

Lead Remediation in Drinking Water in Schools and Child Care Settings

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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www.health.state.mn.us

November 2023

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

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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)
- **Open Call for Questions – Teams Webinar:** 1:00 – 2:00 p.m. Central Standard Time, Wednesday, December 13, 2023, 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), January 12, 2024

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.

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.

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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	\$146,000 during FY 2024 \$239,000 during FY 2025, 2026, 2027
Estimated Number of Awards	6-15 per year
Estimated Award Maximum	\$15,000
Estimated Award Minimum	\$8,000

Match Requirement

There is no match requirement for this grant.

Project Dates

February 16, 2024 – December 31, 2024

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.

Provide a copy of the most recent lead testing results for the building when applying. Projects without documentation of lead test results will not be scored.

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

Open Call for Questions – Teams Webinar: 1:00 – 2:00 p.m. Central Standard Time, Wednesday, December 13, 2023, 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:

HEALTH.WIIN_Grant@state.mn.us

Please submit questions no later than 4:00 p.m. CST, on December 15, 2023.

All answers will be posted by December 18, 2023, 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>)

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

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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-](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 \(https://www.health.state.mn.us/news/pressrel/2019/lead022819.html\)](https://www.health.state.mn.us/news/pressrel/2019/lead022819.html) 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.
- Targeting most vulnerable age groups of children

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- 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 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.
 - Must provide copy of results from the lab.

This grant will serve:

Children, staff, and communities of:

- Schools with documented lead in drinking water results 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 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 municipal water system).
- Replacement or removal of premise or building plumbing containing lead,
- 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.
- Replacement plumbing materials must be certified to be lead free.

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.

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.

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, 2025.

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.
- 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 \(http://www.mmd.admin.state.mn.us/process/search\)](#)).
 - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program ([Minnesota Unified Certification Program \(https://mnucp.metc.state.mn.us/\)](#) or
 - [Small Business Certification Program \(https://www.stpaul.gov/departments/human-rights-equal-economic-](#)

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[opportunity/contract-compliance-business-development-1](#)) 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>).

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

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- 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)).

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.

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

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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 proposal 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.

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).

Notification

MDH anticipates notifying all applicants via email of funding decisions by January 26, 2024.

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), January 12, 2024

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.

3.2 Application Submission Instructions

Applications must be emailed to HEALTH.WIIN_Grant@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), and lead test results taken from the facility.
- Complete, sign and return Exhibit 2 Conflict of Interest 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

Exhibit 1 & 2 – Application Form and Conflict of Interest

Exhibit 3 – MDH Invoice

Exhibit 4 – Application Evaluation Criteria (Score Sheet)

Grant Application

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Notice: This application must be completed in order to score your grant request.

Applicant/Organization (name of primary applicant) _____

Grant Contact Name _____

Grant Contact E-mail address _____

Mailing Address _____

County _____

Federal Tax ID Number _____

Child Care License Number _____

[DHS Licensing Information Lookup \(https://licensinglookup.dhs.state.mn.us/\)](https://licensinglookup.dhs.state.mn.us/)

Will the remediation be at the above location? Yes No

If no, Name of Location(s) _____

Installation Mailing Address _____

Person authorized to sign Grant Agreement on behalf of the organization.

Name _____ Title _____

TOTAL ESTIMATED COST OF PROJECT (Amount Requested): \$ _____

Total Grant Amount Being Requested (**\$15,000 maximum**): \$ _____

Work item (s) to be performed under this grant.

For each work item to be funded under the grant, please provide the following information (use an additional page if necessary).

- 1. Work Item 1** – fully describe the work that will be performed and why remediation is needed. Add additional lines or attach additional pages to demonstrate need for this project.

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1a. Applicant is ready and able to complete project by December 15, 2024: Yes No

1b. Describe Product(s) produced or anticipated outcomes of performing this work?

1c. Answer the following to demonstrate need for project.

What is the age of the building? _____

What material is the service line connecting the building to the water main? _____
Service line materials may be made of lead, galvanized steel, copper, PVC or unknown. Provide documentation such as correspondence with your utility.

What is the total enrollment in the building(s)? _____

What are the total number of children enrolled that are:

- Under age 6 (infants/toddlers/preschool-Head Start) _____
- Elementary (K-5) _____
- Middle School (6-8th grades) _____
- Highschool _____

1d. Describe economic need for support.

Is the facility located within or serving children from a census tract with elevated child hood lead exposure? Yes No

[MN Data Map \(Lead Tract\)](https://mndatamaps.web.health.state.mn.us/interactive/leadtract.html)

<https://mndatamaps.web.health.state.mn.us/interactive/leadtract.html>

Has the program participated in the MDH Water Infrastructure Improvements for the Nation program to test for lead? Yes No

Provide at least one of the following economic indicators:

(Not all indicators will apply to all types of applicants, please choose the one that best demonstrates economic need for your organization).

- If applicable: Percent of students qualifying for free and reduced-price lunch. Schools can look-up using [MN Data Map \(FRPL\)](https://mndatamaps.web.health.state.mn.us/interactive/frpl.html)
<https://mndatamaps.web.health.state.mn.us/interactive/frpl.html>.
- If applicable: Percent of students receiving Child Care Assistance or Early Learning Scholarships.

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- If applicable: Documentation of percent of people in poverty in county or census tract served.

[MN Data Map \(Poverty Tract\)](#)

<https://mndatamaps.web.health.state.mn.us/interactive/povertytract.html>

Be sure to include the following with your application:

- Provide a copy of the most recent lead testing results for the building(s). Projects without documentation of lead test results will not be scored.
- Documentation of service line material type. You may need to check with your utility.
- Vendor quotes.

Certification

I certify that the information herein is true and accurate to the best of my knowledge, and I submit this application on behalf of the applicant organization.

Signature _____ Title _____ Date _____

NOTE: If you are awarded a grant, NO work should begin until all required signatures have been obtained on the grant agreement and grantee receives a signed copy of the grant agreement.

Minnesota Department of Health | Environmental Health Division | Drinking Water Protection Program
651-201-4700 | health.drinkingwater@state.mn.us

11/2023 | *To obtain this information in a different format, call: 651-201-4700.*

Please complete the application and email to the Minnesota Department of Health at HEALTH.WIIN_Grant@state.mn.us.

Definitions

Name of the grant contact means the name of the individual who will be responsible for managing the grant.

Telephone number means the telephone number of the contact person that the Minnesota Department of Health can call during its regular business hours (M-F from 8:00 a.m. to 4:30 p.m.).

E-mail means an internet address for the contact person that the Minnesota Department of Health can use to electronically transmit information related to the grant.

Mailing address means the official mailing address of the applicant that shall be used for correspondence with MDH.

Name and title of the person authorized to sign the Grant Agreement on behalf of the organization means a person who has authority to administer a financial agreement between the applicant organization and the Minnesota Department of Health.

Total grant amount being requested means the sum of the costs of the work items that are identified in the grant application.

Product(s) produced or anticipated outcomes of performing this work means the tangible results of performing the work that is funded by this grant.

Unit Conversion: Units commonly used to measure lead in drinking water are part per billion(ppb) and microgram per liter (ug/L). 1 ppb=1 ug/L.

Appendix D - Applicant Conflict of Interest Disclosure

The purpose of this form is to provide grant applicants a mechanism to disclose any actual, perceived or potential individual or organizational conflicts of interest that exist, as required by [Minn. Stat. § 16B.98](#), subd 2-3; Minnesota Office of Grants Management (OGM) [Policy 08-01, "Conflict of Interest Policy for State Grant-Making"](#); and federal regulation [2 Code of Federal Regulation \(CFR\) § 200.112, "Conflict of Interest."](#) It is helpful if the applicant explains the reason for the conflict, but it is not required.

A disclosure will not automatically result in removal of the applicant, or grant application, from the review process.

Instructions

Please read the descriptions below and mark the appropriate boxes that pertain to you and your organization as it relates to this specific Request for Proposal (RFP).

Conflicts of Interest

Conflicts of interest may be actual, potential, or perceived. An actual conflict of interest occurs when a person uses or attempts to use their official position to secure benefits, privileges, exemptions or advantages for self, relatives, or organization with which the person is associated which are different from those available to the general public (Minn. Stat. § 43A.38). A potential conflict of interest may exist if an applicant has relationships, affiliations, or other interests that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. A perceived conflict of interest is any situation in which a reasonable person would conclude that conflicting duties or loyalties exists. A conflict of interest may exist even if no unethical, improper or illegal act results from it.

MDH recognizes that applicants must maintain relationships with other public and private sector entities in order to continue as a viable organization. MDH will take this into account as it evaluates the appropriateness of proposed measures to mitigate actual, potential, and perceived conflicts of interest. It is not MDH's intent to disqualify applicants based merely on the existence of a relationships with another entity, but rather only when such relationships cause a conflict that cannot be mitigated. Nevertheless, MDH must follow statutory guidance on conflicts of interest.

I. Organizational Conflict of Interest:

Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

GRANT APPLICATION

Example of organizational conflict of interest include, but are not limited to:

- a. ACME LLC is a current MDH contractor for the WIC program for data analysis. ACME is considering applying to the WIC RFP. ACME LLC has a clear and unfair advantage having inside knowledge about WIC.

II. Individual Conflict of Interest

An individual conflict of interest occurs when any of the following conditions is present:

- a. An applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to the Minnesota Department of Health's (MDH) time, services, facilities, equipment, supplied, prestige, or influence.
- b. 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.
- c. 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.
- d. An applicant, or any of its employees, is an employee of the MDH or is a relative of an employee of the MDH.

Examples of individual conflict of interest include, but are not limited to:

- i. Entity A offers Entity B money to not apply to an RFP that Entity A is applying to because of tight competition and limited funding.
- ii. An individual owns Entity C and also sits on the board of Entity D and both entities are applying to the same RFP.
- iii. An individual of the applicant has, in previous work for MDH, helped create the "ground rules" for this solicitation by performing work such as: writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.
- iv. An individual of the applicant is compensated for serving on the board of a non-profit that may benefit from this work.

Instances in which an individual or applicant worked in a volunteer capacity for the MDH should be evaluated on a case-by-case basis. Volunteer status has the potential to, but does not necessarily create a conflict of interest, depending on the nature of the relationship between the two parties. Volunteer is defined as "(a) an individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, is considered to be a volunteer during such hours" ([29 CFR § 553.101\(a\)](#)).

Certification and signature required on next page.

III. Certification

Applicant Name	
RFP Title	Lead Remediation in Schools and Child Care Settings Grant Program
MDH Grant Program Name	Drinking Water Protection

By signing in the space provided below, Applicant certifies the following:

- A. To the best of Applicant’s knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to individual or organizational conflicts of interest.
- B. Applicant, or employees of applicant, have an actual, potential, or perceived conflict(s) of interest which are listed below.

To the best of your knowledge, write the names of entities/individuals with which you have an actual, potential, or perceived conflict.

Name of entity/individual	Relationship (e.g., Volunteer, Employee, Contractor, Family Relation)	Description of conflict (optional)

Add additional names on separate sheet as necessary.

- C. If a conflict of interest is discovered at any time after submission of this form, Applicant will immediately provide full disclosure in writing to MDH. If a conflict of interest is determined to exist, MDH may, at its discretion, take action.
- D. Applicant will obtain, and keep record of, conflict of interest disclosure forms from any subgrantees or subcontractors and keep them on file.

Applicant’s Authorized Representative

Printed Name _____ Title _____

Signature: _____ Date: _____

This form is required from every grant applicant.

(This form is considered public data under Minn. Stat. § 13.599)

MDH Program Use Only

This section to be completed by appropriate Grant Program Staff.

- Applicant has no conflicts of interest(s).
- Applicant has disclosed conflict of interest(s) and appropriate MDH Program staff have reviewed the conflict(s) in accordance with MDH Policy. MDH Program has determined the conflict(s) can be mitigated in the following way(s):

Describe how conflict(s) will be eliminated.

(Example: Applicant's application will not be reviewed by External Partners with which they have a conflict.)

I certify that the conflict(s) has/have been discussed with this Applicant and the actions above have been taken.

Printed Name	Title
Signature	Date

Competitive Grant Invoice

LEAD REMEDIATION IN DRINKING WATER IN SCHOOLS AND CHILD CARE SETTINGS

Grantee Information

Application/Organization _____

Address _____

Grant Contact _____

Phone _____ Email _____

Work Items and Expenditure Description – use an additional page if necessary	Total Project Costs
	\$
	\$
	\$
	\$
	\$
Total Project Costs	\$
Amount to be reimbursed	\$

Accountability and Reporting Requirements

Respond to each on separate sheet of paper. Check each term to verify completion.

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 of 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 published by the facility acknowledging the MDH funding and stating its impact on people who benefit from the remediation grant.
- lead test following remediation activity (before putting fixture into service).

COMPETITIVE GRANT INVOICE

Disclaimer and Signature

I declare that no part of this claim has been previously billed to MDH, and that the Total Expenditures reflect only charges related to the lead remediation grant project. I also declare that the data on this document is correct and all transactions that support this claim were made in accordance with all applicable State statutes and regulations.

Signature _____ Date _____

Minnesota Department of Health | Drinking Water Protection | HEALTH.WIIN_Grant@state.mn.us | www.health.state.mn.us

11/2023 | To obtain this information in a different format, call: 651-201-4700.

Grant Application Score Sheet

LEAD REMEDIATION IN DRINKING WATER IN SCHOOLS AND CHILD CARE SETTINGS

Application Name _____

Reviewer Number _____

Rating Table – may not be applicable to all questions.

Rating or Score	Description
Excellent or 10 points	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses.
Very Good or 7-9 points	Substantial response: meets in all aspects and in some cases exceeds; the minimum requirements; good probability of success; no significant weaknesses.
Good or 4-6 points	Generally, meets minimum requirements; probability of success; significant weaknesses, but correctable.
Marginal or 1-3 points	Lack of essential information; low probability for success; significant weaknesses, but correctable.
Unsatisfactory or 0	Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable.

Questions	Enter Yes or No	Enter Points Awarded
1. Is the application completed and readable? (Possible points = 5)		
2. Does the application include a budget and quote(s)? (Possible points = 5)		
3. Does the application describe the project and long-term effectiveness of remediation option proposed? (Possible points = 10)		
4. Does the application show one of the economic needs? Provide one of the following: <ul style="list-style-type: none"> ▪ Percent qualifying for free and reduced-price lunch, or ▪ Percent of students receiving Child Care Assistance or Early Learning Scholarships. ▪ Documentation of percent of people in poverty in county or census tract served - MDH Data Map (https://mndatamaps.web.health.state.mn.us/interactive/povertytract.html). Points 0-10% = 1 point 10-20% = 2 points 20-30% = 3 points 30-40% = 4 points 40-50% = 5 points Over 50% = 10 points (Possible points = 10)		
5. Points awarded for total enrollment. <ul style="list-style-type: none"> ▪ 1 point per 10 students ▪ Maximum 10 points (Possible points = 10)		

GRANT APPLICATION SCORE SHEET

Questions	Enter Yes or No	Enter Points Awarded
<p>6. Points awarded for enrollment type.</p> <ul style="list-style-type: none"> ▪ Under age 6 (Infant/preschool/Head Start) = 10 points ▪ Elementary (K-5) = 8 points ▪ Middle School (6-8 grades) = 6 points ▪ Highschool (9-12 grades) = 4 points <p>(Possible points = 10)</p>		
<p>7. Statement of Need: A statement describing why the facility needs this remediation work. Also describe the impact the remediation will have on the facility and community.</p> <ul style="list-style-type: none"> ▪ no/poor description = 0-1 points ▪ 2-3-4 or 5 points <p>(Possible points = 5)</p>		
<p>8. Age of building or plumbing materials (pre-1986, is more likely to contain lead plumbing materials).</p> <ul style="list-style-type: none"> ▪ Age 1986 or earlier = 10 points ▪ 1987-2014 = 7 points ▪ 2014-present = 5 points <p>(Possible points = 10)</p>		
<p>9. Documentation of lead service line.</p> <p>Service line type</p> <ul style="list-style-type: none"> ▪ Lead = 10 points ▪ Galvanized Steel = 10 points ▪ Copper = 5 points ▪ PVC/Plastic/Other = 0 points <p>(Possible points = 10)</p>		
<p>10. Documented lead in drinking water testing results.</p> <p>a. Total number of fixtures.</p> <p>b. Percent of fixtures with results above 5 ppb.</p> <p>c. Must provide copy of results from the lab.</p> <p>Fixture Points</p> <ul style="list-style-type: none"> ▪ 0-10% fixtures with results over 5ppb = 5 points ▪ 11-25% = 7 points ▪ 26-50% = 10 points ▪ 51-75% = 12 points ▪ Greater than 75% = 15 points <p>(Possible points = 15)</p>		
<p>11. Lab Result Points</p> <p>Copy of laboratory results (not handwritten results)</p> <ul style="list-style-type: none"> ▪ Within the last 5 years = 10 points ▪ If older than 5 years = 5 Points <p>(Possible points = 10)</p>		

Total Points _____

Reviewer Comments:

Minnesota Department of Health | Drinking Water Protection | HEALTH.WIIN_Grant@state.mn.us | www.health.state.mn.us

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