



Lead Safe Homes Grant Program Request for Proposal (RFP) Application Content

This document is for reference only. To be considered for funding, apply through the application in Cvent before **Wednesday, September 30, 2026, 5 p.m. Central time.**

About the Application

Before completing the Lead Safe Homes Grant Program [RFP Application](#), please review the [RFP Instructions](#) and [Program Guide](#) for program details, including eligibility requirements, eligible uses, definitions, and related program information.

How to Apply

Complete the [Application in Cvent](#) by **Wednesday, September 30, 2026, 5 p.m. Central time**, including all required Application Checklist items below.

Application Checklist

The following items must be completed properly and submitted for an application to meet the threshold criteria and be considered for funding:

1. Application in Cvent
2. Project Budget
3. Project Timeline
4. Application Signature Page (See Upload Instructions in the RFP Instructions)
5. Pre-Award Risk Assessment Form (Neither Tribal Nations nor Tribally designated housing entities are required to complete a PARA form.)
6. Pre-Award Risk Assessment Supporting Documents

Before You Begin: Instructions, Questions and RFP Information Sessions

Before you begin and as questions arise, please refer to the [RFP Instructions](#) for more detail, including contacts for questions and information about participating in and viewing RFP information sessions.

Minnesota Housing recommends you review the [RFP Instructions](#), [Program Guide](#) and the [Application Content](#) reference document **while preparing your responses** and **write your responses outside of the Cvent application** (such as in a Microsoft Word document) before you begin. **The Cvent webpage may**

not save partially complete answers depending on the web browser used and your organization's settings.

Minnesota Housing encourages applicants to start early and ask questions before submitting your application. The final call for questions is Friday, September 4, 2026, at 5 p.m. Please refer to the RFP Instructions for instructions on submitting questions.

You will be offered an opportunity at the end of this application to upload other documents in support of your proposal. This step is optional.

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

Application Content

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An asterisk () indicates the field is required.*

Part 1 of 10: Applicant Information

1. Name of the entity applying for funds (the “Applicant”): _____
2. Type of entity applying for funds: [Dropdown: 1. Local Unit of Government 2. Nonprofit organization 3. Tribal Nation or Tribally designated housing entity]*
3. Please provide contact information below:
 - a. Application Primary Contact: _____
 - b. *(Enter the name of the person Minnesota Housing should reach out to with any questions about your application.)*
 - c. Primary Contact Title: _____
 - d. Primary Contact Phone: _____
 - e. Primary Contact Email Address: _____
 - f. Application Secondary Contact Name (optional): _____
 - g. Secondary Contact Title: _____
 - h. Secondary Contact Email: _____
 - i. Applicant Mailing Street Address: _____
 - j. Applicant Mailing City: _____
 - k. State: _____
 - l. Zip: _____

Note: By applying, you authorize Minnesota Housing to add Primary and Secondary Contacts to its email distribution lists, including eNews lists, to ensure they receive important updates.

Part 2 of 10: Grantee Capacity & Readiness

1. Program Description and Experience.
 - a. Do you currently operate a lead program? Yes/No*
 - i. If yes, describe your current program.*
 - ii. If not, describe your experience with lead assessment and remediation.*

- b. Do you serve low-income households through your program? If so, what income levels does your program serve and how do you verify income?*
- c. Please describe how the requested funds will be used to create or expand lead hazard remediation and/or lead risk assessment activities.

_____ *

2. Households Served.

- a. How many households do you typically serve each year, per service, with lead programming, based on their housing type? (Enter 0 if you do not have an existing lead program).

i. Single-family

- 1. Assessment _____
- 2. Abatement/Remediation _____

ii. Multifamily

- 1. Assessment _____
- 2. Abatement/Remediation _____

- b. How many households or additional households are you proposing to serve during the grant period with the funding requested, based on their housing type?*

i. Single-family

- 1. Assessment _____
- 2. Abatement/Remediation _____

ii. Multifamily

- 1. Assessment _____
- 2. Abatement/Remediation _____

3. Staffing and Contractor Capacity

- c. Do you currently have sufficient staff and qualified contractors to complete both your existing workload and the work proposed in this application? (yes/no response) If not, describe what additional capacity you will need and how you plan to secure it. *

- d. If you have existing partnerships or connections with contractors for this work, please list them here:

4. Readiness

D. To help assess organizational readiness, indicate which of the following are currently established within your organization (check all that apply): *

- ☐ Intake/referral process
- ☐ Qualified staff assigned to the program
- ☐ Existing contractor relationships
- ☐ Existing lead risk assessment capacity
- ☐ Policies and procedures for program administration
- ☐ Experience managing state or federal grant funds
- ☐ Qualified households identified
- ☐ Other (describe)
- ☐ NA/ do not currently have a lead program

Briefly describe any additional capacity or startup activities needed to implement the proposed project.

(Limit 2000 characters)

Part 3 of 10: Community Need

Community need is evaluated in part by Minnesota Housing using publicly available data. Minnesota Housing will be reviewing data made available by the Minnesota Department of Health. Community Need for Lead Safe Homes is determined by evaluating whether eligible applicants have high concentrations of lead poisoning in children, and the number of properties built prior to 1978 in their service area.

7. Define/Describe your geographic service area. *
8. Describe the need for lead assessments, remediation, and/or education within your service area. *

Part 4 of 10: Community and Program Impact

9. Describe how households or property owners currently access lead assessment or remediation services in your proposed service area. Are there waitlists, referral backlogs, or service gaps present?

_____ *

10. Describe any gaps or limitations in *your organization's* current lead-related programming that prevent you from fully meeting the need in your community. How will the requested funding help address these gaps?

_____ *

11. Describe how you will plan to target low-income households and/or underserved communities.

_____ *

Part 5 of 10: Timeline Workbook

Please upload the timeline template here.

Part 6 of 10 Budget Workbook

Please upload the budget template here.

Part 7 of 10: Pre-Award Risk Assessment Form

Complete and upload the applicable Pre-Award Risk Assessment (PARA) Form here. Local units of government should complete the Political Subdivisions PARA form and upload accompanying documentation (list of principals). Nonprofit organizations should complete the Nonprofit Organization PARA form and upload accompanying documentation (financial documents, evidence of good standing with the Minnesota Secretary of State, and list of principals). **You must complete the Pre-Award Risk Assessment to be considered for funding**, unless you are a Tribal Nation or Tribally designated housing entity.

Part 8 of 10: Pre-Award Risk Assessment Supporting Documents

- **For Political Subdivisions:** A full list of Principals for whom you are certifying no convictions of a felony financial crime within the last 10 years.
- **For Nonprofit Organizations:** A full list of Principals for whom you are certifying no convictions of a felony financial crime within the last 10 years, financial documents and evidence of good standing with the Minnesota Secretary of State.

Part 9 of 10: Application Signature Page

Complete and upload the **required** Application Signature Page in Cvent.

Part 10 of 10: Optional Uploads

You may upload additional documents to support your proposal such as program brochures or other lead program information. You may also use this space to upload any additional PARA documents.

Remember: Use the Cvent Application Tool

Do not submit this Application Content reference document. Instead, use the Cvent application tool to apply. Required application materials are summarized in the Application Checklist below.

Application Checklist

The following items must be completed properly and submitted for an application to meet the threshold criteria and be considered for funding:

- ☐ [Application in Cvent](#)
 - ☐ [Project Timeline and Milestones](#)
 - ☐ [Project Budget](#)
 - ☐ [Application Signature Page](#) (see Upload Instructions in the RFP Instructions)
 - ☐ Pre-Award Risk Assessment Form (see Upload Instructions in the RFP Instructions) (not required for Tribal governments)
 - [Nonprofit Organizations](#)
 - [Political Subdivisions](#)
 - ☐ Pre-Award Risk Assessment Supporting Documents (see Upload Instructions in the RFP Instructions)
 - Financial Documents related to the applicant organization and detailed on the Risk Assessment Form (Nonprofits Only)
 - [Internal Controls Certification—Nonprofits Organizations](#), if applicable
 - Evidence of good standing with the Minnesota Secretary of State (Nonprofits Only)
 - Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified (All applicants)
- Other supporting documentation (optional)