

# COUNTY OF STEARNS

## DEPARTMENT OF HUMAN SERVICES

PO Box 1107 • St. Cloud, MN 56302

320/656-6000 • TDD: 320/656-6204 • 1-800-450-3663

[www.co.stearns.mn.us](http://www.co.stearns.mn.us)

September 4, 2014

Re: Identification of Providers for Statewide Health Improvement Program (SHIP): "Mini-Grants"

Stearns County Human Services is seeking providers to provide various goods and services related to meeting goals of the Statewide Health Improvement Program (SHIP) in Stearns County, as defined by the Minnesota Department of Health in its SHIP guidelines. Collaboration on policy changes, infrastructure planning and sustainability are important components of SHIP because they make healthy choices more workable for our communities.

### QUALIFICATIONS OF PROVIDERS:

- Familiarity with SHIP guidelines and reporting requirements, including Minnesota Department of Health (MDH) requirements;
- Willingness and ability to meet Stearns County Human Services contracting requirements;
- Capacity and ability to deliver goods and services as required for each priority described herein and in SHIP Strategy Implementation Guides;  
<http://www.health.state.mn.us/healthreform/ship/Implementation.html>
- Funds will be provided only to organizations and not to individuals;
- Provider must serve Stearns County residents.

### SCOPE OF SERVICES:

The Provider of this service will be expected to deliver services as described for each "mini-grant" priority. Applications must be submitted for an amount not less than \$5,000.00. Funds are provided only for reimbursable items allowable by MDH for the SHIP grant (see "Strategy Implementation Guides <http://www.health.state.mn.us/healthreform/ship/Implementation.html> - Financial Guides as a reference.) Funds are provided on a reimbursement basis.

Applications may be submitted for the following priorities:

- Healthy School Food – The implementation of policies in schools that reduce access to foods that are high in salt, sugar and saturated fat and/or the implementation of policies in schools that increase access to healthy foods that are low or have no salt, sugar or saturated fat. Evidence-based strategies to reach these goals include Farm to Fork, nutrition literacy components, establishing and implementing standards for foods sold on school ground, etc.
- Active School Day – The implementation of Safe Routes to School and Active School Day strategies:

- Safe Routes to School: In the areas that are safe, the planning and implementation process will identify how to get students walking and biking to school. Where the areas are not safe, the planning and implementation process will focus on making the area safe in order to allow the students to walk and bike to school. Each school district will implement the Safe Routes to School practices and policies that will include the “5 E’s”: Evaluation, Engineering, Enforcement, Education and Encouragement. The assessment process will identify at which level each district will be ready to implement the 5 E’s. The ultimate goal is to provide safe and convenient methods for the children to walk and bike to school.
- Active School Day policies – these provide safe and convenient opportunities for students to be physically active throughout the school day while at the same time enhancing academic performance.
- Healthy Food in the Community – Healthy Food is defined as increasing consumption of fruits and vegetables while reducing consumption of saturated fats, sodium and added sugar. The implementation of policies that offer healthy food options in the community could include such things as
  - Farmers Markets including mobile markets
  - Vending
  - Concessions including mobile food trucks
  - Emergency Food Programs
  - Senior Dining Programs
  - Community Supported Agriculture
  - Community Gardens
  - Restaurant menus
- Active Living – The implementation of policies or adoption of plans that encourage active living within the community and integrating physical activity into daily routines. Examples could be
  - Safe and convenient pedestrian street crossing features
  - Motorist traffic calming and speed reduction measures
  - Street landscaping and pedestrian-level street lighting
  - Bike parking and storage facilities
  - Land use development patterns to locate homes, worksites, schools, stores and other community services and amenities within reasonable walking distances and easy access to transit
  - Signage for pedestrians and bicyclists
  - Land use and transportation systems planning
  - Walkable and bikeable community workshops
  - “Complete Streets”
  - Safe Routes to Schools
- Smoke-Free Housing – The implementation of smoke-free housing policies in rental units within Stearns County.
- Child Care – The implementation of policies by child care providers in Stearns County to help children in their care increase intake of fruits and vegetables, decrease the intake of sodium, added sugar and saturated fat, increase lifelong physical activity skills, and increase walking, bicycling, and recreational physical activity.
- Worksite Wellness – The development of plans for policy change by worksites to address healthy eating and active living, decrease tobacco use, and increase support for breastfeeding.

**PROCESS:**

This letter is intended to identify to Stearns County Human Services interested and potential providers who are deemed competent and appropriate to provide services within a prescribed period of time. A response to this letter, with application addressing the selection criteria, will serve only as an expression of interest and does not obligate Stearns County Human Services to contract with the respondent. It is

anticipated that an expression of interest may be followed by further communication to develop information and particulars.

Applications will be considered monthly, generally during the first week of each month. Applications should be received by the 15<sup>th</sup> of each month between September 4, 2014 and February 15, 2015 to be considered in the following month. Applications will be considered on a "first come first serve" basis so long as funds are available.

#### **SELECTION CRITERIA:**

If appropriate, vendor(s) will be selected based upon standard criteria. Criteria will include an evaluation of a potential provider's: 1) ability to meet the needs of the county and grant guidelines in the delivery of services; 2) quality assurance methods; 3) experience rendering similar services; 4) ability to meet contract and agreement conditions; 5) proposed price; and (6) past history of success with similar projects.

#### **HOW TO APPLY:**

To respond to this Request for Interest, respondents should complete the attached Mini-Grant Application and Project Description related to the relevant priority.

If applying for more than one strategy, use a separate application for each. Use additional sheets as needed.

Application forms should be sent to Barb Corson, Stearns County Human Services (address below).

#### **DUE DATE:**

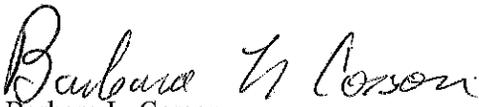
**Responses must be received (not postmarked) between the dates of September 4, 2014 and February 15, 2015. They must be mailed to the address below or be hand delivered. They may not be faxed or emailed.**

#### **CONTACT INFORMATION:**

Address all responses and correspondence regarding this letter to:

Barb Corson  
Contracts Coordinator  
Stearns County Human Services  
Administrative Services Division  
705 Courthouse Square  
PO Box 1107  
St Cloud MN 56303  
(320) 656-6020

Sincerely,

  
Barbara L. Corson  
Contracts Coordinator  
Administrative Services

**APPLICATION FOR SHIP MINI-GRANT**

Organization Name:

Mailing Address:

Telephone Number:

Primary Contact:

Email Address for Primary Contact:

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Strategy you are applying for (check one)

- Healthy School Food
- Active School Day
- Healthy Food in the Community
- Active Living
- Smoke-Free Housing
- Child Care
- Worksite Wellness

What change will your project make to policy, system or environment, as defined by SHIP? (Note, this is a required component for all projects.)

Describe your project:

List project goals and objectives:

Describe your target population:

Are there additional groups that will benefit from the project, e.g., parents, staff, general public? If yes, describe:

Provide your work plan and timeline:

Will you be making changes to a written policy to sustain changes? Please explain:

Describe how the project will be sustained when grant funding is no longer available:

How will you assure quality assurance for your project?

What are your past experiences and successes in rendering similar services?

**PROJECT BUDGET**

Organization Name:

<b>Budget Categories - Expense</b> (please check SHIP guidelines for acceptable use of funds)	<b>Dollar Amount</b>
Supplies (provide detail)	
Startup costs (provide detail)	
Staffing costs (provide staff qualifications, breakdown of salary, benefits, overhead, etc)	
Promotional materials (describe)	
Other (describe)	
<b>Total</b>	

List other sources of revenue or matching funds for this project:

The information in this application is true and I am authorized to submit this application on behalf of my organization. If awarded funding, I agree to

- Use funds appropriately to implement plan by the end of the contract period
- Participate in pre and post evaluation of the project
- Submit an electronic report on the results of the program implementation by the contract end date or on the date requested.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name and position