



Lead Safe Homes Program Request for Proposals (RFP) Application Instructions

Grant Period: 2027-2030

Application Deadline: Wednesday, September 30, 2026, 5:00 p.m. Central Time

Table of Contents (Hover over section title and CTRL + CLICK to navigate directly to each section.)

Lead Safe Homes Program Request for Proposals (RFP) Application Instructions	1
Overview	1
Available Funding	1
Eligible Applicants	1
Eligible Uses	1
Award Amounts	2
Program Expectations	3
Equity	3
Review Criteria	3
Threshold Criteria	4
Competitive Criteria.....	4
Final Scores and Funding Recommendations.....	6
Pre-Award Risk Assessment.....	6
Application Timeline.....	7
Application Checklist	8
Submission Instructions	9
Due Diligence Requirements	10
Contractual Requirements	11
Questions	12
Appendix A – Definitions	13

Overview

Through the Lead Safe Homes Grant Program (the Program), Minnesota Housing may make grants to Nonprofit Organizations, Local Units of Government, Tribal Nations, and Tribally Designated Housing Entities to support making homes safer through lead testing and hazard reduction. The [Dustin Luke Shields Act \(Minnesota Laws 2023, chapter 37, article 2, section 5\)](#) requires Minnesota Housing to give priority to funding projects that serve areas where there are high concentrations of lead poisoning in children based on information provided by the Minnesota Department of Health. This act also requires balancing the grant awards, so projects occur within and outside the seven-county Twin Cities metropolitan area.

Available Funding

There is \$4 million in one-time funding appropriated for the Program. An applicant may apply for Program grant funding in any amount. Grant amounts awarded are at Minnesota Housing's sole discretion and will depend on several factors including the number of applications received, scoring, type of proposed project, reasonableness of project budget, and geographic coverage.

Eligible Applicants

The following types of entities are eligible to apply for the Program:

- Nonprofit Organizations
- Local Units of Government
- Tribal Nations and their Tribally Designated Housing Entities

Eligible Uses

The Program provides grants for the purpose of performing one or more of the following activities:

- Lead risk assessments completed by a lead inspector or a lead risk assessor licensed by the commissioner of the Department of Health pursuant to [Minnesota Statute 144.9505](#) for eligible properties that are occupied by an eligible household to determine the presence of lead health hazards. Eligible properties and households are defined in the "Eligible Properties" and "Eligible Households" sections of these instructions.

- Remediation of lead health hazards in an eligible property or properties.
- Up to 10% of a grant award may be used to administer the grant and provide education and outreach about lead health hazards. Education and outreach refer to activities designed to raise awareness among the public about lead health hazards and the availability of the Program.

Eligible Properties

To be eligible, a property must be in Minnesota, have been built prior to 1978, and be occupied by an eligible household or households. Buildings that are Owner Occupied are eligible for funding.

- Single Family residence – buildings with up to 4 units are considered Single Family
- Multifamily property – buildings with 5 units or more are considered Multifamily

Eligible Households

- A household residing in an eligible Single-Family property, whether owning or renting, is eligible if the household income does not exceed 80% of the greater of state or area median income (AMI) as determined by HUD.
- An owner household residing in a unit of a Multifamily building is eligible if the household income does not exceed 80% of the greater of state or area median income (AMI) as determined by HUD.
- All renter households residing in a Multifamily (five or more units) property are eligible if the income of at least 50% of the households does not exceed 60% of AMI.

Award Amounts

Award amounts for this RFP will be determined based on the applicant's proposed budget and demonstrated capacity. Applicants must submit a high-level budget outlining anticipated administrative, outreach, education, testing, certification and remediation activities and expenses. Budgets will be evaluated for reasonableness, alignment with program goals, and capacity to carry out lead hazard control activities.

To ensure consistency and appropriate use of funds, the following requirements and limits apply:

- Administrative/Outreach/Education costs may not exceed 10% of the total award.
- Assessment – an assessment report completed by a lead inspector or a lead risk assessor licensed by the commissioner of the Department of Health pursuant

to [Minnesota Statute 144.9505](#) will be required prior to performing any remediation work on a property.

- Clearance Letter - A clearance letter signed by the lead inspector or lead risk assessor will be required for any property post remediation.

Program Expectations

All applicants that are awarded funding will be required to complete the project as detailed in the Grant Contract Agreement and attachments, and in compliance with the [Lead Safe Homes Program Guide](#).

A Grantee must use grant funds within three years of receipt for purposes authorized under [Minnesota Session Laws, 2023 Legislative Session, chapter 37, article 2, section 5](#). A grantee must return any grant funds not used for these purposes to Minnesota Housing. Grant funds must be expended during the grant period. Any grant funds not expended within the grant period must be returned to Minnesota Housing.

Equity

Minnesota thrives because of its diversity of race, ethnicity, sexual orientation, gender identity, (dis)abilities, ages, families, and geographies. Discrimination and lack of access to resources and other barriers have led to disparities that inhibit Minnesotans from achieving their fullest potential. Minnesota Housing centers communities most impacted by housing instability and disparities in its work to advance equity. This is a core value in all of Minnesota Housing's actions, including resources administered through the Lead Safe Homes Program RFP process, which includes the awarding and allocation of grant funds.

It is the policy of Minnesota Housing to affirmatively further fair housing in all its programs so that individuals of similar income levels have equal access to Minnesota Housing programs, regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, familial status, gender identity, or sexual orientation.

Review Criteria

This is a competitive application process. Applications will be reviewed and scored by a committee comprised of Minnesota Housing staff, community members and content experts. Funding recommendations will be presented to the Minnesota Housing board for approval. Minnesota Housing's award decisions are final and are not subject to appeal.

Threshold Criteria

Threshold criteria are the basic requirements an application must meet to be considered for funding. **An application must meet the following threshold criteria to be considered:**

- The applicant must be an eligible entity as defined in the Eligible Applicants section.
- The applicant must serve Eligible Households with the grant funds.
- The applicant must serve houses/units that were built before 1978.
- The application must include all required application checklist items.
- The application must be properly completed and submitted by the published deadline via the specified submission method as defined in the Submission Instructions section.

NOTE: All required application items must be provided either before or no later than the application deadline. **Any application that does not include all required items (threshold criteria) will not be eligible for funding consideration.**

Competitive Criteria

The following **competitive criteria** will be used to score applications that satisfy the minimum threshold criteria as stated above.

Table 1 1: Scoring Criteria

Category	Strong applications typically demonstrate the following:	Max. Score
Community Need	The grant will serve areas where there are high concentrations of lead poisoning in children. This determination will be based on information provided by the Minnesota Department of Health . Clear evidence of need for lead services within the proposed service area.	25 Points*
Community and Program Impact	There are service or programmatic gaps and/or community needs that will be filled with this funding. Program serves low income and/or underserved communities.	20 Points
Project/Program Readiness	Existing systems, partnerships, and implementation planning that support timely delivery of services.	20 Points
Grantee Capacity	Relevant experience and sufficient staffing and contractor resources to carry out the proposed work.	15 Points
Timeline	A realistic implementation schedule and achievable production goals.	10 Points
Budget	Reasonable and well-supported costs that align with the proposed activities.	10 Points
	Total:	100 Points

* Scoring items marked with a star will be determined using statistical data provided by Minnesota Housing.

Final Scores and Funding Recommendations

After the grant review committee has met and scores have been finalized, Minnesota Housing staff will incorporate the scores into final funding recommendations. Funding recommendations will be based on the applicant's score, as well as other considerations such as geographic distribution of funds and services to specific populations. Funding recommendations will also incorporate the results of the pre-award risk assessment (noted below). Final funding amounts will be dependent on the amount requested, the number of applicants, and the funding amount available to distribute.

All funding decisions are at Minnesota Housing's sole discretion and are not subject to appeal. Additionally, Minnesota Housing reserves the right to request proposal revisions during the due diligence phase, which is after Minnesota Housing board selections but before the Grant Contract Agreement is executed.

Pre-Award Risk Assessment

Per [Minn. Stat. 16B.981](#), Minnesota Housing is required to conduct a pre-award risk assessment of potential grantees requesting grant awards of \$50,000 or more. The information submitted by potential grantees will be used to assess the risk that a potential grantee cannot or would not perform the required duties of the grant. Minnesota Housing will review the potential grantee's past performance, tax returns, audits, suspension/debarment status, principals, and standing with the Secretary of State. The pre-award risk assessment will be required for all applicants (other than Tribal Governments), including political subdivisions.

Minnesota Housing will determine whether:

1. The potential grantee would likely be able to perform the duties of the grant without additional conditions,
2. The potential grantee would likely be able to perform the duties of the grant with additional technical assistance or conditions placed on the potential grantee, or
3. There is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant.

The pre-award risk assessment will include the following components:

- A Risk Assessment Form is to be completed as part of the application.
- Financial information as applicable to the applicant organization and detailed on the Risk Assessment Form.
- Evidence of good standing with the Minnesota Secretary of State; and
- Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified.

To complete this assessment, Minnesota Housing may request additional information from the potential grantee. Minnesota Housing will notify the potential grantee if it is unable to satisfy its concerns. This notification will include information on the decision and options to contest the decision.

The submission of inaccurate or misleading information may be grounds for disqualification from a grant award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to Minnesota Housing, by law.

The results of this pre-award risk assessment will not impact scoring of an organization's competitive application for grant funds.

Note: Tribal governments are not subject to the Pre-Award Risk Assessment. Tribal-affiliated organizations with a nonprofit or for-profit business designation with the Minnesota Secretary of State are subject to the requirements.

Application Timeline

Table 2: Application Timeline

Date	Activity
Wednesday, August 5, 2026	RFP Application open and posted via the Minnesota Housing website and eNews
Tuesday, August 25 & Thursday, August 27, 2026	Minnesota Housing holds two RFP information Sessions/
Friday, September 4, 2026	Final call for questions by 5 p.m. Central Time
Tuesday, September 22, 2026	Final Frequently Asked Questions (FAQs) posted to the Minnesota Housing website in response to RFP questions submitted
Wed, September 30, 2026	Applications due by 5 p.m. Central Time
October-December 2026	Minnesota Housing staff reviews applications and recommends selections to the Minnesota Housing board of directors
December 2026 - January 2027	Minnesota Housing notifies all applicants of selection decisions
February - March 2027	Mandatory due diligence training for all selected applicants
Spring 2027	Upon Grant Contract Agreements being fully executed, Grant Contract Agreement term begins
Annually, starting in 2027	Annual Monitoring

3 years after Contract Execution Date	Grant Contract Agreement term ends
---------------------------------------	------------------------------------

NOTE: All dates and times are subject to change at the sole discretion of Minnesota Housing.

Minnesota Housing will hold two RFP Information Sessions at 11 a.m. Central Time, Tuesday, August 25, 2026, and 2:30 p.m. Central Time, Thursday, August 27, 2026 via Microsoft Teams Webinar. Potential Applicants are strongly encouraged to attend one RFP Information session.

The information session will provide an overview of RFP content and allow time for questions.

FAQs from the RFP Information Sessions, along with other questions submitted to Minnesota Housing, will be posted on the Minnesota Housing [website](#) on or around **Tuesday, September 22, 2026**. Questions must be submitted by **Friday, September 4, 2026**.

To receive email updates related to the RFP, sign up to receive Local Government Housing Programs eNews updates on the [Minnesota Housing website](#).

Application Checklist

Applicants must use the required application form and include all the required information/documentation. Be clear and concise in the presentation of information.

All the following checklist items must be completed properly and submitted to meet the threshold criteria. Only applications meeting the threshold criteria will be considered for funding:

1. ☐ [Application in Cvent](#)
2. ☐ [Project Timeline and Milestones](#)
3. ☐ [Project Budget](#)
4. ☐ [Application Signature Page](#)
5. ☐ Pre-Award Risk Assessment Form (not required for Tribal governments)
 - a. [Nonprofit Organizations](#)
 - b. [Political Subdivisions](#)
6. ☐ Pre-Award Risk Assessment Supporting Documents
 - a. Financial Documents related to the applicant organization and detailed on the Risk Assessment Form (Nonprofits Only)
 - i. [Internal Controls Certification—Nonprofits Organizations](#), if applicable
 - b. Evidence of good standing with the Minnesota Secretary of State (Nonprofits Only)

- c. Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified (All applicants)

Other supporting documentation. The naming convention of the items submitted above should be: "Name of Document_ Applicant name".

NOTE: Applicants should understand the application components and what types of submission materials are required to satisfy each required component. Applications that do not contain all required components (completed and submitted properly) will be noted as incomplete and will not be eligible for further review, including scoring. Minnesota Housing is unable to provide notice if an application is incomplete.

If you have questions regarding checklist items listed above, contact the designated point of contact found at the end of this document. Allow enough time for staff to respond and help resolve issues so that a complete application can be submitted prior to the application submission deadline. Also note that technical assistance does not guarantee that a complete application will be submitted.

Submission Instructions

Submit application materials **no later than 5 p.m. Central Time on Wednesday, September 30, 2026**, to be considered for funding.

The following is required to submit materials via Cvent:

1. Complete the [RFP Application through Cvent](#):

- a. Complete all responses to application questions. Please note there are character limits on narrative questions. **Applicants are strongly encouraged to draft answers outside of the Cvent webpage in a separate document and copy and paste into the website to not lose work.**
- b. Upload all required supporting application documents (Application Signature Page, Budget and Timeline Worksheets, and optional supporting documents) into Cvent where prompted.

2. Upload the following Pre-Award Risk Assessment documents [via Cvent](#):

- a. Pre-Award Risk Assessment Form (not required for Tribal governments)
 - i. [Nonprofit Organizations](#)
 - ii. [Political Subdivisions](#)
- b. Pre-Award Risk Assessment Supporting Documents
 - i. Financial Documents related to the applicant organization and detailed on the Risk Assessment Form (Nonprofits Only)

1. [Internal Controls Certification—Nonprofits Organizations](#), if applicable
 - ii. Evidence of good standing with the Minnesota Secretary of State (Nonprofits Only)
 - iii. Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified (All applicants)

If you have questions regarding the checklist items, please contact the designated point of contact listed in the Questions section below.

Note: The Cvent webpage may not save partially complete answers depending on the web browser used and your organization's settings. Applicants are strongly encouraged to draft answers on a separate document and copy and paste them into the website to not lose your work.

Submit no later than 5 p.m. Central Time on Wednesday, September 30, 2026 to be considered for funding.

NOTE: Submitted applications are considered final; late and incomplete applications will not be considered. Minnesota Housing may request additional information or clarification. The applicant will be responsible for all costs incurred with applying for this RFP. Award decisions are final and not subject to appeal.

Per the [Minnesota Government Data Practices Act](#), responses submitted by an applicant are private or nonpublic until the responses are opened. Once the responses are opened, the name and address of the applicant and the amount requested is public. All other data in a response is private or nonpublic data until completion of the evaluation process, which for the purposes of this grant, is when all grant agreements have been fully executed. Selected applicants consent to have their name, location, nature of the project (including what program is being utilized and for what) and the amount awarded publicized by Minnesota Housing prior to grant agreements being fully executed. After a granting agency has completed the evaluation process, all remaining data in the responses is public with the exception of trade secret data as defined and classified in [Section 13.37 of the Minnesota Governmental Data Practices Act](#). A statement by an applicant that the response is copyrighted or otherwise protected does not prevent public access to the response.

Due Diligence Requirements

Due Diligence refers to the documents that selected applicants must submit or actions they must complete prior to contracting with Minnesota Housing. **If an applicant is selected for**

funding, Minnesota Housing will require the following due diligence items, at a minimum, to be submitted prior to contracting:

- **Board/Council Resolution:** A signed board/council resolution specific to the Grant Contract Agreement that designates authorized signers, authority to enter into a Grant Contract Agreement, and that references the requested and/or awarded amount.

OR

Organizational Documents (such as bylaws) specifying authorized signers.

- **Bylaws**
- **Certificate of Insurance** reflecting the required Worker's Compensation coverage
- [W-9](#) and [SWIFT vendor number](#) for a new potential grantee that has been selected, or if the current information on file needs to be updated.
- **Approved Work Plan:** The selected organization will be required to complete and submit a work plan on a template provided by Minnesota Housing. The purpose of the work plan is to describe changes since application submittal and as a result of the final award amount and requirements.
- **Final, approved Budget:** A final budget reflecting the awarded amount and any allocation or amount changes to grantee.
- **Additional items as determined by Minnesota Housing**

Organizations that are awarded funding must have submitted all due diligence submitted and approved and the Grant Contract Agreement fully executed, including both the potential Grantee's and Minnesota Housing's signatures, before costs can be incurred and reimbursed or grant funds can be expended. **Minnesota Housing will not reimburse costs incurred prior to the execution of the Grant Contract Agreement.** Minnesota Housing will initiate routing the Grant Contract Agreement to obtain required signatures.

Contractual Requirements

A potential Grantee awarded funding under this proposal will be required to:

- Enter into a Grant Contract Agreement with Minnesota Housing and comply with all requirements listed therein.
- Comply with [Lead Safe Homes Program Guide](#).
- Agree to clearly post on the grantee's website the names of, and contact information for, the organization's leadership and the employee or other person who directly manages and oversees the grant for the grantee per [Minn. Stat. 16B.98](#).
- Acknowledge that Minnesota Housing will complete a Grantee Performance Evaluation at the end of the grant term, which will be saved to the grantee's file. For all contracts

over \$25,000, Evaluation information will be submitted to the Office of Grants Management and made available [publicly online](#).

- Maintain financial records for a minimum of six years after the Grant Contract Agreement has ended that document the use of all grant funds. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at site visits or at other times.
- Complete and submit all interim and final program reports in a template provided by Minnesota Housing by required due dates.
- Comply with all local, state, and federal requirements.
- Comply with monitoring and financial reconciliation requirements, including site visits and submission of evaluation and reporting information.
- Have a Conflict-of-Interest policy and take necessary steps to prevent individual and organizational conflicts of interests. All suspected, disclosed or discovered conflicts of interests must be [reported to Minnesota Housing](#) in a timely manner.
- Comply with applicable contracting and bidding requirements noted in the Grant Contract Agreement.
- Comply with all affirmative action and non-discrimination requirements noted in the Grant Contract Agreement.
- Comply with [Minn. Stat. 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

NOTE: This is not an exhaustive list. All contractual requirements will be outlined in the Grant Contract Agreement, sent to selected potential grantees.

Questions

Please direct questions for this RFP to the Local Government Housing Programs Lead Safe Homes team, via the program's dedicated email address: LeadSafeHomes.mhfa@state.mn.us.

All questions and answers will be posted to Minnesota Housing's [Local Government Housing Programs website](#).

For updates about this RFP, [sign up to receive Local Government Housing Programs eNews](#).

Appendix A – Definitions

Term	Definition
Area Median Income	The most recent total median family income for a geographic area issued by the federal Department of Housing and Urban Development (HUD). Updated information can be found on Minnesota Housing's webpage under "HUD Income Limits".
Grant Contract Agreement	The agreement executed between the Minnesota Housing Finance Agency and the Grantee for the Lead Safe Homes Grant Program.
Grantee	An entity awarded funding by Minnesota Housing through the Lead Safe Homes Grant Program.
Local Unit of Government	A statutory city, home rule charter city, county, township, school district, special district, other political subdivision or other local government entity.
Minnesota Housing (or) Agency	The Minnesota Housing Finance Agency.
Multifamily	Housing containing five or more units per building.
Nonprofit Organization	A business entity organized and registered as a nonprofit corporation with the Minnesota Secretary of State.
Owner occupied	Housing where one or more units are occupied by the current owner of the building.
Program	The Lead Safe Homes Grant Program.
Program Guide	This Lead Safe Homes Grant Program Guide.
Single-Family	Housing containing one-to-four units per building.
State Median Income	Midpoint of the state of Minnesota's income distribution.
Tribally Designated Housing Entity	An entity of a Tribal Nation that meets the requirements defined by United States Code, title 25, section 4103(22) .
Tribal Nation	A federally recognized Indian Tribe in Minnesota.