will not be scored. Applicants should use the [Results Reporting Instructions and FAQ \(PDF\)](#) when filling out the reporting spreadsheet.
- Complete, sign, and return Exhibit 2 Conflict of Interest form
- Complete, sign, and return Exhibit 5 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

LEAD REMEDIATION IN DRINKING WATER IN SCHOOLS AND CHILD CARE SETTINGS
REQUEST FOR PROPOSAL

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

Exhibit 1 & 2 – Application Form and Conflict of Interest

Exhibit 3 – MDH Invoice

Exhibit 4 – Application Evaluation Criteria (Score Sheet)

Exhibit 5 – Due Diligence Form