

# Request for Application

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**City of Minneapolis  
Health Department**

**Safe Routes to Healthy Food  
Request for Application (RFA)**

July 6, 2020

**Proposals Due by: 4:00 p.m. Monday, July 20, 2020**

July 6, 2020

To prospective applicants,

Attached is a Request for Applications (RFA) for community-based projects that align with the concept(s) of Safe Routes to Healthy Food (SRTHF). Through this application process, the Minneapolis Health Department will select individuals or organizations to receive funding to implement projects that work towards: increasing access to healthy food, increasing safety for individuals or communities when accessing food, and/or projects that are at the intersection of food access and transportation safety (including walking, biking, and transit options). Projects with a focus primarily on increasing food access or increasing transportation safety, will need to explain how the work aligns with the concept(s) of SRTHF. The Minneapolis Health Department is soliciting proposals that focus on African American communities, East African communities, and/or geographic areas affected by recent civil unrest. Selected projects will be funded at \$2,000, \$5,000 OR \$8,000. The amount of funding for each project will be determined by a Community Leadership Team in partnership with City of Minneapolis staff. Please note that projects that connect SRTHF and needs identified as a result of COVID-19 and/or civil unrest will also be accepted.

Please review the RFA for details and consider submitting an application if you or your organization meet the qualifications and would like to be considered. A pre-application conference call will be held on Monday, July 13, 2020 @ 1:00 p.m. CST. Dial in at: 1-877-685-5350 and enter passcode: 6126733557. This conference call is not mandatory but will be your only chance to talk directly to staff about the RFA.

The completed application is due no later than 4:00 p.m. on Monday, July 20, 2020. Thank you for your consideration.  
Sincerely,



Gretchen Musicant  
Commissioner of Health

If you have questions about this material or need it in an alternative format, please contact the Health Department at 612-673-2301 or email [health@minneapolismn.gov](mailto:health@minneapolismn.gov). People who are deaf or hard of hearing may use a relay service to call 311 agents at 612-673-3000. TTY users may call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 - Yog xav tau kev pab, hu 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

**Proposal Overview:**

The Minneapolis Health Department (MHD) is releasing a request for applications (RFA) to select proposals from individuals or community organizations to implement projects that align with the concept(s) of Safe Routes to Healthy Food (SRTHF). The goal of this work is to engage with individuals and communities to strengthen policies and practices that make it safer and more convenient to walk, bike, and use transit to healthy foods. Through this application process, the Health Department will select individuals or organizations to receive funding to implement projects that work towards: increasing access to healthy food, increasing safety for individuals or communities when accessing food, and/or projects that are at the intersection of food access and transportation safety (including walking, biking, and transit options). Projects with a focus primarily on increasing food access or increasing transportation safety, will need to explain how the work aligns with the concept(s) of SRTHF. Projects selected will build on the City of Minneapolis’ commitment to provide safe, equitable access to healthy foods for all residents. Because the COVID-19 pandemic has increased food insecurity, proposals that make the connection between SRTHF and heightened community need will also be accepted.

The Minneapolis Health Department is soliciting projects that specifically focus on

- African American communities,
- East African communities,
- Geographic areas affected by civil unrest.

Selected projects will be funded at \$2,000, \$5,000 OR \$8,000. The amount of funding for each project will be determined by a Community Leadership Team in partnership with City of Minneapolis staff. Project activities will take place between August 1, 2020 and June 30, 2021.

**Key Dates:**

RFA Released	July 6, 2020 (Monday)
Pre-Proposal Conference	July 13, 2020 at 1:00 p.m. (Monday)
Questions from Pre-Proposal Conference due to <a href="mailto:health@minneapolismn.gov">health@minneapolismn.gov</a>	July 15, 2020 at 12:00 p.m. (Wednesday)
Questions and answers posted to the Health Department Website <a href="http://www.minneapolismn.gov/health/GrantsRFPs/index.htm">http://www.minneapolismn.gov/health/GrantsRFPs/index.htm</a> And also to the eSupplier Portal Website <a href="http://minneapolismn.gov/finance/procurement/eSupplier">http://minneapolismn.gov/finance/procurement/eSupplier</a>	July 17, 2020 at 12:00 p.m. (Friday)
RFA Applications due	July 20, 2020 at 4:00 p.m. (Monday)
Award recipients announced on or before	July 24, 2020 at 4:00 p.m. (Friday)

**PRE-APPLICATION CONFERENCE CALL:** A pre-application conference call will be held at 1:00 p.m. on Monday, July 13, 2020. Dial in at: 1-877-685-5350 and enter passcode: 6126733557. While participation is not required, it is encouraged that all organizations considering responding to this RFA participate as it will be the only opportunity to ask questions directly of staff.

Following the conference call, a summary of questions and answers from the call, along with any other questions received in writing by 12:00 p.m. on Wednesday, July 15th, will be posted by Friday, July 17th at 12:00 p.m. on the Health Department's website: <http://www.minneapolismn.gov/health/GrantsRFPs/index.htm>.

Questions about this request for proposals (RFA) can be submitted via e-mail to [health@minneapolismn.gov](mailto:health@minneapolismn.gov)

**City of Minneapolis Health Department**  
**Safe Routes to Healthy Food**  
**Request for Applications (RFA) 2020**

**Program Details**

**Background:**

Ensuring that all individuals and families are able to access healthy foods is an essential component of preventing chronic disease. Household food insecurity – the state of not having reliable access to enough affordable, nutritious, culturally appropriate food – is associated with poorer health and increased medical costs in both children and adults.<sup>1</sup> The current COVID pandemic has heightened food insecurity in low-wealth communities.

Increasing access to healthy food can be achieved not only by bringing healthy foods closer to people, but also by making walking, biking, and transit a safer and more viable option to link people to where they get or shop for food. The work of overcoming the transportation challenges to getting healthy food is called Safe Routes to Healthy Food (SRTHF). SRTHF aims to strengthen policies and practices that make it safer and more convenient to walk, bike, and use transit to healthy foods (from Safe Routes Partnership [https://www.saferoutespartnership.org/sites/default/files/resource\\_files/safe\\_routes\\_to\\_healthy\\_food.pdf](https://www.saferoutespartnership.org/sites/default/files/resource_files/safe_routes_to_healthy_food.pdf)).

The City of Minneapolis has led several initiatives to increase availability of healthy foods. One example is the City's Staple Food Ordinance. This [ordinance](#) requires licensed grocery stores (including corner stores, gas stations, dollar stores, and pharmacies) to sell a certain amount of basic food items including fruits and vegetables, whole grains, eggs, and low-fat dairy. Two other examples of City initiatives to increase availability of and access to healthy foods are working with food shelves on organizational policy and practice changes to increase the availability of healthy options and working with farmers markets to accept SNAP/EBT.

In addition to initiatives to increase the availability of healthy foods for Minneapolis residents and people who come to the city, Minneapolis is a signatory on the [Milan Food Policy Pact](#). The Milan Food Policy Pact provides cities with a voluntary framework for action; its purpose is to provide strategic options to cities aiming to achieve more sustainable food systems. The framework includes [six areas](#): (1) [governance](#), (2) [sustainable diets and nutrition](#), (3) [social and economic equity](#), (4) [food production](#), (5) [food supply and distribution](#), and (6) [food waste](#). The City of Minneapolis is in the process of using the Milan Food Policy Pact framework to develop a [Minneapolis Food Action Plan \(MFAP\)](#); MFAP will serve as a roadmap toward a more equitable, climate resilient, just and sustainable local food system and local food economy.

Having stores that provide healthy food options does not mean people will be able to use them. Individuals and communities also need to be able to get to stores (and other locations where food is available) easily and safely. Recognizing the need for change, the City of Minneapolis has several initiatives to increase transportation (including pedestrian and bike) safety. Examples of these initiatives include the [Transportation Action Plan](#) (a 10-year action plan to guide future planning, design, and implementation of transportation projects for all people

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<sup>1</sup> Minnesota Department of Health. "Food Access: ACCESS TO HEALTHY AND AFFORDABLE FOOD." May 2019. Available Online: <https://www.health.state.mn.us/docs/communities/titlev/foodaccess.pdf>.

however they choose to move around), [Vision Zero](#) (a movement to eliminate deaths and severe injuries on City streets), and development of an all ages and all abilities network.

SRTHF encompasses work that bridges initiatives to increase availability of healthy foods and the safety of individuals and communities as they access those foods. SRTHF projects could include improving routes to healthy food and/or improving foods on existing routes.

### **Purpose of SRTHF RFA**

The purpose of this RFA is to solicit proposals from individuals or community organizations to implement a project that aligns with the concept of SRTHF. Project activities will support strategies to: increase access to healthy food, increase safety for individuals or communities when accessing food, and/or projects that are at the intersection of food access and transportation safety (including walking, biking, and transit options). Recognizing the impact of the COVID-19 pandemic on Minneapolis communities, and resulting impacts on food access and transportation safety, projects that include activities to respond to the pandemic will be accepted, provided they include a focus on food access and transportation safety. Projects with a focus primarily on increasing food access or increasing transportation safety, will need to explain how the work aligns with the concept(s) of SRTHF. Projects could focus on engagement to identify barriers to transportation safety when accessing healthy foods and/or focus on implementation (such as projects that will make it easier/safer to access healthy foods).

The goal of this work is to engage with individuals and communities to strengthen policies and practices that make it safer and more convenient to walk, bike, and use transit to healthy foods. Projects selected will build on the City of Minneapolis' commitment to safe, equitable access to healthy foods for all residents.

The Minneapolis Health Department is soliciting projects that specifically focus on:

- African American communities;
- East African communities;
- Geographic areas affected by civil unrest.

### **Funding Requirements**

Selected SRTHF projects will be a part of a modified participatory funding pilot project led by the Minneapolis Health Department and representatives from community-based organizations. All selected projects will receive funding at \$2,000, \$5,000 OR \$8,000. The final funding amount will be determined by a community leadership team made up of community-based organizations and representatives from various departments within the City of Minneapolis.

Selected organizations will receive funding to complete the following activities:

1. Implement a community-based SRTHF project (August 2020 – June 2021).
  - Project descriptions should explain how the proposed project links to [the Minneapolis Transportation Action Plan](#) and [Minneapolis Food Action Plan](#).
  - Projects may build on current work around healthy eating (such as projects illustrated in the [Minnesota Food Charter](#), Accessibility section), safe transportation (such as projects and

initiatives describe in [Minneapolis Vision Zero](#) Plan), and activities to improve food access and transportation safety in response to the COVID-19 pandemic.

- Projects may be submitted by individuals or organizations.
- 2. Participate in regular check-ins/ongoing technical assistance with the Minneapolis Health Department (structure to be determined by Minneapolis Health Department and partner organization).
- 3. Attend a convening to share project outcomes and lessons learned with Minneapolis Health Department, community leadership team, and other funded partners (June 2021).

Examples of possible projects include, but are not limited, to:

<p>Topic: Healthy Eating (Projects that increase food access/food justice)</p>	<ul style="list-style-type: none"> <li>• Working with a local food shelf to ensure they have ample healthy food to offer during the COVID outbreak.</li> <li>• Work with a corner store owner to identify ways to improve bike/pedestrian access (such as putting in bike parking or improving pedestrian lighting).</li> <li>• Work with a corner store or food shelf to implement activities to keep customers and staff safe to prevent COVID-19 transmission.</li> <li>• Work with a school/community garden in an area of limited food access that can be accessed via transit.</li> </ul>
<p>Topic: Safe Transportation</p>	<ul style="list-style-type: none"> <li>• Attend an instructor training for safe cycling or walking and provide plan to implement classes within the community.</li> <li>• Installation of temporary signage or treatments for improving pedestrian safety along a walking/biking/transit route to a food retailer.</li> <li>• Promotion of COVID-19 safety messages (on metro transit/in parks, etc.)</li> </ul>
<p>Topic: Healthy eating AND Safe transportation</p>	<ul style="list-style-type: none"> <li>• Community engagement to identify transportation safety issues in accessing food outlets.</li> <li>• Working with community members to map safe walking, biking or transit routes to supermarkets, farmers market, and/or food shelves.</li> <li>• Implementation of strategies to increase safety and food access following physical distancing and other safety guidelines in response to the COVID-19 pandemic.</li> <li>• Leading a group to walk, bike or take transit to a local food outlet with the purpose of identifying transportation barriers.</li> </ul>

**Budget**

The Minneapolis Health Department will select individuals or organizations to support projects at \$2,000, \$5,000 OR \$8,000 each to implement a project that supports increasing food access, safe transportation, or a combination of both.

Funding will be provided in two installments:

4. Installment 1: Upon approval of project workplan (no later than September 15, 2020).
5. Installment 2: Upon initiation of project activities (no later than January 31, 2021).

Project activities should occur between August 1, 2020 and June 30, 2021.

Funds may be used for: expenses associated with conducting approved activities including: staffing and fringe, transportation, materials, printing, food for meetings/events (per the [City of Minneapolis Healthy Food policy](#)), youth/community member stipends, and other items that serve to further the goal of project.

### **Eligibility**

Eligible applicants include individuals, non-profit and for-profit organizations, faith-based organizations, business associations, and other agencies that serve the City of Minneapolis residents, including but not limited to health care organizations, neighborhood organizations, youth groups, faith based organizations, schools and/or school programs, and other organizations serving African American communities, East African communities and/or geographic areas affected by civil unrest.

Individuals/organizations must be able to adhere to the program requirements and meet City of Minneapolis' contract requirements. These requirements also include meeting the [City's insurance requirements](#), such as Worker's Compensation insurance, Commercial General Liability insurance, and auto insurance (if applicable).

Preference will be given to projects that:

- Address health inequities;
- Prioritize low-income communities and communities of color, where residents are less likely to have a grocery store close to home, and less likely to own a vehicle;
- Address community awareness around food access or transportation safety;
- Leverage work on similar initiatives (such as Safe Routes to Schools, projects to improve food access, and projects to improve transportation safety);
- Are submitted by BIPOC owned/led entities or individuals who identify as BIPOC;
- Are submitted by individuals or organizations located in geographic areas affected by recent civil unrest;
- Enhance or build strong relationships with community members they plan to reach with their proposed activities;
- Demonstrate capacity to fulfill proposed activities.




### **Application Instructions**

The application MUST detail the names of all persons applying; the applicant's location and contact information; and answers to application questions. Questions about this RFA can be submitted to [health@minneapolismn.gov](mailto:health@minneapolismn.gov) until Wednesday, July 15, 2020 at 12:00 p.m.

**All proposals must be submitted electronically through the eSupplier Portal.** Completed Safe Routes to Healthy Food applications, including answers to application questions and proposed budget/preferred funding amount, are due no later than Monday, July 20, 2020 at 4:00 p.m. via the City's [eSupplier portal](#).



**Instructions for accessing and registering in the eSupplier Portal:**

<p>1. To access the eSupplier Portal, visit <a href="http://minneapolismn.gov/finance/procurement/eSupplier">http://minneapolismn.gov/finance/procurement/eSupplier</a> and click or tap on the “Use The Portal” link:</p>	 <p>USE THE PORTAL Go to the portal to track your payments, view events and do updates</p>
<p>2. If you are not already a city supplier, you will need to first register as a bidder. You can do this by following the “Use the Portal” link described above and then clicking on the “Bidder Registration” tile to register:</p>	 <p>Bidder Registration View Registration Options.</p>
<p>3. If you are already a City Supplier, you should have received an email containing your eSupplier User ID and Password. If you do not remember your password, click on the “Forgot Password” tile to enter your User ID and a new password will be emailed to you.</p>	
<p>4. If you need help with registering to use the eSupplier portal, you can find written and video instructions at <a href="http://minneapolismn.gov/finance/procurement/eSupplier">http://minneapolismn.gov/finance/procurement/eSupplier</a> by clicking or tapping on the “Portal Instructions Written or Video Link”:</p>	 <p>PORTAL INSTRUCTIONS WRITTEN OR VIDEO Learn about registering, participation requirements, and using your information</p>
<p><i>If you need further assistance with eSupplier;</i></p> <ul style="list-style-type: none"> <li>• EMAIL (subject line: eSupplier help) - <a href="mailto:eProcurement@minneapolismn.gov">eProcurement@minneapolismn.gov</a></li> <li>• PHONE: 612-673-2311</li> </ul>	

**Paper, mailed and emailed applications will not be accepted; please do not email, mail or drop them off to the City of Minneapolis Health Department. They will not be accepted. Proposals received after the deadline may not be considered.**

## Application Questions

Individual or Organization Information	
Name of Individual or Organization:	
Address:	
Phone:	
Website (if applicable):	
Primary Contact Name:	
Title (if applicable):	
Phone:	
Email Address:	

### Questions to answer and value of each question; total point value is 100.

Does your proposed project focus on (please select one):

- Healthy Eating/Food Access
- Safe Transportation
- Healthy eating AND transportation safety

Please select which topic(s) from the [Minneapolis Transportation Action Plan](#) with which your project most closely aligns (select all that apply):

- [Walking](#)
- [Bicycling](#)
- [Transit](#)
- [Technology](#)
- [Freight](#)
- [Street Operations](#)
- [Design](#)

Please select which topic areas from the [Minneapolis Food Action Plan](#) (in development) with which your project most closely aligns (select all that apply)

- [Food Justice and Equity](#)
- Diets and Community Demand
- Agricultural Food Production
- Retail, Wholesale, Processing & Distribution
- Food Waste Generation & Management
- Governance, Finance, & Implementation

The following questions should be answered in sentence form:

<p><b>1. Please describe your proposed project (40 points):</b> Include:</p> <ul style="list-style-type: none"><li>• Project activities;</li><li>• Who or what community is the intended audience for your project;</li><li>• If/how you are planning to do outreach with this audience;</li><li>• How the project activities address food access and transportation safety;</li><li>• Whether this is a new project or will build on current or past initiatives;</li><li>• How the project will prioritize low-income communities and communities of color;</li><li>• How you plan to share back the project results/outcomes with your intended audience;</li><li>• The staff/individuals who will be responsible for carrying out the project and their roles.</li></ul>
<p><b>2. What are your proposed outcomes, results, and goals of your project? (20 points):</b></p>
<p><b>3. What experience do you/your organization have working in Minneapolis and with your targeted community? (10 points):</b></p>

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**4. What is the proposed timeline for your project? (10 points):**

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**5. What is your preferred funding amount? Select one.**

- \$2,000
- \$5,000
- \$8,000

**6. Please describe how the funds would be used at the following amounts (15 points)**  
**(note, you may include the most detail under your preferred funding amount; however, as the final project award amount will be decided in a Community Leadership Team and City of Minneapolis staff, we are requesting information about how you would modify your project if it were funded at a lower or higher amount than the preferred amount indicated in question 5):**

**\$2,000:**

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**\$5,000:**

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**\$8,000:**

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