



Board of Commissioners

Agenda

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

June 27, 2023 - 9 a.m.

Council Chambers - Courthouse Room 300

ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

1. **Agenda of June 27, 2023 is Presented for Approval** [2023-158](#)

Sponsors: County Manager's Office

Approve the agenda of June 27, 2023.

2. **Minutes from June 20, 2023 are Presented for Approval** [2023-159](#)

Sponsors: County Manager's Office

Approve the June 20, 2023 Minutes.

ADMINISTRATIVE ITEMS

3. **Single Source Agreement with 4Mativ Technologies. Inc. for Foster Care Transportation Services** [2023-233](#)

Sponsors: Social Services

1. Approve the selection of and single source agreement with 4MATIV Technologies, Inc., 959 Dayton Avenue, Saint Paul, MN 55104, for the management and administration of foster care transportation services for the period July 1, 2023 through June 30, 2026, with an option for a one two-year renewal period for the period July 1, 2026 through June 30, 2028, in the not-to-exceed amount of \$600,000.
2. Authorize the Chair and the Chief Clerk to execute the agreement.

4. **Grant Agreement with Minnesota Department of Human Services for Mental Health Urgent Care for Youth in Crisis Pilot Project** [2023-230](#)

Sponsors: Social Services

1. Accept a grant award and approve a grant agreement with Minnesota Department of Human Services for a pilot project to expand the Mental Health Urgent Care Facility to provide mental health services for youth in crisis during the period of June 27, 2023, through June 30, 2024.
2. Authorize the Chair and Chief Clerk to execute the grant agreement.

5. **Amendment to the Agreement with the Minnesota Department of Human** [2023-260](#)
-

Services for the Expansion and Enhancement of a Continuum of Care for Opioid-related Substance Use Disorders

Sponsors: Public Health

1. Approve an amendment to the agreement with the Minnesota Department of Human Services for the expansion and enhancement of a continuum of care for opioid-related substance use disorders for the period upon execution through June 30, 2024 in the amount, as amended, of \$774,712.
2. Authorize the Chair and Chief Clerk to execute the amendment.

6. Amendment to the Agreement with Minnesota Housing Finance Agency for Family Homelessness Prevention and Assistance Program [2023-250](#)

Sponsors: Housing Stability

1. Approve an amendment to the agreement with Minnesota Housing Finance Agency for Family Homelessness Prevention and Assistance Program for the period of October 1, 2021, through September 30, 2023 in the amount of \$1,504,263, in accordance with the rates established in the agreement.
2. Authorize the Chair and Chief Clerk to execute the grant agreement.
3. Authorize the County Manager to enter into agreements and execute amendments to agreements in accordance with the county's procurement policies and procedures provided the amounts are within the limits of the grant funding.

7. Project Budget and Financing Plan for 360 Wabasha Street North Building Technology and Furniture [2023-238](#)

Sponsors: Property Management

1. Accept and approve the project budget and financing plan for the 360 Wabasha Street North building technology and furniture in an amount up to \$3.6 million.
2. Authorize the County Manager to allocate up to \$3.6 million from the Property Management fund balance to the 360 Wabasha Street North project.
3. Authorize the County Manager to allocate up to \$3.6 million from the proceeds of the sale of the Ramsey County Care Center to the Property Management fund balance.

8. Amendment to the Agreement with Deloitte Consulting LLP for Employee and Retiree Benefits Consulting Services [2023-251](#)

Sponsors: Human Resources

1. Approve an amendment to the agreement with Deloitte Consulting LLP, 4022 Sells Drive, Hermitage, TN 37076, for employee and retiree benefits consulting services for an additional two years through October 11, 2026 at a cost not to exceed an additional \$650,000.
2. Authorize the Chair and Chief Clerk to execute the agreement.
3. Authorize the County Manager to execute amendments to the agreement in accordance with the county's procurement policies and procedures provided the amounts are within limits of available funding.

9. Hold a Closed Meeting: Strategy for Labor Negotiations [2023-246](#)

Sponsors: Human Resources

Hold a closed meeting of the Ramsey County Board of Commissioners on Tuesday, June 27, 2023 under Minnesota Statutes Section 13D.03 to consider strategy for labor negotiations - pursuant to Minnesota Statutes Section 13D.021, the meeting will take place in-person at 1 p.m.

COUNTY CONNECTIONS

OUTSIDE BOARD AND COMMITTEE REPORTS

BOARD CHAIR UPDATE

ADJOURNMENT

Following County Board Meeting:

10 a.m. (est.) Board Workshop: Safety and Justice Committee of the Whole: Non Public Safety Stops
- Council Chambers, Courthouse Room 300

1 p.m.: Closed meeting - ****CLOSED TO PUBLIC****

Re: Labor Negotiation Strategies – Courthouse Room 220, Large Conference Room

Advance Notice:

July 4 , 2023 No County board meeting – Holiday

July 11, 2023 County board meeting – Council Chambers

July 18, 2023 County board meeting – Council Chambers

July 25, 2023 No county board meeting – NACo Annual Conference



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2023-158

Meeting Date: 6/27/2023

Sponsor: County Manager's Office

Title

Agenda of June 27, 2023 is Presented for Approval

Recommendation

Approve the agenda of June 27, 2023.



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2023-159

Meeting Date: 6/27/2023

Sponsor: County Manager's Office

Title

Minutes from June 20, 2023 are Presented for Approval

Recommendation

Approve the June 20, 2023 Minutes.

Attachments

1. June 20, 2023 Minutes



Board of Commissioners

Minutes

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

June 20, 2023 - 9 a.m.

Council Chambers - Courthouse Room 300

The Ramsey County Board of Commissioners met in regular session at 9:02 a.m. with the following members present: Frethem, McGuire, Moran, Ortega, Reinhardt, Xiong and Chair MatasCastillo. Also present were Ryan O'Connor, County Manager, and Jada Lewis, Civil Division Director, Ramsey County Attorney's Office.

ROLL CALL

Present: Frethem, MatasCastillo, McGuire, Moran, Ortega, Reinhardt, and Xiong

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

Read by Commissioner Frethem

1. Agenda of June 20, 2023 is Presented for Approval [2023-156](#)

Sponsors: County Manager's Office

Approve the agenda of June 20, 2023.

Motion by Xiong, seconded by McGuire. Motion passed.

Aye: Frethem, MatasCastillo, McGuire, Moran, Ortega, Reinhardt, and Xiong

2. Minutes from June 13, 2023 are Presented for Approval [2023-157](#)

Sponsors: County Manager's Office

Approve the June 13, 2023 Minutes.

Motion by Xiong, seconded by McGuire. Motion passed.

Aye: Frethem, MatasCastillo, McGuire, Moran, Ortega, Reinhardt, and Xiong

ADMINISTRATIVE ITEMS

3. Local Approval of Ramsey County Library Advisory Board [2023-242](#)

Sponsors: County Manager's Office

1. Officially approve Session Law Chapter 62 (HF1830) that creates RAMSEY COUNTY LIBRARY ADVISORY BOARD.

Subdivision 1. Appointment. The Ramsey County Board of Commissioners shall direct, operate, and manage the suburban Ramsey County Library Advisory Board. All members must reside in the suburban county library service area. The Ramsey County Library Advisory Board shall replace the existing Ramsey County Library Board upon the effective date of this section.

Subdivision 2. Powers and duties. The Ramsey County Library Advisory Board shall provide advice and make recommendations on matters pertaining to county library services. The Ramsey County Library Advisory Board shall provide recommendations regarding integrated county service delivery that impacts or is enhanced by library services. The county board may delegate additional powers and duties to the Ramsey County Library Advisory Board.

EFFECTIVE DATE. This section is effective the day after the governing body of Ramsey County and its chief clerical officer comply with Minnesota Statutes, section 645.021, subdivisions 2 and 3.

2. Direct the Chief Clerk to file a Certificate of Approval of Special Law with the Minnesota Office of the Secretary of State.

Racial Equity Impact verbiage was added to the Request for Board Action.

Motion by Frethem, seconded by Reinhardt. Motion passed.

Aye: Frethem, MatasCastillo, McGuire, Moran, Ortega, Reinhardt, and Xiong

Resolution: B2023-092

ORDINANCE PROCEDURES

4. Adopt the Proposed Ramsey County Commissioner's Salary Ordinance for 2024 [2023-207](#)

Sponsors: Human Resources

Adopt the Proposed Ramsey County Commissioner's Salary Ordinance for 2024.

Motion by Reinhardt, seconded by Ortega. Motion passed.

Aye: Frethem, MatasCastillo, McGuire, Moran, Ortega, Reinhardt, and Xiong

Resolution: B2023-093

PRESENTATION

5. Presentation: The Ramsey County Parks & Recreation 2022-2023 State of the Parks Report [2023-243](#)

Sponsors: Parks & Recreation

None. For information and discussion only.

Discussion can be found on archived video.

COUNTY CONNECTIONS

Presented by County Manager, Ryan O'Connor. Discussion can be found on archived video.

OUTSIDE BOARD AND COMMITTEE REPORTS

Discussion can be found on archived video.

BOARD CHAIR UPDATE

Presented by Chair MatasCastillo. Discussion can be found on archived video.

ADJOURNMENT

Chair MatasCastillo declared the meeting adjourned at 10:26 a.m.

Board of Commissioners

Request for Board Action

Item Number: 2023-233

Meeting Date: 6/27/2023

Sponsor: Social Services

Title

Single Source Agreement with 4Mativ Technologies. Inc. for Foster Care Transportation Services

Recommendation

1. Approve the selection of and single source agreement with 4MATIV Technologies, Inc., 959 Dayton Avenue, Saint Paul, MN 55104, for the management and administration of foster care transportation services for the period July 1, 2023 through June 30, 2026, with an option for a one two-year renewal period for the period July 1, 2026 through June 30, 2028, in the not-to-exceed amount of \$600,000.
2. Authorize the Chair and the Chief Clerk to execute the agreement.

Background and Rationale

Ramsey County is currently contracting with 4MATIV Technologies, Inc. (Contractor), for the period January 1, 2021 through June 30, 2023 to provide analysis and management of transportation services for foster care youth in suburban Ramsey County. As a result of an analysis provided through the current contract, potential cost savings and scheduling efficiencies were identified that could be replicated across the entire county for both suburban and Saint Paul Public Schools District (SPPS) students in need of foster care transportation services.

The contract with 4MATIV Technologies, Inc. for the period July 1, 2023 through June 30, 2028 provides that the Contractor will manage foster care transportation for both Ramsey County suburban and SPPS students. The Contractor will coordinate transportation services for foster youth and provide opportunities for these youth to participate in extra-curricular educational activities and other school sponsored events that promote academic and athletic achievement as well as community involvement. The Contractor will administer the intake and route scheduling of foster youth to and from school, afterschool, sporting and extracurricular activities. Services include flexibility for seasonal, on-demand, one-off trips, or emergency back-up transportation services.

The Contractor will utilize a suite of tools to work with internal and external stakeholders, transportation vendors, student families, caretakers, county social workers and schools to organize all necessary school-qualified, bus, van, and other transportation vendors to create an optimal transportation mix of foster care transportation services for the county. Contractor will validate and process transportation vendor changes and consolidate billings to the county.

Following county single source policy and procedures, 4MATIV Technologies, Inc. was determined to be a single source provider of this service. The Contractor has the technical capacity and knowledge necessary to administer and manage the foster care transportation services throughout the entire county. After exploring other resources, county staff determined that continuing to contract with 4MATIV will be a cost-effective option to provide management and administration of foster care transportation services for the county's suburban and SPPS students, while ensuring safety and access for individuals and families.

County Goals (Check those advanced by Action)

Well-being

Prosperity

Opportunity

Accountability

Racial Equity Impact

The Contractor will manage and administer foster care transportation services to youth that are referred for services by county social workers. According to Ramsey County data, 72% of foster care youth are African American, American Indian or members of the LGBTQ2S communities. The foster care youth tend to be unhoused and highly mobile, with some moving from place to place daily, and often in underserved neighborhoods where school transportation is lacking. The Contractor’s ability to ensure safe and consistent transportation services for these marginalized youth is particularly important in mitigating trauma and stress.

Community Participation Level and Impact

There is no community engagement for this request for board action. Services are provided to foster youth on a referral basis.

Inform

Consult

Involve

Collaborate

Empower

Fiscal Impact

Funding of \$120,000 annually is included the Social Services department’s 2023 budget and will be included future department budgets. The initial term of the agreement is for three years. The agreement can be renewed an additional two-year term. The maximum funding for the full five-year term is \$600,000.

Last Previous Action

None.

Attachments

1. Ramsey County Single Source Request Form
2. Professional Services Agreement

Definitions

Single Source: A direct purchase of professional or client services from one particular contractor even though other competitive sources may be available. Having a contractor provide additional services based on the experience and knowledge they have gained, along with their unique talents, allows the county to advance important county initiatives while saving the county time and money.

Sole Source: A situation created due to the inability to obtain competition. May result because only one contractor possesses the unique ability or capability to meet the particular requirements of the solicitation.

Department Section

Department: SSD

Requisition ID: 0000015529

Requestor: TOLULOPE.OJO-FATI

Date: May 9, 2023

Procurement Description: Transportation Services

Contractor Name: 4MATIV

Contract Term (including renewals): 7/1/2023 – 6/30/2028 (three year initial term w/ one 2 year renewal)

Anticipated Contract Value (including renewals): \$600,000

1.

Is this a single or sole source request?

Single Source

2.

Select the good or service category:

Professional Services piloting expanded foster care transportation coordination and logistics services.

3.

Will the purchase be made using grant, state and/or federal funding? No

4.

Describe in detail how this procurement meets either the single source or sole source definition:

The foster transportation services that 4MATIV (Contractor) is offering to provide the County is an extension of the previous phased assessment and pilot project provided to the County for the period 1/1/2021 - 6/30/2023. The current proposal is for services for school years 2023/2024 through 2025/2026, with an option for a two year renewal. The Contractor is proposing to manage both the St. Paul Public School (SPPS) and suburban transportation service for the foster program. This expanded coverage area will give the Contractor the ability to create route-sharing efficiencies resulting from the combined service area.

Over the past 2.5 years the Contractor has successfully partnered with the Social Services Department to identify efficiencies and streamline foster care transportation services. This successful partnership has reduced expenses for the County that far exceeded the cost of the

previous contract. A continued multi-year partnership with 4Mativ is critical to meet the ongoing transportation needs of foster students. The Contractor's coordinated management and geographic expansion of transportation services is projected by the Social Services Department to result in savings to the County that will greatly exceed the added incremental cost of \$5,000 per month compared to the current contract.

Previous work with the Contractor was broken down into three phases. Phase 1: Pre-COVID Efficiency and Capability Assessment of Suburban and Charter School Service. Phase 2: Post-COVID Efficiency and Capability Assessment of Suburban and Charter School Service. Phase 3 Management of Suburban and Charter School Service. In the current phase of the project, the Contractor piloted managing foster transportation for Ramsey's suburban, non-Saint Paul Public School (SPPS) students. This included coordinating the intake of new student assignments of routes and schedules to vendors using a new process it developed and managing communications with vendors, student families, caretakers, county social workers, and schools on a day-to-day basis. The Contractor managed daily and weekly changes, cancellation of routes and student rides, complaints, and incident/emergency response. The Contractor also managed the intake and screening of vendor bills received from bus companies and other transportation providers.

In order to fully leverage the successful partnership that has been developed with the Contractor, the Department would like to enter into a multiyear contract to identify additional efficiencies and continue streamlining the management of the transportation services for the foster transportation program prior to conducting a competitive solicitation.

5.

What other contractors and/or goods or services did you consider before you arrived at your conclusion? List all findings.

The Contractor was previously selected as single source provider for the previous contract period based on their proposed transportation coordination model patterned after similar services the Contractor provides to school districts in other areas of the country. To provide continuity of current services and further assess the feasibility of expanding the geographic range and scope of services to both the SPPS and suburban school districts, it would be beneficial for the County to pilot the expanded service model for an additional multi-year period prior to conducting a competitive solicitation. As a result of their previous foster transportation analysis, the Contractor has also identified for consideration an innovative payment option to share cost savings with the County.

6.

List previous solicitations and/or contracts for these goods or services:

FASD COVID19-0004 and FASD COVID19-0054: Contracts for transportation management including non-emergency medical transportation of COVID-symptomatic individuals.
SSD0000008202: Single Source Solicitation for School Transportation Analysis resulting in contract SSD 20-076 4MATIV. SSD 22-064 4MATIV: Small purchase contract for specialized foster care child transportation.

7.

Explain how the contractor's cost is fair and reasonable.

The Social Services Department has determined the cost of contracting with 4Mativ at \$10,000 per month is far less than the cost for Ramsey County staff to coordinate and manage the services in-house. The Department has indicated the \$5,000 per month incremental cost increase for managing the expanded foster transportation services for both suburban and SPPS school districts is reasonable given the increased level of services being provided and added cost savings to the County.]

8.

Are there any conflict of interest that you are aware of related to this proposed acquisition? No

9.

Single Source - Obtain any documentation stating the work to be performed, proposal, quote/invoice. Documentation may be attached and forwarded to the Procurement Specialist.

10.

Yes, I certify that, to the best of my knowledge, there is no conflict of interest or collusion with the recommended contractor. The above information is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a single or sole source purchase.

Name: TOLULOPE.OJO-FATI

Date: May 9, 2023

Procurement Specialist Section

1. Is there a State Master contract available to CPV members for this purchase? Yes No
2. If yes, did the Department consider using the State Master contract? Yes No N/A
3. Is this a single source or sole source purchase?

No Provide information about other available sources for the requested good or service (e.g., Master Agreement, names of contractors) and a solicitation recommendation.

Yes State justification for single source or sole source classification:

This request meets the definition of a single source because having 4MATIV provide additional services based on the experience and knowledge they have gained allows the county to advance important county initiatives while saving the county time and money.

Ramsey County has contracted with 4MATIV since 2021 to identify efficiencies and streamline foster care transportation services. They engaged in a phased assessment and pilot project and would like to extend the final phase in order to combine and extend the services they offered in the previous phases. The proposed contract would involve managing both the St. Paul Public School (SPPS) and suburban transportation services for the County's foster program. The Department is interested in piloting the final phase of the project for the 2023/2024 through 2025/2026 school year, with the option of extending for an additional two years.

Upon completion of the pilot project, the Department has expressed interest in conducting a competitive solicitation for the purpose of formalizing the pilot project into a permanent program.

The Department has determined that the cost of paying 4MATIV to coordinate and manage the transportation services is significantly less than what it would cost the County to perform the same services in house. Additionally, because 4MATIV is in the midst of their phased pilot project, continuing to work with them prior to going out to bid will save the County significant time and money because of the institutional knowledge and expertise 4MATIV has gained by conducting the pilot.

I agree with the Single Source request.

Yes I certify that, to the best of my knowledge, there is no conflict of interest or collusion with the recommended contractor. The above information is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a single or sole source purchase.

Name: Steven Kensinger
Title: Senior Procurement Specialist
Date: May 11, 2023



Professional Services Agreement

This is an Agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of Social Services, 160 East Kellogg Blvd., Saint Paul, MN 55101 ("County") and 4MATIV Technologies, Inc., 959 Dayton Ave, St. Paul, MN 55104, registered as a Corporation in the State of Minnesota ("Contractor").

1. Term

1.1.

The original term of this Agreement shall be from July 01, 2023 through June 30, 2026 and may be renewed for up to one (1) additional two year period(s).

The full term of this agreement (including renewals) is 5 year(s), 0 month(s) and 0 day(s).

1.1.1.

Contract renewals shall be made by way of a written Amendment to the original contract and signed by authorized representatives.

2. Scope of Service

The County agrees to purchase, and the Contractor agrees to furnish, services described as follows:

2.1.

The Contractor shall manage the County's foster care transportation services, as needed for children attending educational activities where there is no alternative means of transportation.

Services are set forth in Attachment A: Contracted Services which is attached and made part of this Agreement.

Contractor will ensure it has agreements in place with all service providers to ensure the legal protections provided and or required by this Agreement, specifically but not limited to those pertaining to insurance minimums and data practices, are safeguarded.

2.2.

During the term of the contract, the County reserves the right to add similar in scope goods/services, via written amendment, to accommodate accidental omissions, unanticipated needs, or new offerings.

2.3.

The Contractor shall make every reasonable effort to provide services in a universally accessible, multi-cultural and/or multi-lingual manner to persons of diverse populations.

2.4.

The Contractor agrees to furnish the County with additional programmatic and financial information it reasonably requires for effective monitoring of services. Such information shall be furnished within a reasonable period, set by the County, upon request.

3. Schedule

The Contractor shall provide services as and if requested by the County, it being understood that the County might not purchase any services under this Agreement.

4. Cost

4.1.

The County shall pay the Contractor a not to exceed amount of \$ 600,000.00 over the life of the contract according to the agreed to rates.

4.2.

The County shall pay the Contractor the following unit rates:

TBD	Monthly Total	Annual Total
07/01/2023 – 06/30/2024	\$10,000	\$120,000
07/01/2024 - 06/30/2025	\$10,000	\$120,000
07/01/2025 – 06/30/2026	\$10,000	\$120,000
07/01/2026 – 06/30/2027	TBD	TBD
07/01/2027 – 06/30/2028	TBD	TBD
Contract Not-to Exceed (NTE) Total		\$600,000

5. Contracting for Equity

5.1. Commitment to Advancing Racial Equity

The county is committed to advancing racial equity for its residents. The commitment is captured in the county's Advancing Racial Equity policy which states that "Racial equity is achieved when race can no longer be used to predict life outcomes, and outcomes for all are improved."

Consistent with the Advancing Racial Equity policy, contractors will take all reasonable measures to advance racial equity during contract performance. Contractors will recognize and acknowledge this requires deconstructing barriers and changing systems, structures, policies and procedures. Contractors will be equitable, inclusive, transparent, respectful and impactful in serving and engaging residents. Contractors will have meaningful and authentic engagement with community and employees to strengthen the administration, development and implementation of policies and procedures to advance racial equity and ensure that all residents in need have awareness of and access to contracted services.

Please review Ramsey County's [Advancing Racial Equity policy](#) to learn more about Ramsey County's commitment to racial equity.

5.2. Non-Discrimination (In accordance with Minn. Stat. § 181.59)

Contractors will comply with the provisions of Minn. Stat. § 181.59 which require:

"Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

(1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United

States or resident aliens who are qualified and available to perform the work to which the employment relates;

(2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;

(3) that a violation of this section is a misdemeanor; and

(4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract."

5.3. Equal Employment Opportunity and Civil Rights

5.3.1.

Contractors agree that no person shall, on the grounds of race, color, religion, age, sex, sexual orientation, disability, marital status, public assistance status, criminal record (subject to the exceptions contained in Minn. Stat. §§299C.67 to 299C.71 and Minn. Stat. §144.057), creed or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination, including the Civil Rights Act of 1964. Contractors will furnish all information and reports required by the county or by Executive Order No. 11246 as amended, and by the rules and regulations and orders of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

5.3.2.

Contractors shall comply with any applicable licensing requirements of the Minnesota Department of Human Services in employment of personnel.

5.3.3.

Contractors shall agree that no qualified individual with a disability as defined by the Americans with Disabilities Act, 42 U.S.C. §§12101-12213 or qualified handicapped person, as defined by United States Department of Health and Human Services regulations, Title 45 Part 84.3 (j) and (k) which implements Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, under Executive Order No. 11914 (41FR17871, April 28, 1976) shall be:

5.3.3.1.

Denied access to or opportunity to participate in or receive benefits from any service offered by contractors under the terms and provisions of this agreement; nor

5.3.3.2.

Subject to discrimination in employment under any program or activity related to the services provided by contractors.

5.3.3.3.

If it is discovered that a contractor is not in compliance with applicable regulations as warranted, or if the contractor engages in any discriminatory

practices, as described above, then the county may cancel said agreement as provided by the cancellation clause of this agreement.

5.4. Diverse Workforce Inclusion Resources

For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the websites below:

1. <http://www.ramseycounty.us/jobconnect>
2. <http://www.ramseycounty.us/constructionconnect>

Job Connect and the Construction Connect provide a recruiting source for employers and contractors to post job openings and source diverse candidates.

Ramsey County's Job Connect links job seekers, employers and workforce professionals together through our website, networking events and community outreach. The network includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.

Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.

Ramsey County's Construction Connect is an online and in-person network dedicated to the construction industry. Construction Connect connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Connect is a tool for contractors to help meet diversity hiring goals. Additional assistance is available through askworkforcesolutions@ramseycounty.us or by calling 651-266-9890.

6. General Contract/Agreement Terms and Conditions

6.1. Payment

6.1.1.

No payment will be made until the invoice has been approved by the County.

6.1.2.

Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

6.2. Application for Payments

6.2.1.

The Contractor shall submit an invoice once a month.

6.2.2.

Invoices and supporting documentation, including client identifier information, shall be submitted in a manner as set forth below. Electronic invoices are preferred. Invoices may also be submitted by email or mail:

E-mail -- submit invoices to chs.accountspayable@co.ramsey.mn.us. E-mailed invoices and supporting documentation shall include encryption if private client information is included.

Mail -- submit invoices to:
Accounts Payable

Ramsey County Health and Wellness Administrative Division
Suite 9200
160 East Kellogg Boulevard
St. Paul, MN 55101

Please call the AP Voicemail Line at 651-266-4199 with any payment questions or concerns.

6.2.3.

Invoices for any goods or services not identified in this Agreement will be disallowed.

6.2.4.

Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.

6.2.5.

Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.

6.2.6.

Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

6.2.7.

The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

6.3. Independent Contractor

The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners or joint ventures between the parties or as constituting the Contractor as an employee of the County.

6.4. Successors, Subcontracting and Assignment

6.4.1.

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants and obligations contained in this Agreement.

6.4.2.

The Contractor shall not assign or transfer any interest in this Agreement without prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

6.4.3.

The Contractor shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of the County. The Contractor shall be responsible for the performance of all subcontractors.

6.5. Compliance With Legal Requirements

6.5.1.

The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.

6.5.2.

Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract, including registration to do business in Minnesota with the Secretary of State's Office.

6.6. Data Practices

6.6.1.

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

6.6.2.

The Contractor designates Carl Allen as its Responsible Designee, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.02 Subdivision 6, as the individual responsible for any set of data collected to be maintained by Contractor in the execution of this Agreement.

6.6.3.

The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

6.7. Security

6.7.1.

The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published and updated by Information Services Information Security. The Policies can be made available on request.

6.7.2.

Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

6.7.3.

Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

6.7.4.

The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

6.7.5.

All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

6.8. Indemnification

The Contractor shall indemnify, hold harmless and defend the County, its officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims or actions, including reasonable attorney's fees, which the County, its officials, agents, or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Contractor, or its subcontractors, and their officers, agents or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

6.9. Contractor's Insurance

6.9.1.

The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor's operations under this Agreement, whether such operations are by the Contractor or by any subcontractor, or by

anyone directly employed by them, or by anyone for whose acts or omissions anyone of them may be liable.

6.9.2.

Throughout the term of this Agreement, the Contractor shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued to the County contracting department evidencing such coverage to the County throughout the term of this Agreement.

6.9.3.

Commercial general liability of no less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,000,000 personal injury and advertising liability.

6.9.3.1.

All policies shall be written on an occurrence basis using ISO form CG 00 01 or its equivalent. Coverage shall include contractual liability and XCU. Contractor will be required to provide proof of completed operations coverage for 3 years after substantial completion.

6.9.4. Workers' Compensation

Contractor certifies it is in compliance with Minnesota Statutes Ch. 176 (Workers' Compensation). The Contractor's employees, subcontractors and agents will not be considered County employees. Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota.

Required minimum limits of \$500,000/\$500,000/\$500,000. Any claims that may arise under Minnesota Statutes Ch. 176 on behalf of these employees, subcontractors or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees, subcontractors or agents are in no way the County's obligation or responsibility.

If Minnesota Statute 176.041 exempts Contractor from Workers' Compensation insurance or if the Contractor has no employees in the State of Minnesota, Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Contractor from the Minnesota Workers' Compensation requirements. If during the course of the contract the Contractor becomes eligible for Workers' Compensation, the Contractor must comply with the Workers' Compensation Insurance requirements herein and provide the County with a certificate of insurance.

6.9.5.

An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required commercial general liability and employer's liability insurance amounts. If provided to meet coverage requirements, the umbrella or excess liability policy must follow form of underlying coverages and be so noted on the required Certificate(s) of Insurance.

6.9.6.

The Contractor is required to add Ramsey County, its officials, employees, volunteers and agents as Additional Insured to the Contractor's Commercial General Liability, Auto Liability, Pollution and Umbrella policies with respect to liabilities caused in whole or part by Contractor's acts or omissions, or the acts or omissions of those acting on

Contractor's behalf in the performance of the ongoing operations, services and completed operations of the Contractor under this Agreement. The coverage shall be primary and non-contributory.

6.9.7.

If the contractor is driving on behalf of the County as part of the contractor's services under this contract, a minimum of \$1,000,000 combined single limit auto liability, including hired, owned and non-owned.

6.9.8.

The Contractor waives all rights against Ramsey County, its officials, employees, volunteers or agents for recovery of damages to the extent these damages are covered by the general liability, worker's compensation, and employers liability, automobile liability, professional liability and umbrella liability insurance required of the Contractor under this Agreement.

6.9.9.

These are minimum insurance requirements. It is the sole responsibility of the Contractor to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Copies of policies and/or certificates of insurance shall be submitted to the County upon written request and within 10 business days.

6.9.10.

Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A-.

6.9.11.

The Contractor shall not commence work until it has obtained the required insurance and if required by this Agreement, provided an acceptable Certificate of Insurance to the County.

6.9.12.

All Certificates of Insurance shall provide that the insurer give the County prior written notice of cancellation or non-renewal of the policy as required by the policy provisions of Minn. Stat. Ch. 60A, as applicable. Further, all Certificates of Insurance to evidence that insurer will provide at least ten (10) days written notice to County for cancellation due to non-payment of premium.

6.9.13.

Nothing in this Agreement shall constitute a waiver by the County of any statutory or common law immunities, defenses, limits, or exceptions on liability.

6.10. Audit

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon request, shall make available to the County, the State Auditor, or the County's ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

6.11. Notices

All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices

shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

County:

Erena Anderson, Contract Manager, 160 East Kellogg Blvd, Saint Paul, MN 55101

Contractor:

Carl Allen, CEO, 4MATIV Technologies, Inc., 959 Dayton Avenue, St. Paul, MN 55104

6.12. Non-Conforming Services

The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

6.13. Setoff

Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor. The County may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

6.14. Conflict of Interest

The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be deemed a material breach of this Agreement.

6.15. Respectful Workplace and Violence Prevention

The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

6.16. Force Majeure

Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but not limited to: war, storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

6.17. Unavailability of Funding - Termination

The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if

the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

6.18. Termination

6.18.1.

The County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.

6.18.2.

If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

6.18.3.

The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

6.19. Interpretation of Agreement; Venue

6.19.1.

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

6.19.2.

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

6.20. Warranty

The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

6.21. Infringement

6.21.1.

Complementary to other "hold harmless" provisions included in this Agreement, the Contractor shall, without cost to the County, defend, indemnify, and hold the County, its officials, officers, and employees harmless against any and all claims, suits, liability, losses, judgments, and other expenses arising out of or related to any claim that the

County's use or possession of the software, licenses, materials, reports, documents, data, or documentation obtained under the terms of this Agreement, violates or infringes upon any patents, copyrights, trademarks, trade secrets, or other proprietary rights or information, provided that the Contractor is promptly notified in writing of such claim. The Contractor will have the right to control the defense of any such claim, lawsuit, or other proceeding. The County will in no instance settle any such claim, lawsuit, or proceeding without the Contractor's prior written approval.

6.21.2.

If, as a result of any claim of infringement of rights, the Contractor or County is enjoined from using, marketing, or supporting any product or service provided under the agreement with the County (or if the Contractor comes to believe such injunction imminent), the Contractor shall either arrange for the County to continue using the software, licenses, materials, reports, documents, data, or documentation at no additional cost to the County, or propose an equivalent, subject to County approval. The acceptance of a proposed equivalent will be at the County's sole discretion. If no alternative is found acceptable to the County acting in good faith, the Contractor shall remove the software, licenses, materials, reports, documents, data, or documentation and refund any fees and any other costs paid by the County in conjunction with the use thereof.

6.22. Debarment and Suspension

Ramsey County has enacted Ordinance 2013-330 [Ramsey County Debarment Ordinance](#) that prohibits the County from contracting with contractors who have been debarred or suspended by the State of Minnesota and/or Ramsey County.

6.23. Alteration

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

6.24. Entire Agreement

The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

Attachment A: Contracted Services

OVERALL OBJECTIVE:

The Contractor will manage foster care transportation for Ramsey County’s suburban and St. Paul School District (SPPS) students, ensuring safety and access for families, individuals, and passengers. This contract will provide services to reduce barriers to foster youth and their families, while providing opportunities to participate in educational activities and other school sponsored events that promote academic and athletic achievement as well as community involvement. In this function, the Contractor will manage the intake, route scheduling and project management to and from school, for afterschool, sporting, and extracurricular activities, and increase the flexibility for seasonal, on-demand, one-off trips, or emergency back-ups. Additionally, Contractor can accommodate additional flexible scheduling and work with internal and external stakeholders, transportation vendors, student families, caretakers, county social workers and schools to coordinate all necessary school-qualified, bus, van, and other transportation vendors to create an optimal transportation mix for the County.

SPECIFIC TASKS TO BE PERFORMED:

- Contractor will manage both the Saint Paul Public School (SPPS) and suburban transportation service for foster care services, starting in the 2023 school year. Services shall include:
 - Provide multi-modal school transportation services, including a mix of school qualified bus, van, taxi and other transportation vendors.
 - Implementation of Contractor’s routing, process, and billing efficiencies for Ramsey County.
 - Deployment of Contractor’s routing, communications, and dismissal management suite of tools.
 - Contractor will ensure client consent for any electronic communication prior to start of services.
 - Negotiations and management of services provided by transportation vendors.
 - Validation and processing of vendor changes and consolidated billings to the County from the Contractor.
 - Periodic on-site operation monitoring at the schools and constant remote support via phone, text, and email communication at all hours for families, County staff and participating schools.

- Contractor will ensure compliance and reporting for the following:
 - Vendor insurance.
 - Driver and vehicle qualifications.
 - State reporting support.
 - Billing audit automation.
 - Precise tracking and reporting of every single daily trip; and
 - Regular budget forecasting.

- Contractor will provide route/ schedule planning, optimization and change management. Contractor shall:
 - Design and manage routes and student trips with vendors/suppliers.
 - Manage daily data, route, and dismissal plan change management (including managing add, change, and delete request workflows with the schools, social workers, and families).
 - Complete scheduling of any and all daily trips, including special trips, field trips, and emergency back-ups.
 - Accommodate odd/alternating schedules for students, including day- variant addresses, morning/ evening variations, every-other weeks schedules, and expanded service routes with other Counties as needed.
 - Introduce 10-passenger vans and more variable school qualified taxi and Transportation Network Company (TNC) service in 4-passenger sedans and 6-passenger mini-vans and SUV’s.
 - Provide alerts for families according to home language preference and manage dynamic

communication groups for routes and staff, with configurable event alerts for staff and the ability to send mail merged blasts.

- Closely monitor the schedule and location of foster children utilizing services to ensure that riders are picked up/dropped off within ten (10) minutes of the scheduled time.
- Provide each school with a centralized self-service dismissal management solution wherein the school will access all their routes and can manage daily and weekly schedule variations on demand.

MANDATORY REQUIREMENTS:

Contractor shall ensure that any individual who encounters children or provides transportation services because of this Agreement is appropriately screened, trained, credentialed and in compliance with all applicable state and federal laws, regulations, and statutes. This shall include both initial and on-going screenings and checks as required.

Screenings shall include:

- A Minnesota Department of Public Safety Motor Vehicle Driver’s License record check
- Criminal background checks
- Drug and alcohol testing

Contractor shall also ensure that all transportation vendor vehicles are safe, reliable, in good working condition and comply with all city, county, state and federal statutes, ordinances, and regulations and display appropriate vehicle inspection sticker(s) for school-related transportation. Contractor shall ensure on-going compliance.

EVALUATION AND REPORTING – PERFORMANCE MEASURES:

To provide a framework and accountability, the Contractor will provide regular updates, insights, recommendations, and feedback to the County. All reports will be sent to Ramsey County via encrypted email.

- Contractor will provide written documentation to the County as requested, including but not limited to:
 - Outcomes report detailing transportation services provided to youth and transportation vendor costs incurred, sent monthly to Contract and Program Managers.
 - Report of transportation vendor on-time performance, sent monthly to Contract and Program Managers.
 - Contractor will provide clarification of findings and outcomes as requested.
 - Recommendations will be tailored to County needs and resources and will be designed to be effectively implemented with the resources available.
- Contractor will be available to meet with County staff as requested and reasonable.
- Contractor will provide a clear and concise means of communicating with the County.
- Contractor will respond to questions or contacts from the County in a timely manner.

Objective	Indicator	Who Applied To	Time of Measure		Obtained By	Performance Goal
Efficiency:						
Impacts to children served and costs incurred	Reporting on System Summary Statistics: · Number of students routed · Number of routes · Number of vendors · Number of schools	Individuals receiving contracted services	Monthly		Contractor to e-mail report monthly to Contract Manager.	N/A

	· Vendor cost					
Objective	Indicator	Who Applied To	Time of Measure	Data Source	Obtained By	Performance Goal
Performance:						
Vendor on-time performance	Number of missed pick-ups · % of late (after 10 minutes) pick-ups · % of late (after 10 minutes) drop off's · % of on-time (within 10 minutes) pick-ups · % of on-time (within 10 minutes) pick-ups	Individuals receiving contracted services	Monthly		Contractor to e-mail report monthly to Contract Manager.	90% on time rate

Board of Commissioners

Request for Board Action

Item Number: 2023-230

Meeting Date: 6/27/2023

Sponsor: Social Services

Title

Grant Agreement with Minnesota Department of Human Services for Mental Health Urgent Care for Youth in Crisis Pilot Project

Recommendation

1. Accept a grant award and approve a grant agreement with Minnesota Department of Human Services for a pilot project to expand the Mental Health Urgent Care Facility to provide mental health services for youth in crisis during the period of June 27, 2023, through June 30, 2024.
2. Authorize the Chair and Chief Clerk to execute the grant agreement.

Background and Rationale

Children and youth who are experiencing a mental health crisis are often unable to find care. Unless they are a danger to themselves or others, they are not assigned to an open bed that may be needed for “critical care” patients. The shortage of beds for those who need intensive care leaves many waiting in the emergency room for hours or winding up in jail.

The 2022 Legislature passed a bill that required the commissioner of human services to establish a pilot project that would address emergency mental health needs for youth who experience a mental health crisis. Ramsey County was given the right-of-first-refusal to receive funding and operate the pilot project.

The law provided the following guidelines for the pilot project:

- Ramsey County may partner with:
 - (1) a medical provider, including hospitals or emergency rooms;
 - (2) a nonprofit organization that provides mental health services; or
 - (3) a nonprofit organization serving an underserved community that will partner with an existing medical provider or nonprofit organization that provides mental health services.
- The partnering entity or entities must have the capability to:
 - (1) perform a medical evaluation and mental health evaluation upon a youth's admittance to the facility;
 - (2) accommodate a youth's stay for up to 14 days;
 - (3) conduct a substance use disorder screening;
 - (4) conduct a mental health crisis assessment;
 - (5) provide peer support services;
 - (6) provide crisis stabilization services;
 - (7) provide access to crisis psychiatry; and
 - (8) provide access to care planning and case management.
- Ramsey County and/or its partners must have staff who are licensed mental health professionals as defined under Minnesota Statutes, section 245I.02, subdivision 27, and must have a connection to

inpatient and outpatient mental health services, including the ability to provide physical health screenings.

- Ramsey County must agree to accept patients regardless of their insurance status or their ability to pay.

Ramsey County accepted the pilot project opportunity and has developed a detailed plan of services that will be provided and the staffing required to provide them, as well as estimated costs for the pilot project.

Proposed services will be provided at 402 University Avenue, a building that currently houses Ramsey County’s crisis services for adults, youth and children. The pilot project will add services targeting African American males ages 13-18 to improve mental wellness by providing timely assessments, triage and supportive interventions that are culturally responsive and family-centered. Program staff will partner with family and community members to determine the appropriate level of care and immediate intervention option.

The Minnesota Department of Human Services will provide \$1,000,000 for the pilot project that will run through June 30, 2024, and Ramsey County staff will be shifted from existing positions to provide services during this period. The pilot project will provide an opportunity for the county to determine the level of community need and use of extended services for youth, the demographics of those served and whether the target population is served, and the actual cost of operations. A program evaluation at the close of the pilot project will determine actual revenues and costs and the feasibility of continuing operations without continued grant funding.

County Goals (Check those advanced by Action)

- Well-being Prosperity Opportunity Accountability

Racial Equity Impact

African Americans are underserved and often experience limited access to mental health programs. The pilot project will not limit services to African American youth but will target this population that experiences disparities in mental health services. See [Black Indigenous and People of Color \(BIPOC\) Mental Health Fact Sheet <https://www.rtor.org/bipoc-mental-health-equity-fact-sheet/?gclid=EAlaIqobChMlv_Cz-7Wd_wIVE5FbCh3y3g8ZEAAyAiAAEgJdqfD_BwE>](https://www.rtor.org/bipoc-mental-health-equity-fact-sheet/?gclid=EAlaIqobChMlv_Cz-7Wd_wIVE5FbCh3y3g8ZEAAyAiAAEgJdqfD_BwE) for more information.

Community Participation Level and Impact

Ramsey County staff conducted surveys with parents at schools and community events in Saint Paul during the first quarter of 2023 to determine how much they knew about children’s mental health issues, resources and county services. The survey was distributed in English, Spanish, Somali, Oromo, Hmong and Karen. There were 261 respondents, and most identified as Asian (45%) or Black/African American (24%). Survey results have been used to help design how grant work will be carried out and to inform staff on how to improve connections with parents, expand parents’ knowledge, and increase the children’s mental health resources requested by the community.

- Inform Consult Involve Collaborate Empower

Fiscal Impact

Grant funding will cover salaries and benefits for seven currently funded staff who will be shifted to provide this new service and new revenue streams. It will also cover contracted psychiatry, security, and no-denial beds required for children in crisis to stay up to 14 days. The pilot project ends on June 30, 2024, and funding will be included in future proposed department budgets to continue the work if the pilot project results in positive outcomes for youth who experience mental health crises.

Last Previous Action

None.

Attachments

1. Mental Health Urgent Care for Youth Grant Agreement

Minnesota Department of Human Services County Grant Contract

This Grant Contract, and all amendments and supplements to the contract (“CONTRACT”), is between the State of Minnesota, acting through its Department of Human Services, Behavioral Health Division (“STATE”) and Ramsey County, an independent grantee, not an employee of the State of Minnesota, located at 160 Kellogg Boulevard East, St. Paul, MN 55101 (“COUNTY”).

RECITALS

STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) and Chapter 99, section 44, subdivisions 1-5, has authority to enter into contracts for the following services: to establish a pilot project to create mental health urgency rooms to be used as a first contact resource for youths under the age of 26 who are experiencing a mental health crisis. Grant funds from the pilot project may be used for: expanding current space to create an urgency room; performing medical or mental health evaluations; developing a care plan for the youth; and providing recommendations for further care, either at an inpatient or outpatient facility.

COUNTY represents that it is duly qualified and willing to perform the services set forth in this CONTRACT to the satisfaction of STATE.

THEREFORE, the parties agree as follows:

CONTRACT

1. CONTRACT TERM AND SURVIVAL OF TERMS.

1.1. Effective date: This CONTRACT is effective on **May 15, 2023** or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

1.2. Expiration date. This CONTRACT is valid through **June 30, 2024**, or until all obligations set forth in this CONTRACT have been satisfactorily fulfilled, whichever occurs first.

1.3. No performance before notification by STATE. COUNTY may not begin work under this CONTRACT, nor will any payments or reimbursements be made, until all required signatures have been obtained per Minn. Stat. § 16B.98, subd. 7, and COUNTY is notified to begin work by STATE's Authorized Representative.

1.4. Survival of terms. COUNTY shall have a continuing obligation after the expiration of CONTRACT to comply with the following provisions of CONTRACT: Liability; Information Privacy and Security; Intellectual Property Rights; State audit; and Jurisdiction and Venue.

1.5. Time is of the essence. COUNTY will perform its duties within the time limits established in CONTRACT unless it receives written approval from STATE. In performance of CONTRACT, time is of the essence.

2. COUNTY'S DUTIES.

2.1 Duties. COUNTY shall perform duties in accordance with **Attachment A**, Work Plan, which is attached and incorporated into this CONTRACT.

2.2. Grant Progress Reports.

COUNTY shall submit grant progress reports to the STATE on a monthly basis and are due by the last day of the following month. Grant progress reports shall summarize activities and outcomes for the given period, and may include, but are not limited to goals, objectives, activities, outcomes, challenges, lessons learned and financial information. COUNTY shall submit program reports to the STATE according to the following schedule and in a mutually agreed upon format.

2.3 Accessibility. Any information systems, tools, content, and work products produced under this CONTRACT, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the [State of Minnesota Accessibility Standard](#), as updated on June 14, 2018. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D.

Information technology deliverables and services offered must comply with the MN.IT Services Accessibility Standards and any documents, reports, communications, etc. contained in an electronic format that COUNTY delivers to or disseminates for the STATE must be accessible. (The relevant requirements are contained under the "Standards" tab at the link above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment pursuant to clause 3.2(a) of CONTRACT.

3. CONSIDERATION AND TERMS OF PAYMENT.

3.1 Consideration. STATE will pay for all services satisfactorily provided by COUNTY under this CONTRACT.

a. Compensation.

1. COUNTY will be paid in accordance with **Attachment B**, Budget, which is attached and incorporated into this CONTRACT.
2. Budget Modification.
 - a. COUNTY must obtain STATE written approval before changing any part of the budget.

- b. Notwithstanding Clause 17.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of that budget year total and does not change the total obligation amount.
- c. If COUNTY's approved budget changes proceed without an amendment pursuant to this clause, COUNTY must record the budget change in EGMS or on a form provided by STATE.

- b. Travel and subsistence expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of COUNTY's performance under this CONTRACT shall be no greater an amount than provided in the most current Commissioner's Plan (which is incorporated by reference), promulgated by the Commissioner of Minnesota Management and Budget as specified in the [Commissioner's Plan, page 125, section 15](#).¹ COUNTY shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.
- c. Total obligation.** The total obligation of STATE for all compensation and reimbursements to COUNTY shall not exceed **one million dollars (\$1,000,000.00)**.
- d. Withholding.** For compensation payable under this CONTRACT, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by STATE as required.

3.2. Terms of payment

- a. Invoices.** Payments shall be made by STATE promptly after COUNTY submits an invoice for services performed and the services have been determined acceptable by STATE's authorized agent pursuant to Clause 4.1. Invoices shall be submitted in a form prescribed by STATE, if applicable, and according to the following schedule: **monthly**. If STATE does not prescribe a form, COUNTY may submit invoices in a mutually agreed invoice format.
- b. Federal funds.** N/A

4. CONDITIONS OF PAYMENT.

4.1. Satisfaction of STATE. All services provided by COUNTY pursuant to this CONTRACT shall be performed to the satisfaction of STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. COUNTY shall not receive payment for work found by STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation, or if COUNTY has failed to provide Grant Progress Reports pursuant to Clause 2.2, or if the Progress Reports are determined to be unsatisfactory.

¹ <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>

4.2. Payments to subcontractors. (If applicable) As required by Minn. Stat. § 16A.1245, COUNTY must pay all subcontractors, within ten (10) calendar days of COUNTY's receipt of payment from STATE for undisputed services provided by the subcontractor(s) and must pay interest at the rate of 1-1/2 percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

4.3. Administrative costs and reimbursable expenses. Pursuant to Minn. Stat. § 16B.98, subd. 1, COUNTY agrees to minimize administrative costs as a condition of this grant. COUNTY shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq., COUNTY shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If COUNTY receives funds from a source other than STATE in exchange for services, then COUNTY may not receive payment from STATE for those same services. COUNTY shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.

5. PAYMENT RECOURPMENT.

COUNTY must reimburse STATE upon demand or STATE may deduct from future payments under this CONTRACT or future CONTRACTS the following:

- a. Any amounts received by COUNTY from the STATE for contract services that have been inaccurately reported or are found to be unsubstantiated;
- b. Any amounts paid by COUNTY to a subcontractor not authorized in writing by STATE;
- c. Any amount paid by STATE for services which either duplicate services covered by other specific grants or contracts, or amounts determined by STATE as non-allowable under the line item budget, clause 3.1(a);
- d. Any amounts paid by STATE for which COUNTY'S books, records and other documents are not sufficient to clearly substantiate that those amounts were used by COUNTY to perform contract services, in accordance with clause 2, COUNTY'S Duties; and/or
- e. Any amount identified as a financial audit exception.

6. CANCELLATION.

6.1. For cause or convenience. In accord with Minn. Stat. § 16B.04, subd. 2, the Commissioner of Administration has independent authority to cancel this CONTRACT. CONTRACT may be canceled by STATE or COUNTY at any time, with or without cause, upon thirty (30) days written notice to the other party. The thirty (30) day notice may be waived, in writing, by the party receiving notice. In the event of such a cancellation, COUNTY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed. STATE has the right to suspend or terminate this CONTRACT immediately when STATE deems the health or welfare of the service recipients is endangered, when STATE has reasonable cause to believe that COUNTY has breached a material term of the CONTRACT, or when COUNTY's non-compliance with the terms of the CONTRACT may jeopardize federal financial participation.

6.2. Insufficient funds. STATE may immediately terminate this CONTRACT if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written notice to COUNTY. STATE is not obligated to pay for any services that are provided after the effective date of termination. COUNTY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. STATE will not be assessed any penalty if the CONTRACT is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. STATE must provide COUNTY notice of the lack of funding within a reasonable time of STATE's receiving that notice.

6.3. Breach. Notwithstanding clause 6.1, upon STATE's knowledge of a curable material breach of the CONTRACT by COUNTY, STATE shall provide COUNTY written notice of the breach and ten (10) days to cure the breach. If COUNTY does not cure the breach within the time allowed, COUNTY will be in default of this CONTRACT and STATE may cancel the CONTRACT immediately thereafter. If COUNTY has breached a material term of this CONTRACT and cure is not possible, STATE may immediately terminate this CONTRACT.

7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.

7.1. State. STATE's authorized representative for the purposes of administration of this CONTRACT is **Christina Anderley** or successor. Phone and email: **651-431-3240, Christina.S.Anderley@state.mn.us**. This representative shall have final authority for acceptance of COUNTY's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 3.2.

7.2. County. COUNTY's Authorized Representative is **Kathy Hedin** or successor. Phone and email: **651-266-2461, Kathy.hedin@co.ramsey.mn.us**. If COUNTY's Authorized Representative changes at any time during this CONTRACT, COUNTY must immediately notify STATE.

7.3. Information Privacy and Security. (If applicable) COUNTY's responsible authority for the purposes of complying with data privacy and security for this CONTRACT is **Kathy Hedin** or successor. Phone and email: **651-266-2461, Kathy.hedin@co.ramsey.mn.us**.

8. INSURANCE REQUIREMENTS.

8.1. Worker's Compensation. The COUNTY certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The COUNTY'S employees and agents will not be considered employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the STATE'S obligation or responsibility.

9. LIABILITY.

To the extent provided for in Minn. Stat. §§ 466.01-466.15, the COUNTY agrees to be responsible for any and all claims or causes of action arising from the performance of this grant contract by COUNTY or COUNTY'S agents or employees. This clause shall not be construed to bar any legal remedies COUNTY may have for the STATE'S failure to fulfill its obligations pursuant to this grant.

10. INFORMATION PRIVACY AND SECURITY.

- a. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act") as "not public data" on individuals to COUNTY under this Contract. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. Minn. Stat. § 13.02, subd. 8a.
- b. It is expressly agreed that COUNTY will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), 45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. 160 or 164. Accordingly, COUNTY is not a "business associate" of STATE, as defined in HIPAA, 45 C.F.R. § 160.103 as a result of, or in connection with, this CONTRACT. Therefore, COUNTY is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this CONTRACT. If COUNTY has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this CONTRACT, COUNTY will be responsible for its own compliance.

11. INTELLECTUAL PROPERTY RIGHTS.

11.1. Definitions. Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by COUNTY, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the CONTRACT. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by COUNTY, its employees, agents, or subcontractors, in the performance of this CONTRACT.

11.2. Ownership. STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this CONTRACT. The Works and Documents will be the exclusive property of STATE and all such Works and Documents must be immediately returned to STATE by COUNTY upon completion or cancellation of this CONTRACT. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." If using STATE data, COUNTY must cite the data, or make clear by referencing that STATE is the source.

11.3. Responsibilities.

- a. **Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by COUNTY, including its employees and subcontractors, and are created and paid for under this CONTRACT, COUNTY will immediately give STATE's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. COUNTY will assign all right, title, and interest it may have in the Works and the Documents to STATE.
- b. **Filing and recording of ownership interests.** COUNTY must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE's ownership interest in the Works and Documents created and paid for under this CONTRACT. COUNTY must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither COUNTY nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. **Duty not to infringe on intellectual property rights of others.** COUNTY represents and warrants that the Works and Documents created and paid for under this CONTRACT do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, COUNTY will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at COUNTY's expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. COUNTY will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney's fees. If such a claim or action arises, or in COUNTY's or STATE's opinion is likely to arise, COUNTY must, at STATE's discretion, either procure for STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of STATE will be in addition to and not exclusive of other remedies provided by law.
- d. **Federal license granted.** If federal funds are used in the payment of this CONTRACT, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

12. PUBLICITY.

12.1. General publicity. Any publicity regarding the subject matter of this CONTRACT must identify STATE as the sponsoring agency and must not be released without prior written approval from the STATE's authorized representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, websites, social media, and similar public notices prepared by or for the COUNTY individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this CONTRACT. All

projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the COUNTY's website when practicable.

12.2. Endorsement. COUNTY must not claim that STATE endorses its products or services.

13. OWNERSHIP OF EQUIPMENT. The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, 2 C.F.R. § 200.313. For all equipment having a current per unit fair market value of \$5,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the Federal Government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

14. AUDIT REQUIREMENTS AND COUNTY DEBARMENT INFORMATION.

14.1. State audit.

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the COUNTY or other party that are relevant to the CONTRACT are subject to examination by STATE and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the CONTRACT end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

14.2. Independent audit. If COUNTY conducts or undergoes an independent audit during the term of this CONTRACT that is relevant to this CONTRACT, notice of the relevant audit must be provided to STATE within thirty (30) days of the audit's completion and a copy provided, if requested.

14.3. Federal audit requirements and COUNTY debarment information. COUNTY certifies it will comply with 2 C.F.R § 200.501 et seq., as applicable. To the extent federal funds are used for this CONTRACT, COUNTY acknowledges that COUNTY and STATE shall comply with the requirements of 2 C.F.R. § 200.331. Non-Federal entities receiving \$750,000 or more of federal funding in a fiscal year must obtain a single or program-specific audit conducted for that year in accordance with 2 C.F.R. § 200.501. Failure to comply with these requirements could result in forfeiture of federal funds.

14.4. Debarment by STATE, its departments, commissions, agencies or political subdivisions.

COUNTY certifies that neither it nor its principles are presently debarred or suspended by the State of Minnesota, or any of its departments, commissions, agencies, or political subdivisions:

<https://mn.gov/admin/osp/government/suspended-debarred/>. COUNTY's certification is a material representation upon which the CONTRACT award was based. COUNTY shall provide immediate written notice to STATE's authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

14.5. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion – lower tier covered transactions.

COUNTY's certification is a material representation upon which CONTRACT award was based. Federal money will be used or may potentially be used to pay for all or part of the work under CONTRACT, therefore COUNTY must certify the following, as required by 2 C.F.R. § 180, or its regulatory equivalent.

a. Instructions for Certification

1. By signing and submitting this CONTRACT, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this CONTRACT is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this CONTRACT is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this CONTRACT that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each

participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

b. Lower Tier Covered Transactions.

1. The prospective lower tier participant certifies, by submission of this CONTRACT, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this CONTRACT.

15. JURISDICTION AND VENUE.

This CONTRACT, and amendments and supplements, are governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this CONTRACT, or breach of the CONTRACT, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16. CLERICAL ERRORS AND NON-WAIVER.

16.1. Clerical error. Notwithstanding Clause 17.1, STATE reserves the right to unilaterally fix clerical errors contained in the CONTRACT without executing an amendment. COUNTY will be informed of errors that have been fixed pursuant to this paragraph.

16.2. Non-waiver. If STATE fails to enforce any provision of this CONTRACT, that failure does not waive the provision or STATE's right to enforce it.

17. AMENDMENT, ASSIGNMENT, SEVERABILITY, ENTIRE AGREEMENT, AND DRAFTING PARTY.

17.1. Amendments. Any amendments to this CONTRACT shall be in writing and shall be executed by the same parties who executed the original CONTRACT, or their successors in office.

17.2. Assignment. COUNTY shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of STATE.

17.3. Entire Agreement.

- a. If any provision of this CONTRACT is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this CONTRACT shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute, and will incorporate the substitute provision in this CONTRACT according to clause 17.1.
- b. This CONTRACT contains all negotiations and agreements between STATE and COUNTY. No other understanding regarding this CONTRACT, whether written or oral may be used to bind either party.

17.4. Drafting party. The parties agree that each party individually has had an opportunity to review with a legal representative, negotiate and draft this CONTRACT, and that, in the event of a dispute, the CONTRACT shall not be construed against either party.

18. PROCURING GOODS AND CONTRACTED SERVICES.

18.1. Contracting and bidding requirements. COUNTY certifies that it shall comply with Minn. Stat. § 471.345.

18.2. Prevailing wage. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44; consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. Vendors should submit a prevailing wage form along with their bids.

18.3 Debarred vendors. In the provision of goods or services under this CONTRACT, COUNTY must not contract with vendors who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, COUNTY must check if vendors are suspended or debarred by referencing the Minnesota Department of Administration's [Suspended/Debarred Vendor Report](#). A link to vendors debarred by Federal agencies is provided at the bottom of the web page.

19. SUBCONTRACTS.

COUNTY, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with 45 C.F.R. §§ 75.351-75.352. COUNTY shall ensure that the material obligations, borne by the COUNTY in this CONTRACT, apply as between COUNTY and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the STATE and COUNTY.

20. LEGAL COMPLIANCE.

20.1 General compliance. All performance under this CONTRACT must be in compliance with state and federal law and regulations, and local ordinances. Allegations that STATE deems reasonable, in its sole discretion, of violations of state or federal law or regulations, or of local ordinances, may result in CONTRACT cancellation or termination and/or reporting to local authorities by STATE.

20.2 Nondiscrimination. COUNTY will not discriminate against any person on the basis of the person’s race, color, creed, religion, national origin, sex, marital status, gender identity, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. COUNTY must refrain from such discrimination as a matter of its contract with STATE. “Person” includes, without limitation, a STATE employee, COUNTY’s employee, a program participant, and a member of the public. “Discriminate” means, without limitation, to fail or refuse to hire, discharge, or otherwise discriminate against any person with respect to the compensation, terms, conditions, or privileges of employment, or; exclude from participation in, deny the benefits of, or subject to discrimination under any COUNTY program or activity.

COUNTY will ensure that all of its employees and agents comply with Minnesota Management and Budget Policy #[1329](#) (Sexual Harassment Prohibited) and #[1436](#) (Harassment and Discrimination Prohibited).

20.3 Grants management policies. COUNTY must comply with required [Grants Management Policies and procedures](#) as specified in Minn. Stat. § 16B.97, subd. 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by Office of Grants Management (OGM) [Policy 08-10](#).

20.4 Conflict of interest. COUNTY certifies that it does not have any conflicts of interest related to this CONTRACT, as defined by OGM [Policy 08-01](#). COUNTY shall immediately notify STATE if a conflict of interest arises.

21. OTHER PROVISIONS

21.1. No Religious Based Counseling. COUNTY agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

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Signature Page Follows

By signing below, the parties agree to the terms and conditions contained in this CONTRACT.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05 or Department of Administration Policy 21-01.

By: _____

Date: _____

Contract No: _____

Distribution: (fully executed contract to each)

Contracts and Legal Compliance Division

County

State Authorized Representative

2. COUNTY

Signatory certifies that County's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the County to the terms of this Agreement. County and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By (with delegated authority): _____

Title: _____

Date: _____

ATTACHMENT A: Work Plan; Schedule of Tasks and Deliverables

Goal (What are the broad intended results you are hoping to accomplish through this project?)	Objective (What are the measurable step(s) you must take to achieve the goal?)	Description of Task/Duties (What are the activities you must complete to achieve the objective?)	Role Responsible	Timeframe for Completion
Provide effective wraparound MH/Crisis services for youth with priority for African American boys ages 13-18	Increase access to psychiatric and mental health services based on medical necessity for youth and families	Hire a Project Manager to plan and operationalize the Mental Health Urgent Care (MHUC)	Human Resources/ Director	Winter 2023
		Amend contract for additional psychiatry services to meet needs of MHUC	Project Manager/ Contract Management	Spring/Summer 2023-Ongoing
		Obtain contract to provide physical health screening for the MHUC-when youth are not coming directly from Children’s Hospital	Project Manager/ Contract Management	Spring/Summer 2023-Ongoing
		Identify a trauma informed screening tool to use by September 1st, 2023.	Project Manager	September 1, 2023
		Complete Crisis assessment with youth entering the Mental Health Urgent Care which contain the CAGE (Substance use Screen & Columbia (Suicide Risk Screen)	Program Staff	Fall 2023-Ongoing
		Establish agreement with Children’s Hospital for Mental Health status short-term evaluations	Project Manager/ Contract Manager	Spring/Summer 2023-Ongoing
	Increase engagement with families through Children and Family Services (CFS) Resources	Increase involvement of CFS with children’s crisis to involve family/relatives/kin in decision making regarding MH needs	Program Staff	Summer 2023-Ongoing
		Implement Family Group Decision Making meetings to support families needs for youth within MHUC	Program Staff	Summer 2023-Ongoing
	Increase utilization of services at Ramsey County Mental Health Center and in community based agencies	Engage with current community providers, reestablishing relationships and advertise MHUC	Project Manager/ Contract Manager	Immediate-Ongoing
		Utilize and refer to services available at RCMHC and in community as sources of referral (therapy, psychiatry, day treatment, CTSS)	Program Staff	Summer 2023-Ongoing

	Establish physical location for stability for up to 14 days	Establish contract with community provider to have crisis/stabilization beds available when needed for youth	Project Manager/ Contract Manager	Spring/Summer 2023- Ongoing
Increase availability of walk-in mental health services in Ramsey County by increasing accessibility to the Mental Health Urgent Care	Increase staffing in the Mental Health Urgent Care to accommodate additional hours and decrease time spent in hospital without active care	Hire a FT Clerk to welcome those visiting MHUC	Program Supervisor/ Human Resources	Summer 2023-Ongoing
		Hire a FT Security/deputy position	Program Supervisor/ Human Resources	Summer 2023-Ongoing
		Hire a supervisor to oversee MHUC	Program Supervisor/ Human Resources	Summer 2023-Ongoing
		Expand role of two FT CFS Diversion staff to provide service in the MHUC	Program Supervisor/ Human Resources	Summer 2023-Ongoing
		Expand role of two FT crisis staff to provide service in the MHUC	Program Supervisor/ Human Resources	Summer 2023-Ongoing
		Increase walk in hours to 8:00am-10:00pm	Program Manager	Summer 2023-Ongoing
		Train staff providing diversion services to respond to crisis walk-in needs <ul style="list-style-type: none"> • Diversion family response • Help with family concerns • Help with placement 	Program Supervisor/ Human Resources	Summer 2023-Ongoing
		Obtain/Purchase items to create welcoming and calming space for youth	Project Manager	Spring 2023-Ongoing
	Improve medical record systems to meet needs of Mental Health Urgent Care	Create capacity to technical systems (NextGen) to track assessments, referrals, and ongoing needs	Project Manager/E- Health Capability Team	Spring 2023-Ongoing
Build out EHR to support operations		Project Manager/E- Health Capability Team	Spring 2023	
Improve engagement with families in Ramsey County who experience MH needs	Increase engagement with community to better understand needs of the residents of Ramsey County	Hold 3-4 community forums to hear voice of community and community providers	Project Manager/CFS Planners/Race Equity Liaisons	March 2023-Ongoing
		Create a survey to engage with families and to address barriers to MH services	Evaluation team/Project Manager	March 2023-Ongoing
		Create a means for communicating updates on the Mental Health Urgent Care to staff and community members	Project Manager/ Communications team/ Supervisor	March 2023-Ongoing
		Hold a grand opening kick-off event to advertise new services	Project Manager/Planner	Summer of 2023

Attachment B

BUDGET SUMMARY Year 1		BUDGET SUMMARY Year 2		PROJECT TOTAL
May 15, 2023 to June 30, 2023		July 1, 2023 to June 30, 2024		
CATEGORY	TOTAL BUDGET Year 1	CATEGORY	TOTAL BUDGET Year 2	
Salaries	\$ -	Salaries	\$365,500.00	
Fringe Benefits	\$ -	Fringe Benefits	\$135,235.00	
Contracted Services	\$ -	Contracted Services	\$343,200.00	
Space Cost (Incl utilities)	\$ 3,444.00	Space Cost (Incl utilities)	\$0.00	
Equipment	\$ 77,150.00	Equipment	\$36,000.00	
Bonds & Insurance	\$ -	Bonds & Insurance	\$0.00	
Copying	\$ -	Copying	\$0.00	
Data Processing	\$ -	Data Processing	\$0.00	
Communication	\$ 4,399.00	Communications	\$2,500.00	
Instate Travel	\$ -	Instate Travel	\$0.00	
Out-of-State Travel	\$ -	Out-of-State Travel	\$0.00	
Program Costs	\$ -	Program Costs	\$15,360.00	
Evaluation	\$ -	Evaluation	\$0.00	
Audit	\$ -	Audit	\$0.00	
Staff Development	\$ -	Staff Development	\$2,000.00	
Child Care - Day Care	\$ -	Child Care - Day Care	\$0.00	
Client Transportation	\$ -	Client Transportation	\$6,032.00	
Client Housing Costs	\$ -	Client Housing Costs	\$600.00	
Client Incentives	\$ -	Client Incentives	\$0.00	
Client Emergency Funds	\$ -	Client Emergency Funds	\$8,580.00	
Total Direct Costs	\$ 84,993.00	Total Direct Costs	\$915,007.00	
Indirect Cost	\$ -	Indirect Cost	\$0.00	
TOTAL REQUEST Year 1	\$ 84,993.00	TOTAL REQUEST Year 2	\$915,007.00	\$ 1,000,000.00

BUDGET JUSTIFICATION Year 1: 05/15/2023 to 06/30/2023		
CATEGORY	JUSTIFICATION NARRATIVE	Year 1
Salaries		
Fringe Benefits		
Contracted Services		
Space Cost (Incl utilities)	Cube Redesign \$1,070, TVs, furniture, outlet covering, safety measures=\$2,374	\$ 3,444.00
Equipment	EHR Program build out \$77,150	\$ 77,150.00
Bonds & Insurance		
Copying		
Data Processing		
Communications	Community Engagement Event(Space, food, decorations)=\$2,149 Community Engagement Surveys Participations funds: (\$15 gift cards X 150 participants)=\$2250	\$ 4,399.00
Instate Travel		
Out-of-State Travel		
Program Costs		
Evaluation		
Audit		
Staff Development		
Child Care - Day Care		
Client Transportation		
Client Housing Costs		
Client Incentives		
Client Emergency Funds		
Total Direct Costs		\$ 84,993.00
Indirect Cost		
TOTAL REQUEST Year 1		\$ 84,993.00

BUDGET JUSTIFICATION Year 2: 07/01/2023 to 06/30/2024		
CATEGORY	JUSTIFICATION NARRATIVE	Year 2
Salaries	(1 FT Clerk Typist=49,500, 1 FT MH Supervisor = \$100,000, 1 FT Peer Recovery Specialist=\$55,000, 1 FT MHP=82,000, 1 FT Social Worker=79,000)=365,500	\$365,500.00
Fringe Benefits	Salary Total 365,500x.37 (Health/dental/life/disability insurance/Pension & Deferred Comp Match)=	\$135,235.00
Contracted Services	Psychatry contract: 40 contracted psychiatric hours @ \$235/hour=\$9,400, NP 20 contracted hours/year at \$175=\$3,500, FT Security Contract: \$30/hour X 6 hours/day X 365 days=65,700, Contract for Non-Denial Beds, \$525/day of use 36 children X 14 (day average stay)=\$264,600	\$ 343,200.00
Space Cost (Incl utilities)		
Equipment	EHR Annual cost of license, support, security \$36,000	\$ 36,000.00
Bonds & Insurance		
Copying		
Data Processing		
Communications	Meetings with community providers, law enforcement, fliers, kick off event. Cost of meetings includes refreshements, space, and materials. Cost of kick off includes food, refreshments, decorations	\$ 2,500.00
Instate Travel		
Out-of-State Travel		
Program Costs	Fidget Toys/games: \$160, Furniture sensory chairs/bean bags etc, weighted blankets: \$9000, Clothing needs (\$100 X 10 children)=\$1,000, 2 IPADSX \$600=\$1,200, Clothing needs (\$100 X 40 youth)=\$4,000	\$ 15,360.00
Evaluation		
Audit		
Staff Development	2 Trainings @ (\$1,000) in person specialized training for all staff who work at the Mental Health Urgent Care=\$2,000	\$ 2,000.00
Child Care - Day Care		
Client Transportation	Staff mileage to transport to hospital, shelter, enhanced home, etc .635 @ 3200 miles=\$2032, gas cards for family/relatives to support MH youth needs=\$25X40 youth @ 4/family in per month=\$4,000	\$ 6,032.00
Client Housing Costs	Comfort Snacks for youth	\$ 600.00
Client Incentives		
Client Emergency Funds	40 youth @ \$715 (Daily Rate for CCBHC-used for estimation of services) X 30% (youth under insured or with out insurance)=	\$ 8,580.00
Total Direct Costs		\$915,007.00
Indirect Cost		
TOTAL REQUEST Year 2		\$915,007.00

Item Number: 2023-260

Meeting Date: 6/27/2023

Sponsor: Public Health

Title

Amendment to the Agreement with the Minnesota Department of Human Services for the Expansion and Enhancement of a Continuum of Care for Opioid-related Substance Use Disorders

Recommendation

1. Approve an amendment to the agreement with the Minnesota Department of Human Services for the expansion and enhancement of a continuum of care for opioid-related substance use disorders for the period upon execution through June 30, 2024 in the amount, as amended, of \$774,712.
2. Authorize the Chair and Chief Clerk to execute the amendment.

Background and Rationale

In 2022, Public Health, in collaboration with Community Corrections and Social Services Mental Health Division, applied for and was awarded a grant from the Minnesota Department of Human Services (DHS) to increase substance use disorder/mental health (SUD/MH) care coordination through a variety of initiatives for individuals both entering and leaving the correctional system. The program identifies and works from first point of contact through the judicial system, detox and probation. The goal is to continue to decrease involvement in the criminal justice system for offenses related to opioid use disorder (OUD) or other SUD concerns and probation violations that are also related to lack of compliance with treatment-based services. DHS wishes to extend the original term of the grant for an additional one-year period through June 30, 2024, and award additional funding in the amount of \$265,028. The new grant amount, as amended, is \$774,712.

This funding will allow the county to continue to offer mental illness and chemical dependency assessments for individuals who are both pre- and post- sentence and offer care coordination from peer support specialists or other chemical dependency case managers for persons that are seeking to get connected to services. Between 2019 and 2020, there was a 54% increase in opioid-related fatalities among Ramsey County residents resulting in 69 deaths in 2020. Many opioid-related overdoses result in either a hospital admission or a visit to an emergency department. There were 708 opioid-related visits made to hospitals among Ramsey County residents in 2020. The rate of hospital and emergency department visits continues to rise in the county from 0.6 visits per 1,000 population in 2016 to 1.3 visits per 1,000 in 2020, the second highest rate in the metro area.

The program's goal is to ensure that pre-sentence clients are offered assessment, access to culturally appropriate and responsive care and information about community services to navigate through treatment options regardless of health insurance status. This entails offering assessments that are easily accessible at any correctional facility in Ramsey County (Adult Detention Center, Ramsey County Correctional Facility and Juvenile Detention Center) and are inclusive of mental health considerations that might impact chemical use concerns. Ensuring access to the correct level of care follows Minnesota's movement toward direct access to treatment.

Corrections-based treatment will be available to people pre- and post-sentence, those incarcerated, and/or on

probation with substance concerns who enter the Adult Detention Center, Ramsey County Correctional Facility, juvenile probation or the Juvenile Detention Center. Individuals living in the community will be offered care coordination. Correctional facility-based individuals will be offered mental health care through corrections-based services, social services (1919 University Ave) including dual diagnosis programming, services through Public Health such as naloxone at time of release and information from the syringe services program and Detox. The county will continue to provide care coordination and community follow up that improves treatment outcomes and prevents recidivism with community-based, culturally responsive counseling and support services as are currently offered through the Medicated Assisted Therapy initiative.

County Goals (Check those advanced by Action)

- Well-being
- Prosperity
- Opportunity
- Accountability

Racial Equity Impact

More than 5,400 Minnesotans have died of opioid overdoses since 2000. The epidemic has torn families apart and ravaged communities, particularly the American Indian and African American population and other racially and ethnically diverse communities. Individuals, families and communities continue to suffer, as the COVID-19 pandemic has caused a surge in both fatal and nonfatal overdose deaths. Minnesotans have suffered tremendously from the opioid epidemic. Opioid overdose deaths have increased dramatically during the COVID-19 pandemic.

Community Participation Level and Impact

The community has been engaged during this grant application there have been two community partners meetings. Public Health also had a Saint Paul City Council Policy update and met with Ramsey County municipalities as well as the East Metro Mental Health Roundtable.

Public Health also publishes a Community Health Assessment (CHA) every five years with ongoing evaluations and updates. The CHA identifies key health conditions and needs among county residents. The CHA process includes community engagement about health experiences and concerns as well as data and trend analysis from a variety of sources. One of the key health conditions that was identified by community is Tobacco, Alcohol & Substance Abuse [Opioid Misuse and Death](https://www.ramseycounty.us/sites/default/files/Departments/Public%20Health/CHA/Opiod%20Misuse%20and%20Death_final.pdf) https://www.ramseycounty.us/sites/default/files/Departments/Public%20Health/CHA/Opiod%20Misuse%20and%20Death_final.pdf.

- Inform
- Consult
- Involve
- Collaborate
- Empower

Fiscal Impact

This amendment to the agreement with the Minnesota Department of Human Services extends the original term of the grant for an additional one-year period through June 30, 2024, and awards additional funding in the amount of \$265,028. The new grant amount, as amended, is \$774,712. The program costs will be covered by this grant funding through June 30, 2024.

Last Previous Action

On April 26, 2022, the Ramsey County Board of Commissioners approved a grant agreement with the Minnesota Department of Human Services for the expansion and enhancement of a continuum of care for opioid-related substance use disorders for the period upon execution through June 30, 2023 in the amount of \$509,684 (Resolution B2022-105).

Attachments

- 1. Amendment to Grant Agreement with DHS

Amendment No. 1 for Grant Contract No. 210422

Contract Start Date:	4/20/2022	Original Contract Amount:	\$ 509,684
Original Contract Expiration Date:	6/30/2023	Previous Amendment(s) Total:	\$ n/a
Current Contract Expiration Date:	6/30/2023	This Amendment:	\$ 265,028.21
Requested Contract Expiration Date:	6/30/2024	Total Contract Amount:	\$ 774,712.21

This amendment (“Amendment”) is by and between the State of Minnesota, through its Commissioner of the Minnesota Department of Human Services, Behavioral Health Division (“STATE”) and Ramsey County, a political subdivision of the State of Minnesota, on behalf of Saint Paul – Ramsey County Public Health, an independent grantee, not an employee of the State of Minnesota, located at 555 Cedar Street, St. Paul, MN 55101 (“COUNTY PUBLIC HEALTH”).

Recitals

1. STATE has a grant contract with COUNTY PUBLIC HEALTH identified as Grant No. 210422 to expand and enhance a continuum of care for opioid-related substance use disorders (Original Grant Contract);
2. The Original Grant Contract is being amended because STATE and COUNTY PUBLIC HEALTH agree that additional time, additional funds and a revised work plan are necessary for the satisfactory completion of the grant;
3. STATE and COUNTY PUBLIC HEALTH agree to amend the contract as stated below:

Contract Amendment

In this Amendment, changes to Original Grant Contract language will use ~~strike through~~ for deletions and underlining for insertions.

The parties agree to the following revisions:

REVISION 1: Clause 1.2., “**Expiration date**”, is amended as follows:

1.2 Expiration date. This CONTRACT is valid through ~~June 20, 2023~~ June 30, 2024, or until all obligations set forth in this CONTRACT have been satisfactorily fulfilled, whichever occurs first.

REVISION 2: Clause 2.1, “**Duties**”, subclause 2.1, a), only, is amended as follows:

- a) COUNTY PUBLIC HEALTH shall perform duties in accordance with Attachment A and Attachment A-1 and, Work Plan, which is attached and incorporated into this CONTRACT.

REVISION 3: Clause 3.1, subclause 3.1.a., “**Compensation**”, and 3.1.c., “**Total obligation**”, only, are amended as follows:

- a. Compensation.** COUNTY PUBLIC HEALTH will be paid in accordance with **Attachment B-1**, Budget, which is attached and incorporated into this CONTRACT.
 - 1. COUNTY PUBLIC HEALTH must obtain STATE written approval before changing any part of the budget by more than 10%. Notwithstanding Clause 19.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if written approval is received from the state and when the total obligation remains unchanged.
 - 2. If COUNTY PUBLIC HEALTH’s approved budget changes proceed without an amendment pursuant to this clause, COUNTY PUBLIC HEALTH must record the budget change in EGMS or on a form provided by STATE.

- c. Total obligation.** The total obligation of STATE for all compensation and reimbursements to COUNTY PUBLIC HEALTH shall not exceed ~~five hundred nine thousand six hundred and eighty four dollars (\$509,684)~~ **seven hundred seventy four thousand and seven hundred twelve dollars and twenty one cents (\$774,712.21)**.

REVISION 4:

Attachment A-1, attached to this amendment, is hereby attached and incorporated into the Original Grant Contract.

Attachment B-1, attached to this amendment, is hereby attached and incorporated into the Original Grant Contract, and replaces Attachment B

EXCEPT AS AMENDED HEREIN, THE TERMS AND CONDITIONS OF THE ORIGINAL GRANT CONTRACT AND ALL PREVIOUS AMENDMENTS REMAIN IN FULL FORCE AND EFFECT AND ARE INCORPORATED INTO THIS AMENDMENT BY REFERENCE.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
Signature page follows

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05.

By: _____

Date: _____

Grant No: _____

2. COUNTY PUBLIC HEALTH

Signatory certifies that County's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the County to the terms of this Agreement. County and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: _____

Title: _____

Date: _____

3. STATE AGENCY

Individual certifies the applicable provisions of Minnesota Statutes, section 16B.97, subdivision 1 and Minnesota Statutes, section 16B.98 are reaffirmed.

By (with delegated authority): _____

Title: _____

Date: _____

Attachment B-1 - Budget

BUDGET SUMMARY YEAR 1		BUDGET SUMMARY YEAR 2		BUDGET SUMMARY YEAR 3		PROJECT TOTAL
04/20/22 - 06/30/22		07/01/22 - 06/30/23		07/01/23-06/30/24		
CATEGORY	TOTAL BUDGET 1	CATEGORY	TOTAL BUDGET Year 2	CATEGORY	TOTAL BUDGET Year 2	
Salaries	\$ -	Salaries	\$ 177,011.27	Salaries	\$ 251,235.47	
Fringe Benefits	\$ -	Fringe Benefits	\$ 65,215.65	Fringe Benefits	\$ 94,590.15	
Contracted Services	\$ -	Contracted Services	\$ -	Contracted Services	\$ 8,000.00	
Space Cost (Incl utilities)	\$ -	Space Cost (Incl utilities)	\$ -	Space Cost (Incl utilities)	\$ -	
Equipment	\$ -	Equipment	\$ -	Equipment	\$ -	
Bonds & Insurance	\$ -	Bonds & Insurance	\$ -	Bonds & Insurance	\$ -	
Copying	\$ -	Copying	\$ -	Copying	\$ 200.00	
Data Processing	\$ -	Data Processing	\$ 13,506.00	Data Processing	\$ 13,290.00	
Communications	\$ -	Communications	\$ 662.40	Communications	\$ 662.40	
Instate Travel	\$ -	Instate Travel	\$ -	Instate Travel	\$ 672.00	
Out-of-State Travel	\$ -	Out-of-State Travel	\$ -	Out-of-State Travel	\$ -	
Program Costs	\$ -	Program Costs	\$ -	Program Costs	\$ -	
evaluation		evaluation		evaluation		
Naloxone	\$ -	Naloxone	\$ 59,846.22	Naloxone	\$ 10,000.00	
Audit	\$ -	Audit	\$ -	Audit	\$ -	
Staff Development	\$ -	Staff Development	\$ -	Staff Development	\$ 2,646.98	
Child Care - Day Care	\$ -	Child Care - Day Care	\$ -	Child Care - Day Care	\$ -	
Client Transportation	\$ -	Client Transportation	\$ 200.00	Client Transportation		
Client Housing Costs	\$ -	Client Housing Costs	\$ -	Client Housing Costs		
Client Incentives	\$ -	Client Incentives	\$ -	Client Incentives	\$ -	
Client Emergency Funds	\$ 5,000.00	Client Emergency Funds	\$ -	Client Emergency Funds	\$ 2,000.00	
Total Direct Costs	\$ 5,000.00	Total Direct Costs	\$ 316,441.54	Total Direct Costs	\$ 383,297.00	
Indirect Cost	\$ -	Indirect Cost	\$ 31,644.07	Indirect Cost	\$ 38,330.00	
TOTAL REQUEST Year 1 / SFY 21-22	\$ 5,000.00	TOTAL REQUEST Year 2 / SFY 223	\$ 348,085.61	TOTAL REQUEST Year 3 / SFY 23-24	\$ 421,627.00	\$ 774,712.61

BUDGET JUSTIFICATION Year 1: 04/20/22 - 06/30/22		
CATEGORY	JUSTIFICATION NARRATIVE	Amount
Salaries		\$ -
Fringe Benefits		
Contracted Services		\$ -
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		\$ -
Data Processing		\$ -
Communications		\$ -
Instate Travel		\$ -
Out-of-State Travel		
Program Costs		
Evaluation		
Audit		
Staff Development		
Child Care - Day Care		
Client Transportation		\$ -
Client Housing Costs		
Client Incentives		
Client Emergency Funds	Emergency related assistance for program participants (Hygiene items, weather-appropriate clothing and footwear, ID replacements, laundry suppliers, food, emergency housing, etc).	\$ 5,000.00
Total Direct Costs		\$ 5,000.00
Indirect Cost	Shared administration and accounting, overhead	\$ -
TOTAL REQUEST Year 1 / SFY 21-22		\$ 5,000.00

BUDGET JUSTIFICATION Year 2: 07/01/22 - 06/30/23		
CATEGORY	JUSTIFICATION NARRATIVE	Amount
Salaries	Planning Specialist (0.25 FTE) @ \$85,476; Peer Support Specialist (1 FTE) @ \$48,701; Correctional Health Nurse (0.5 FTE) @ \$92,465; Medical Provider (0.125 FTE) @ \$202,957; Social Worker (1 FTE) @ 71,845	\$ 177,011.27
Fringe Benefits	FICA, Unemployment, Worker's Comp, Health and Pension = 38% of salaries and wages.	\$ 65,215.65
Contracted Services	Culturally-specific providers for assessments	\$ -
Space Cost (Incl utilities)		\$ -
Equipment		\$ -
Bonds & Insurance		\$ -
Copying	Copying materials for meetings/promotion/communications \$50/month x 12 months	\$ -
Data Processing	Core service fee: \$1,040 per month multiply by 12 months = \$12,480 per year IT equipment: \$24 per month 1 staff at annually \$288 1 staff 7 months (started 12/1/22): \$168 Total IT equipment: \$456 per year VoIP Desk phone: \$30 per month 1 staff at annually \$360 and 1 staff 7 months (started 12/1/22): \$210 Total IT equipment: \$570 per year Total is \$12,480 + \$456 + \$570 = \$13,506	\$ 13,506.00
Communications	Cell service for 2 staff x 12 months. 27.60 monthly.	\$ 662.40
Instate Travel	Mileage reimbursement for 200 miles/month x 12 months x 1 staff at \$0.56/mile.	\$ -
Out-of-State Travel		\$ -
Program Costs		\$ -
Naloxone		\$ 59,846.22
Audit		\$ -
Staff Development		\$ -
Child Care - Day Care		\$ -
Client Transportation		\$ 200.00
Client Housing Costs	Emergency housing costs for program participants to prevent homelessness.	\$ -
Client Incentives		\$ -
Client Emergency Funds	Emergency related assistance for program participants (Hygiene items, weather-appropriate clothing and footwear, ID replacements, laundry suppliers, food, emergency housing, etc).	\$ -
Total Direct Costs		\$ 316,441.54
Indirect Cost		\$ 31,644.07
TOTAL REQUEST Year 2 / SFY 22-23		\$ 348,085.61

BUDGET JUSTIFICATION Year 3: 07/01/23 - 06/30/24		
CATEGORY	JUSTIFICATION NARRATIVE	Amount
Salaries	Planning Specialist (0.25 FTE) @ \$22,562.69 Peer Support Specialist (1 FTE) @ \$70,150.47 Correctional Health Nurse (0.8 FTE) @ \$66,753.03; Social Worker (1 FTE) @ 91,769.28	\$ 251,235.47
Fringe Benefits	FICA, Unemployment, Worker's Comp, Health and Pension. 37.65%	\$ 94,590.15
Contracted Services	Provide 3 Culturally Specific Providers to perform assessments @ \$2,666 each.	\$ 7,998.00
Space Cost (Incl utilities)		\$ -
Equipment		\$ -
Bonds & Insurance		\$ -
Copying	Copying materials for communications.	\$ 200.00
Data Processing	Core service fee: \$1,040 per month multiply by 12 months = \$12,480 per year IT equipment: \$24 per month, 1 staff at annually \$72 (0.25 FTE on grant only) and 1 staff at annually \$288 Total IT equipment: \$360 per year VoIP Desk phone: \$30 per month 1 staff at annually \$90 (0.25 FTE on grant only) 1 staff at annually \$360 Total IT equipment: \$450 per year Total is \$12,480 + \$360 +\$450 = \$13,290	\$ 13,290.00
Communications	Cell service for 2 staff x 12 months. 27.60 monthly.	\$ 662.40
Instate Travel	Mileage reimbursement for 85 miles/month x 1 staff at \$0.655/mile.	\$ 668.00
Out-of-State Travel		\$ -
Program Costs		\$ -
Evaluation		\$ -
Naloxone		\$ 10,000.00
Staff Development	RX Summit Conference for 3 staff	\$ 2,653.00
Child Care - Day Care		\$ -
Client Transportation		
Client Housing Costs		
Client Incentives		\$ -
Client Emergency Funds	Emergency related assistance for program participants (Hygiene items, weather-appropriate clothing and footwear, ID replacements, laundry suppliers, food, emergency housing, etc).	\$ 2,000.00
Total Direct Costs		\$ 383,297.02
Indirect Cost		\$ 38,330.00
TOTAL REQUEST Year 3/SFY 23-24		\$ 421,627.02

Attachment A 1- Schedule of Tasks and Deliverables

Goals	Objective	Description of Tasks	Role Responsible	Timeframe for Completion
Provide connections to care for people who have or are at risk of developing Opioid use disorder (OUD) and any co-occurring substance use disorder (SUD)/mental health (MH) conditions through evidence-based or evidence-informed programs or strategies.	By the end of the grant period 100% of those charged with a felony-level drug, or a felony-level drug-related driving offense, will be offered access to care coordination related to SUD/MH assessment within 10 days of request.	<p>1.1 Create a Licensed Alcohol and Drug Counselor (LADC) internship program</p> <p>1.2 Collaborate with local culturally specific providers to offer further assessments as needed.</p> <p>1.3 Distribute informational materials to be available during booking at the Adult Detention Center (ADC) that describes direct access for SUD/MH programs.</p>	<p>Mental Health Supervisor licensed to supervise LADCs</p> <p>Community Corrections administration</p> <p>Communications Department/Mental Health Supervisor</p>	<p>6/30/2024</p> <p>6/30/2024</p> <p>6/30/2024</p>
Provide connections to care for people who have or are at risk of developing OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies.	Increase the number of community corrections based providers with Medicated Assisted Treatment (MAT) waivers in Ramsey County Human Services and Community Corrections by 10%.	2.1. Training and support for clinicians to obtain a waiver to prescribe medications and meet the needs of incarcerated or justice involved persons.	Mental Health Director/Registered Nurse/Prevention coordinator	6/30/2024
Provide training and education regarding Naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the public.	By the end of the grant period, we will continue to offer culturally specific opioid overdose training opportunities for staff in government and non-profit organizations as well as emergency medical technicians, faith-based community members, Second Judicial District staff, and family members of those in treatment or in the correctional system.	<p>3.1 Provide culturally specific trainings on opioid overdose, signs, and symptoms, and what to do next and it has been successfully researched through cultural organizations in Ramsey County.</p> <p>3.2 Maintain and update a list of community organizations and county staff to contact regarding training has been developed and is available via Ramsey County website, we provide information at weekly outreach activities, and through syringe exchange.</p>	<p>Opioid Prevention Coordinator / Mental Health Supervisor – Corrections.</p> <p>Opioid Prevention Coordinator/ Mental Health Supervisor – Corrections</p> <p>Opioid Prevention Coordinator / Mental Health Supervisor – Corrections / Peer Support Specialist</p>	<p>6/30/2024</p> <p>6/30/2024</p> <p>6/30/2024</p>

		3.3 Maintain ongoing evaluation of the trainings through feedback loop and training survey.	Peer Support Specialist	6/30/2024
Support people in recovery from OUD and any co-occurring SUD/MH conditions or concerns through evidence-based or evidence informed programs or strategies.	<p>if a client requests assistance with OUD and/or SUD/MH concerns, 100% of those requests will be referred for services.</p> <p>Peer Support Specialist was hired to work in Ramsey County Community Corrections Department (RCCCD). provide support for clients to address identified barriers to accessing services specifically related to OUD and/or SUD/MH concerns.</p>	<p>4.1 Provide training in fasttrackermn.org with staff. Roll out how to use system and find openings.</p> <p>4.2 Train all staff in the use of fasttrackermn.org referral system and identify other areas of need.</p> <p>4.3 Provide transportation assistance for clients working with Peer Support Specialist.</p>	<p>Peer Support Specialist</p> <p>Peer Support Specialist</p> <p>Peer Support Specialist</p>	<p>6/30/2024</p> <p>6/30/2024</p> <p>6/30/2024</p>
Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence based	<p><u>Pre-Sentence</u></p> <p>By the end of the grant period 100% of clients required to complete a Pre-Sentence Investigation (PSI) due to a felony-level drug, a felony-level drug-related driving offense, will be offered access to care coordination related to</p>	<p>5.1 All Ramsey County Community Corrections Department Mental Health staff will provide SUD/Mental Health assessments.</p> <p>6.1 PSI Supervisor identifies appropriate clients and informs PSI Probation Officer.</p> <p>6.3 PSI Probation Officer informs client that one of the recommendations for sentencing due to the nature of the offense is an MICD assessment and</p>	<p>Mental Health Supervisor</p> <p>Supervisor</p>	<p>Ongoing 6/30/2024</p> <p>6/30/2024</p> <p>6/30/2024</p>

<p>or evidence informed programs or strategies.</p>	<p>SUD/MH assessment within 10 days of request.</p> <p><u>Intake</u> By the end of the grant period, 100% of clients reporting to the RCCCD</p> <p>Intake Unit identified at risk for a substance use disorder through a risk-needs assessment screener will be offered access to care coordination related to SUD/MH assessment within 10 days of request.</p> <p><u>At Discharge</u></p> <p>By the end of the grant period 100% of clients identified with a current or previously identified SUD or mental health concern will be offered, within 10 days of a discharge request being submitted, a resource list for seeking community –based services.</p> <p>By the end of the grant period individuals involved in Civil commitment court will have access to added support through chemical dependency (CD) civil commitment case management care and services.</p>	<p>inquires if client would like assistance prior to sentencing.</p> <p>6.4 RCCCD will create Memorandum of Understanding/referral process with Welcome Center for diagnostic assessments at the time of the PSI.</p> <p>6.5 Intake staff provides identified clients that request services information on how to access care in their community.</p> <p>6.6 RCCCD supervision staff will provide all clients with resources for continued community care for sobriety and mental health after discharge.</p> <p>6.7 Inform staff of the process for making referrals for community mental health care.</p> <p>6.8 (1) Social Worker will work with Chemically Dependent civilly committed individuals and work as navigators to help those in the criminal justice system that are impacted by drug-based criminal offenses.</p>	<p>PSI Probation Officer</p> <p>PSI Probation Officer</p> <p>Mental Health Supervisor</p> <p>Intake nurse</p> <p>RCCCD MH Staff</p> <p>Mental Health Supervisor</p>	<p>6/30/2024</p> <p>6/30/2024</p> <p>06/30/24</p>
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Support people in recovery from OUD by providing transportation to services to individuals who face immediate risks and service needs upon release from correctional settings.	By the end of the grant period, 100% of people on Suboxone released from Ramsey County correctional facilities will be offered options for transportation from the facility directly to an approved provider for a medication management appointment, or with information on how and where to schedule a medication management appointment.	7.1. A full time registered nurse for public health will provide education in the facility to clients about MAT. 7.2 Transportation from facility or other location to treatment will be provided at release	Correctional Health Division Manager Peer Specialist	06/30/24
Provide access to funds for basic needs of clients entering or leaving treatment.	During the grant, funding will be available for those seeking and or working with chemical dependency/dual diagnosis programing.	8.1 Basic needs funds will be available through Peer Support Specialist for youth, families, and individuals as they move through their treatment journey. (IE: transportation to and from treatment when other transport is not available, transport for family to attend family sessions, basic needs items when in treatment and other items when need is identified)	Peer Support Specialist	6/30/2024
Access to assessment from culturally specific providers.	By the end of the grant period Ramsey County Public Health, in collaboration with Community Corrections and Social Services, will identify needs for those that do not qualify for assessment through the Behavioral Health funding or request a culturally specific assessment for chemical dependency or dual diagnosis assessment.	9.1 Mental Health team and Peer Support Specialist will create information that probation agents can give to clients to discuss assessment options. 9.2 When doing initial intervention and or meeting with clients they will be given information on and choice as to what assessor or provider they want to see. Funding will be made available to support the assessment needs of the individual.	Mental Health team and Peer Support Specialist Supervision and probation agent in collaboration with Peer Support Specialist	06/30/24 6/30/2024

Board of Commissioners

Request for Board Action

Item Number: 2023-250

Meeting Date: 6/27/2023

Sponsor: Housing Stability

Title

Amendment to the Agreement with Minnesota Housing Finance Agency for Family Homelessness Prevention and Assistance Program

Recommendation

1. Approve an amendment to the agreement with Minnesota Housing Finance Agency for Family Homelessness Prevention and Assistance Program for the period of October 1, 2021, through September 30, 2023 in the amount of \$1,504,263, in accordance with the rates established in the agreement.
2. Authorize the Chair and Chief Clerk to execute the grant agreement.
3. Authorize the County Manager to enter into agreements and execute amendments to agreements in accordance with the county's procurement policies and procedures provided the amounts are within the limits of the grant funding.

Background and Rationale

The Minnesota Family Homelessness Prevention and Assistance Program (FHPAP) was established in 1993 to assist families who were homeless or at imminent risk of homelessness. The program goals aim to prevent homelessness, minimize periods of homelessness, and eliminate repeat episodes of homelessness.

The county works with its community partners through an FHPAP Advisory Committee to design a homeless crisis response system, develop project outcome measures, and assess the short and long-term effectiveness of the program in meeting the needs of families experiencing homeless. Past priorities for the FHPAP include implementing the Coordinated Entry system for families and street outreach for youth. This year, the county's Continuum of Care (CoC) Governing Board prioritized serving singles, families, and youth for the 2021-2023 grant cycle to provide street outreach, prevention assistance, coordinated entry, and rapid rehousing services through FHPAP funding.

Minnesota Housing Finance Agency (MHFA) has a grant contract agreement with the Grantee identified as Family Homelessness Prevention & Assistance Program, with an effective date of October 1, 2021, through September 30, 2023, to prevent homelessness, reduce the length of time households are homeless and eliminate future episodes of homelessness.

MHFA is amending the original grant contract to modify the grantee's project plan, increase the grant award by \$1,504,263, to total \$4,728,263, and modify the payment terms to meet the needs of the grantee during the grant period. This award is part of one-time funding for FHPAP known as "Fast Track" signed into law by Governor Walz on March 31, 2023 ([2023 Minnesota Session Law, Chapter 20, Section 1](https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/20/) [<https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/20/>](https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/20/)). The funding is allocated to existing program administrators without a new competitive process.

The primary purpose of the Fast Track funds is to help prevent families from being evicted and to help them achieve housing stability. The following subgrantees will receive funds to support residents through their

existing FHPAP prevention projects:

- Catholic Charities
- Comunidades Latinas Unidas En Servicio (CLUES)
- YMCA
- Neighborhood House
- Minnesota Community Care

County Goals (Check those advanced by Action)

- Well-being Prosperity Opportunity Accountability

Racial Equity Impact

Through the Minnesota Housing’s FHPAP application, a requirement of the CoC Governing Board is to select a preliminary practice model which includes elements of practices currently implemented or needing to be implemented. Ramsey County CoC Governing Board agreed to focus on Equity in the 2021-2023 biennium and has selected two culturally specific subgrantees service providers: CLUES and American Indian Family Center (AIFC)

It is the expectation of both Ramsey County and MHFA that staff and leadership represent the diversity of the populations/demographics served, service strategies are representative and responsive to the needs of diverse populations, stakeholders representing diverse populations have defined roles in the design and implementation of programs, the project evaluates disparities in outputs and outcomes, takes action to address these disparities. The FHPAP Advisory Committee plans to implement a sub-committee to focus on the Equity Focus component, Racial Equity Accountability Project (REAP). REAP is focused on continuing the work by moving racial equity action plans forward and to track and share progress to promote accountability in reducing racial disparities.

Community Participation Level and Impact

MHFA requires engagement of community members, stakeholders, people with lived experience, and school partners to be members of the CoC Governing Board. The CoC Governing Board voted six community members to serve on the evaluation committee of the FHPAP solicitation process. The six elected members represented two employees from Ramsey County, one from St. Paul Public Schools, and three community advocates. A second practice model that the CoC Governing Board decided to place its focus on is from one of MHFA’s component themes entitled “*Nothing About Us Without Us*”. This component focuses on ensuring persons with lived experience have helped shape and design the project model and that persons with lived experience are consulted during implementation and assist in evaluating the project.

- Inform Consult Involve Collaborate Empower

Fiscal Impact

The increase of \$1,504,263 will be allocated to subgrantee vendors. The Housing Stability department will continue to administer and monitor the grant funds through the existing Housing Stability department budget. No additional administrative funds for Housing Stability are needed.

Last Previous Action

On March 14, 2023, the Ramsey County Board of Commissioners approved an amendment from the Minnesota Housing Finance Association for Family Homelessness Prevention and Assistance Program (Resolution B2023-041).

Attachments

1. Amendment Two for Family Homelessness Prevention & Assistance Program Grant Contract Agreement

Amendment #2 for Family Homelessness Prevention & Assistance Program Grant Contract Agreement

Contract Start Date:	<u>October 1, 2021</u>	Total Contract Amount:	<u>\$4,728,263.00</u>
Original Contract Expiration Date:	<u>December 30, 2023</u>	Original Contract:	<u>\$3,087,500.00</u>
Current Contract Expiration Date:	<u>December 30, 2023</u>	Previous Amendment(s) Total:	<u>\$136,500.00</u>
Requested Contract Expiration Date:	<u>December 30, 2023</u>	This Amendment:	<u>\$1,504,263.00</u>

This Amendment is by and between the Minnesota Housing Finance Agency (“MHFA”) and Ramsey County, 160 E Kellogg Boulevard, Suite 9500, St Paul, MN, 55101 (“Grantee”).

Recitals

1. MHFA has a Grant Contract Agreement with the Grantee identified as Family Homelessness Prevention & Assistance Program, with an effective date of October 1, 2021 (“Original Grant Contract”) to prevent homelessness, reduce the length of time households are homeless and eliminate future episodes of homelessness. The Original Grant Contract was amended by Amendment #1 for Family Homelessness Prevention & Assistance Program Grant Contract Agreement, with an effective date of April 9, 2023 (the “First Amendment”). The Original Grant Contract and First Amendment are collectively referred to as the “Grant Contract.”
2. MHFA and Grantee desire to further amend the Grant Contract to increase the Grant Proceeds, modify the Grantee’s Project Plan, modify the Reporting Timeline, modify the payment terms, and update Fraud Disclosure information to allow the Grantee to expend additional funds appropriated by the Minnesota Legislature during the Grant Period.
3. MHFA and the Grantee are willing to amend the Grant Contract as stated below.

Grant Contract Amendment

In this Amendment, changes to pre-existing Grant Contract language will use strike through for deletions and underlining for insertions.

REVISION 1. Clause 2.1 “**Grantee’s Duties**” is amended as follows:

2.1 The Grantee has submitted an application for funding under the Program, which as revised as required by MHFA, is attached hereto as **Exhibit A** and made a part hereof (“the Application”). The Grantee has submitted to MHFA a Work Plan for funding under the Program, which as revised as required by MHFA, is attached hereto as ~~Exhibit B.1~~ **Exhibit B.2** and made a part hereof (“the Work Plan”). The Grantee has submitted to MHFA a Fast Track Work Plan which is attached hereto as Exhibit E and made a part hereof. The Application, ~~and Work Plan, and Fast Track Work Plan~~ are collectively known as the “Grantee’s Project Plan”. The Grantee shall perform the activities that are outlined in the Grantee’s Project Plan in accordance with the approved budgets specified in the Grantee’s Project Plan, or as otherwise approved in writing by MHFA.

REVISION 2. **Exhibit B.1** is deleted and replaced in its entirety with **Exhibit B.2** which is attached to this Amendment.

REVISION 3. Clause 2.2 “**Grantee’s Duties**” is amended as follows:

2.2 The Grantee agrees to comply with all Program expectations and requirements outlined in the Program Guide located on the MHFA’s [website](#), which may be amended as needed. MHFA will provide notice of any such amendments to Grantee’s Authorized Representative by email. Unless otherwise indicated in the Program Guide, any such amendments are binding on the Grantee as of the date indicated in the notice, which shall not be earlier than the date that MHFA sends the notice.

REVISION 4. Clause 2.3 “**Reporting**” is amended as follows:

2.3 Reporting

The Grantee shall submit quarterly and annual project reports to MHFA. The reports must be submitted in a template provided by MHFA and include actual Program results compared to Program objectives outlined in the Grantee’s Project Plan. The Grantee shall submit to MHFA information about individual households served by the Grantee, as determined necessary by MHFA. Information about households served, utilizing each of the Standard Grant Proceeds and the Fast Track Grant Proceeds, must be submitted to MHFA on a quarterly and annual basis by the due dates established in the Reporting Timeline, attached hereto as ~~Exhibit C~~ **Exhibit C.1**.

The Grantee is also required to evaluate and report on performance outcomes defined in the Grantee’s Project Plan to their advisory committee on at least a quarterly basis.

REVISION 5. A new Clause 2.8 is inserted as follows:

2.8 Timeliness

For payments made with Fast Track Grant Proceeds (defined in clause 4.1), the Grantee and its subgrantees must process eligible payments within 30 days from the date of receipt of all required documentation. The Grantee must maintain sufficient records to demonstrate that eligible payments were made within this 30-day timeframe.

REVISION 6. ~~Exhibit C~~ is deleted and replaced in its entirety with **Exhibit C.1** which is attached to this Amendment.

REVISION 7. Clause 4.1 “**Consideration**” is amended as follows:

4.1 Consideration.

MHFA will pay for all services performed by the Grantee under this Grant Contract Agreement as follows:

(a) Compensation

The Grantee will be paid up to a maximum of ~~\$3,203,203.00~~ \$3,205,703.00 (the “Standard Compensation”) per the breakdown of costs contained in the approved budget specified in the Grantee’s Work Plan. Additionally, the Grantee will be paid up to a maximum of \$1,504,263.00 (the “Fast Track Compensation”) per the breakdown of costs contained in the approved budget specified in the Grantee’s Fast Track Work Plan.

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of ~~this Grant Contract Agreement~~ the Grantee's Work Plan will not exceed ~~\$20,797.00~~ \$18,297.00 (the "Standard Travel Expenses"). Collectively, the Standard Compensation and the Standard Travel Expenses are the "Standard Grant Proceeds." Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of the Grantee's Fast Track Work Plan will not exceed \$0.00 (the "Fast Track Travel Expenses"). Collectively, the Fast Track Compensation and the Fast Track Travel Expenses are the "Fast Track Grant Proceeds." ~~provided that.~~ In any event, the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the MHFA's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of MHFA for all compensation and reimbursements to the Grantee under this Grant Contract Agreement will not exceed ~~\$3,224,000.00~~ \$4,728,263.00 which is the combined amount of the Standard Grant Proceeds and the Fast Track Grant Proceeds. Collectively, the Standard Grant Proceeds and the Fast Track Grant Proceeds are (the "Grant Proceeds"). The award of the total amount of the Grant Proceeds is contingent upon the receipt of funding by MHFA of anticipated appropriations for the Program for Fiscal Years 2024-2025. The Grantee is only entitled to the Grant Proceeds as specifically limited by Section 14.3 of this Grant Contract Agreement.

REVISION 8. Clause 4.2 "Payment" is amended as follows:

4.2 Payment

(a) Disbursements

The disbursement of the Grant Proceeds is as follows:

- (i) ~~One-eighth of the total amount of the Grant Proceeds~~ Original Contract amount will be disbursed upon execution of the Grant Contract Agreement.
- (ii) ~~One-eighth of the total amount of the Grant Proceeds, at MHFA's sole discretion and subject to funding availability, until the Grant Proceeds are fully disbursed, at the beginning of each quarter MHFA's fiscal year during the Grant Period of this Grant Contract Agreement.~~ One-eighth of the Original Contract amount will be disbursed at the beginning of each quarter of MHFA's fiscal year for the first seven quarters of the Grant Period, with the final one-eighth of the Original Contract amount disbursed during the seventh quarter of the Grant Period of this Grant Contract Agreement.
- (iii) An additional payment in the amount of \$136,500.00 will be disbursed upon execution of Amendment #1 to this Grant Contract Agreement. Collectively, the amounts disbursed in accordance with 4.2(a)(i)-(iii) comprise the Standard Grant Proceeds.
- (iv) An additional first disbursement in the amount of \$752,131.50 will be disbursed upon execution of Amendment #2 to this Grant Contract Agreement.
- (v) An additional second disbursement of \$752,131.50 will be disbursed by August 1, 2023, unless the Grantee submits written notification to MHFA by July 24, 2023, requesting a second disbursement in a lesser amount due to Grantee's expected capacity to expend only such lesser amount by the end of the Grant Period. Collectively, the amounts disbursed in accordance with 4.2(a)(iv)-(v) comprise the Fast Track Grant Proceeds.

(b) *Unexpended Funds*

The Grantee must promptly return to MHFA within 60 days of the end of the Grant Period, any unexpended funds that have not been accounted for annually in a financial report to MHFA due at grant closeout.

(c) *Interest Earnings*

Interest accruing on the Grant Proceeds held by Grantee shall be applied in accordance with the permitted activities outlined in Grantee's Project Plan.

(d) *Disbursements Subject to Discretion and Funding Availability*

The amount and timing of all disbursements described in 4.2(a) are subject to MHFA's sole discretion and funding availability.

REVISION 9. Clause 16 "**Fraud Disclosure**" is amended as follows:

Fraud is any intentionally deceptive action made for personal gain or to damage another. Any person or entity (including its employees and affiliates) that enters into an agreement with MHFA and witnesses, discovers evidence of, receives a report from another source, or has other reasonable basis to suspect that fraud or embezzlement has occurred must immediately make a report to:

- MHFA's Chief Risk Officer at 651.296.7608 or 800.657.3769;
- Any member of MHFA's [Servant Leadership Team](#); or
- [Report Wrongdoing or Concerns \(mnhousing.gov\)](#)
- ~~[EthicsPoint](#), the state hotline reporting service vendor.~~

1. GRANTEE

The Grantee certifies that the appropriate person(s) have executed this Amendment on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: Assistant Ramsey County Attorney

Date: _____

By: _____

Title: Director, Ramsey County Housing Stability

Date: _____

By: _____

Title: Chief Financial Officer, Ramsey County

Date: _____

By: _____

Title: Chief Clerk, Ramsey County Board of Commissioners

Date: _____

By: _____

Title: Chair, Ramsey County Board of Commissioners

Date: _____

2. MINNESOTA HOUSING FINANCE AGENCY

By: _____

Title: _____

Date: _____

Distribution:
Agency
Grantee

Family Homeless Prevention and Assistance Program (FHPAP) Work Plan

The purpose of the FHPAP Work Plan is to describe changes to the budget, outputs, or activities due to the final FHPAP award amount. The FHPAP Work Plan must be submitted and approved by MHFA prior to the execution of the Grant Contract Agreement by October 1st.

BUDGET AND PROJECTED HOUSEHOLDS
<p>Expectation: The Grantee must adjust its budget and proposed households to match the award provided by MHFA. The final budget document, including the projected number of households to be served, must reflect spirit and intent of the initial application.</p>
<ol style="list-style-type: none"> 1. Submit copies of updated budget spreadsheets for the master budget, Grantee budget and subgrantee budgets. 2. If the budget and outputs have been adjusted proportionately but no change has been made to the anticipated services or activities, you may skip this question. If adjustments have been made that differ from the initial application, please describe here: <ul style="list-style-type: none"> • Details of any revisions to the proposed activities based on the award amount • Details of any revisions to the proposed households served based on the award amount • Rationale for any budget items that have significantly higher cost per household than the initial application
<p>Response: Ramsey County’s sub-grantees’ budgets and outputs have been adjusted proportionately to match the award amount, but no changes have been made to the anticipated services or activities.</p> <p>AMENDMENT #1 Households served revisions: Current Ramsey County FHPAP subgrantees were made aware of the \$136,500.00 in Amendment funds available to serve households via homeless prevention, coordinated entry, street outreach, or rapid rehousing. As guided by the FHPAP Advisory Committee, interested subgrantees were required to submit a letter of interest outlining their justification, revised households served, and racial equity impact <u>if</u> performance criteria made them eligible for an award.</p> <p>As grantee, Ramsey County also wanted to address budget revisions that would result in reallocation(s) for well-performing subgrantees to absorb. A budget revision requesting to reduce \$21,000.00 from the Lutheran Social Services Rapid Rehousing program was received. The FHPAP Advisory Committee voted to have these funds added to the FHPAP Amendment funds, making the total amount available \$157,500.00.</p> <p>Additionally of note, In the spring of 2022, a significant direct assistance budget revision was requested by Minnesota Community Care, aka House Calls. Their revision request involved moving \$102,730 from utility assistance to rental assistance to accommodate the high needs for rental assistance in our community. The advisory committee has approved the request to move funds from utility assistance to rental assistance and that change is reflected in the updated budget document. This change did not change projected households served, however did make Minnesota Community Care eligible to apply for additional rental assistance through the Amendment funds.</p>

Exhibit B.2

Finally, a ranking committee was established to evaluate the proposals for FHPAP Amendment funds received by interested subgrantees. Contingent awards and resulting households served are described below:

Subgrantee	Intervention	Contingent Award	Households Served Changes (+259 total)	Notes
American Indian Family Center (AIFC)	Prevention	\$30,000.00	+10 Adult Families Total Change: +10	
Comunidades Latinas Unidas En Servicio (CLUES)	Prevention	\$30,000.00	+4 Adult Singles +3 Adult Families +2 Youth Families Total Change: +9	
Lutheran Social Services - StreetWorks	Street Outreach	\$36,000.00	+18 Youth Singles Total Change: +18	
Minnesota Community Care ("HouseCalls")	Prevention	\$22,500.00	+107 Adult Singles +20 Adult Families +1 Youth Family Total Change: +31	
East Side Neighborhood House	Prevention	\$23,000.00	Total Change: 0	To eliminate a capping practice, Neighborhood House will not increase households served projections.
YMCA	Prevention	\$16,000.00	+5 Youth Singles +5 Youth Families Total Change: +10	

Amendment #2 budget changes to the regular FHPAP funds include:

Budget Revision Description	Households Served Revisions	Advisory Committee Approval
Amherst Wilder Foundation (Rapid Rehousing)		
Moving funds within direct assistance budget to further resource the need for rental deposits. <ul style="list-style-type: none"> • -\$3,000 (Direct Assistance – Utilities) • +\$3,000 (Direct Assistance - Rental Deposits) 	0	4/18/23
Amherst Wilder Foundation (Rapid Rehousing)		
Accepted \$30,000 from CAPRW reallocation to be used for direct assistance costs: <ul style="list-style-type: none"> • +\$15,000 (Direct Assistance - rental assistance) • +\$15,000 (Direct Assistance - furniture/household supplies) 	+3 Adult Families	5/11/23
Catholic Charities (Prevention)		
Moving funds from all budget categories to further resource the need for rental assistance. <ul style="list-style-type: none"> • -\$8060 (Admin - Salaries) • -\$26,940 (Support Services - Personnel) • -\$61,000 (Direct Assistance – rental deposits) • +\$96,000 (Direct Assistance – rental assistance) 	0	4/18/23

Exhibit B.2

CAPRW (Rapid Rehousing) <i>Community Action Partnership of Ramsey & Washington Counties</i>		
Giving up \$111,816.58 due to understaffing in the first year of the biennium. Funds will be reallocated to another Rapid Rehousing project (Wilder), then to two Prevention Projects (Neighborhood House and Minnesota Community Care).	0	5/11/23
<ul style="list-style-type: none"> • -\$59,366.58 (Support Services – Personnel \$53,918.18, Mileage \$2,500, Training \$390.00, Office Space \$\$2558.40) • -\$52,450.00 (Direct Assistance – Rental Assistance \$40,830, \$7,530 Rental Deposits, Transportation \$940, Furniture \$3150) 		
CAPRW (Rapid Rehousing) <i>Community Action Partnership of Ramsey & Washington Counties</i>		
Moving funds in Admin Category:	0	5/11/23
<ul style="list-style-type: none"> • -\$526.50 (Admin - HMIS License) • +\$526.50 (Admin - Audit/Insurance) 		
Neighborhood House (Prevention)		
Moving funds from all budget categories to further resource the need for rental assistance.	0	5/16/23
<ul style="list-style-type: none"> • -\$14,647.27 (Admin – Supplies \$1884.27, Audit \$12,763) • -\$7,422.97 (Support Services – Personnel \$5099.65, Supplies \$2323.32) • -\$35.31 (Direct Assistance – mortgage assistance) • +\$22,105.55 (Direct Assistance – rental assistance) 		
Neighborhood House (Prevention)		
Accepted \$40,908.29 from CAPRW reallocation:	+22 Single Adults +41 Family Adults	5/11/23
<ul style="list-style-type: none"> • +\$40,908.29 (Direct Assistance – rental assistance) 		
Minnesota Community Care (Prevention)		
Accepted \$40,908.29 from CAPRW reallocation:	+18 Single Adults +1 Single Youth +37 Adult Families +1 Youth Family	5/11/23
<ul style="list-style-type: none"> • +\$40,908.29 (Direct Assistance – rental assistance) 		
CLUES (Rapid Rehousing) <i>Comunidades Latinas Unidas En Servicio</i>		
Moving funds from supportive services to direct assistance to support the needs of households.	0	5/17/23
<ul style="list-style-type: none"> • -\$16,864.41 (Support Services - Personnel \$14,216.22, Supplies \$358.98, Office \$694.79, Telephone/IT \$15.94.42) • +\$16,864.41 (Direct Assistance – Rental Assistance \$10864.41, Rental Deposits \$6000) 		

ACKNOWLEDGMENT OF PROGRAM EXPECTATIONS

Eligibility Criteria: Programs should remove any eligibility criteria that may be a barrier to receiving assistance. If your Program has any of the following criteria, please describe how you will remove these criteria during this biennium.

- A cap on the amount of assistance provided to a household.
- A requirement that households be employed to receive assistance.
- A denial from county emergency assistance before being able to apply for FHPAP.
- A requirement for tribal members to seek assistance from a tribal government before being able to apply for the Program.

Response:

The Ramsey County CoC/FHPAP Governing Board has previously asked providers to remove additional requirements from households seeking assistance. Sub-grantees (providers) will attempt to stay within a specific dollar amount, but it is not a policy or requirement that they only spend a specific amount per household.

As noted above in the households served revisions, Ramsey County is working with the East Side Neighborhood House to eliminate a capping practice for households. Neighborhood House currently utilizes internal and external funding sources to prevent homelessness for households seeking assistance. Eliminating caps per household will allow for increased discretion and an individualized approach in the use of FHPAP funds, and reduce the reliance on bundling in cases where households have high balances owed to resolve crises.

Monitoring: Regular and ongoing monitoring of client records and financial files. At least annually, the Grantee and its advisory committee will be responsible to monitor each organization providing Program funded activities. Monitoring must include review of client records documenting eligibility and service provision. It should also include review of financial files for eligible expenses, invoicing and supporting documentation. Results should be shared with the Grantee’s advisory committee.

Performance: The Grantee will use the following information to evaluate the performance of the Program and share the results with the Grantee’s advisory committee for additional discussion:

- **Outputs**
The numbers of households served by race, ethnicity and household type
- **Outcome #1:**
The percentage of households receiving assistance who are not yet homeless and who do not become homeless (*Prevent*)
- **Outcome #2:**
The percentage of households, indicated by race, ethnicity and household type, who exit to permanent, stable housing (*Rare*)
- **Outcome #3:**

<p>The length of time from enrollment to housing placement (<i>Brief</i>)</p> <ul style="list-style-type: none"> • Outcome #4: The percentage of households served, indicated by race, ethnicity and household type, who do not return to homelessness (<i>One-time</i>) • Outcome #5: Intake demographics of the households served compared to exit demographics by destination (e.g. If the program serves 60 percent of African American clients, are 60 percent of the Program’s positive housing outcomes achieved by African Americans?) (<i>Equity</i>) <p><i>Please note that MHFA will provide guidance and support to assist Grantees with compiling and analyzing data during this biennium.</i></p>

MHFA may also add strong recommendations or conditions into a Grantee’s FHPAP Work Plan as a part of the award process which would be outlined in writing below. If no Strong Recommendations or Conditions are listed, no response is required.

<p>Strong Recommendations</p>
<p>Provide a detailed justification for the expense line item “Sanitation Services”; including the proposed budget amount, the reason this service is needed, services available to households to mitigate this need, the number of proposed households to be served and the average cost per household.</p>
<p>Response: Provide a detailed justification for the expense line item “Sanitation Services”: HouseCalls’ FHPAP Sanitation Services is a singularly unique strategy to prevent homelessness in Ramsey County. HouseCalls receives referrals from Code Enforcement Officers who have issued orders and a timeline to remediate unsanitary and unsafe housing conditions. Once the referral is received, one of the HouseCalls Social Workers meets the Officer at the home. The Social Worker engages the householder to appreciate the urgency of the need to resolve the cited issues. Building trust under such circumstances takes a specific set of skills as the householder may have significant challenges in agreeing that their home needs to be cleaned and cleared of their collections, pets or trash. Once the householder agrees to the plan, HouseCalls calls upon Ramsey County Environmental Health Department to provide 10, 20, or 30 yard dumpsters as needed. The Social Workers coordinate directly with Environmental Health and Waste Management to request the dumpster, its placement, and pickup/drop-off dates. Environmental Health additionally recycles items such as mattresses, tires, discarded appliances, and household chemical waste for each household. If needed, HouseCalls arranges for a professional cleaning crew to present a service plan. The Social Worker keeps in communication with the householder to ensure their cooperation and that the crew has access</p>

to the dwelling. If work modifications are needed, the Social Worker can work with Code Enforcement and the crew to keep the plan on track. Once the work is completed, the property orders have been lifted and the housing is stabilized, then the case is closed.

including the proposed budget amount: The average cost for cleaning a property is \$1,750. HouseCalls follows the eligibility FHPAP guidance of household income at or below 200% of the Federal Poverty Guideline and documentation that the resident is at imminent risk of losing their home. Households with income over 200% of FPG must contribute their own resources to cover the service costs. For those FHPAP eligible households, HouseCalls provides up to \$1,000 through FHPAP and the remainder is secured through St Paul Foundation's Community Sharing Fund. With the budget of \$95,000, HouseCalls will assist 95 households in stabilizing their housing through Sanitation Services.

the reason this service is needed: When one sees a person experiencing homelessness pushing an overflowing cart of belongings, that is someone who might have benefited from Sanitation Services. The #1 demographic at HouseCalls receiving Sanitation Services is the elderly, living in single-family homes, but housing programs, property managers, social workers, and advocates refer to HouseCalls as well. They are all at a loss for how to manage the issue which is a safety, sanitation and good neighbor problem. HouseCalls helps this vulnerable population rethink their options, when they are committed to holding onto their stuff over their housing.

services available to households to mitigate this need: As mentioned above, HouseCalls helps provide dumpsters through the support of Ramsey County Environmental Health. The Social Workers visit the house and engage the householder in a plan to resolve the housing crisis. Once the household is onboard, the Social Worker arranges for the cleaning crew and manages the project through completion and resolution of the Code Enforcement orders.

the number of proposed households to be served: HouseCalls proposes to serve 95 households through Sanitation Services.

the average cost per household: The average cost per household using FHPAP funding is \$1,000.

FHPAP Grantee:	Ramsey County		
Federal ID #			
State Tax ID#			
Grantee*			
Grantee*	FHPAP Coordinator		
Contact person	Renee Theese		
Address	121 E. 7th Place Suite 4200		
City	St. Paul		
State	Minnesota		
Zip Code	55101		
Phone	612-358-5207		
Email	renee.theese@ramseycounty.us		
Executive Director			
Executive Director	Housing Stability Director		
Contact person	Keith Lattimore		
Address	121 E. 7th Place Suite 4200		
City	St. Paul		
State	Minnesota		
Zip Code	55101		
Phone	651-266-1040		
Email	keith.lattimore@ramseycounty.us		
Grantee*			
Grantee*	Housing Planning Manager		
Contact person	Leigh Ann Ahmad		
Address	121 E. 7th Place Suite 4200		
City	St. Paul		
State	Minnesota		
Zip Code	55101		
Phone	651-249-7690		
Email	leigh.ahmad@co.ramsey.mn.us		
Board Chair			
Board Chair	Commissioner		
Contact person	Trista MatasCastillo		
Address	15 West Kellogg Blvd. Room 220		
City	St. Paul		
State	Minnesota		
Zip Code	55102		
Phone	651-266-8360		
Email	trista.matascastillo@ramseycounty.us		
* You must have two FHPAP Grantee contacts noted			
HMIS			
HMIS			
Contact person	Mark Herzfeld		
Address	160 E Kellogg Blvd Suite 9200		
City	St. Paul		
State	Minnesota		
Zip Code	55101		
Phone	651-266-4029		
Email	mark.herzfeld@co.ramsey.mn.us		
Fiscal Director			
Fiscal Director	Chief Financial Officer		
Contact person	Alexandra Kotze		
Address	121 E. 7th Place Suite 4000		
City	St. Paul		
State	Minnesota		
Zip Code	55101		
Phone	651-266-8040		
Email	alexandra.kotze@ramseycounty.us		

FHPAP Subgrantee: _____

Please provide contact information for the following:

Subgrantee #1	Community Action Partnership of Ramsey & Washington County
Contact person	Fidelity Goodlaxson
Address	450 Syndicate Street North
City	St. Paul
State	MN
Zip Code	55104
Phone	651-728-3629
Email	fgoodlaxson@caprw.org

Subgrantee #6	YMCA of the Greater Twin Cities
Contact person	Stacy Sweeney
Address	2304 Jackson Street NE
City	Minneapolis
State	Minnesota
Zip Code	55418
Phone	206-619-7390
Email	stacy.sweeney@ymcamn.org

Subgrantee #11	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #2	Amherst H. Wilder Foundation
Contact person	Lindsay Bacher
Address	451 Lexington Parkway North
City	St. Paul
State	Minnesota
Zip Code	55104
Phone	651-280-2380
Email	lindsay.bacher@wilder.org

Subgrantee #7	West Side Community Health Services (dba Minnesota Community Health Services)
Contact person	Helene Freint
Address	153 Cesar Chavez Street
City	St. Paul
State	Minnesota
Zip Code	55107
Phone	651-793-2201
Email	freinth@mncare.org

Subgrantee #12	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #3	American Indian Family Center
Contact person	Charlotte Mertz
Address	579 Wells Street
City	St. Paul
State	Minnesota
Zip Code	55130
Phone	651-793-3803
Email	charlotte_mertz@aifc.net

Subgrantee #8	Catholic Charities of St. Paul and Minneapolis
Contact person	Laurie Ohmann
Address	1200 2nd Ave. South
City	Minneapolis
State	Minnesota
Zip Code	55403
Phone	612-204-8500
Email	info@cctwincities.org

Subgrantee #13	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #4	Lutheran Social Service of Minnesota
Contact person	Jen Fairbourne
Address	2485 Como Avenue
City	St. Paul
State	Minnesota
Zip Code	55108
Phone	651-587-5042
Email	jen.fairbourne@lssmn.org

Subgrantee #9	Comunidades Latinas Unidas En Servicio (CLUES)
Contact person	Liliana Letran Garcia
Address	797 E. 7th Street
City	St. Paul
State	Minnesota
Zip Code	55106
Phone	612-746-3535
Email	lletran@clues.org

Subgrantee #14	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #5	Neighborhood House
Contact person	Patty Paulson
Address	179 E Robie Street
City	St. Paul
State	Minnesota
Zip Code	55107
Phone	651-789-3689
Email	ppaulson@neighb.org

Subgrantee #10	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #15	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

TOTAL FHPAP BUDGET FOR 10/1/21 - 9/30/23					
FHPAP Grantee:		Ramsey County			
Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					3.02
Salary, Wages, Fringe Benefits	\$ 41,980.19	\$ -	\$ 103,329.97	\$ 34,249.47	\$ 179,559.63
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ 455.73	\$ -	\$ 455.73
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Phone, Computer, Internet	\$ -	\$ 2,471.00	\$ 3,170.00	\$ 2,340.00	\$ 7,981.00
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, Insurance, Accounting	\$ 9,988.81	\$ -	\$ 45,831.03	\$ 14,735.93	\$ 70,555.77
HMIS License	\$ -	\$ 450.00	\$ 1,000.00	\$ 450.00	\$ 1,900.00
Participant stipends, Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Other (List):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ 51,969.00	\$ 2,921.00	\$ 153,786.73	\$ 51,775.40	\$ 260,452.13
Supportive Services (FTE)	1.20	1.50	8.15	3.28	14.13
Personnel	\$ 141,872.00	\$ 124,730.00	\$ 702,437.35	\$ 277,821.80	\$ 1,246,861.15
Mileage	\$ 5,176.00	\$ -	\$ 7,115.00	\$ 6,006.00	\$ 18,297.00
Supplies, Copies, Postage	\$ 1,745.00	\$ -	\$ 2,956.68	\$ 1,175.02	\$ 5,876.70
Training	\$ 290.00	\$ -	\$ 194.00	\$ 2,000.00	\$ 2,484.00
Office Space/Utilities	\$ -	\$ -	\$ 7,160.87	\$ 4,826.21	\$ 11,987.08
HMIS License	\$ -	\$ -	\$ 222.13	\$ -	\$ 222.13
Other (list): Interpreters, Cell phones for FTE funded by this grant, Telephone and IT	\$ 1,680.00	\$ -	\$ 3,217.00	\$ 1,663.58	\$ 6,560.58
Subtotal Supportive Services	\$ 150,763.00	\$ 124,730.00	\$ 723,303.03	\$ 293,492.61	\$ 1,292,288.64
Direct Assistance					
Rental Payment Assistance		\$ 25,544.00	\$ 968,318.13	\$ 273,496.41	\$ 1,267,358.54
Mortgage Payment Assistance			\$ 2,564.69	\$ -	\$ 2,564.69
Rental Deposit Assistance		\$ 36,406.00	\$ 82,600.00	\$ 68,760.00	\$ 187,766.00
Utility Payment Assistance		\$ -	\$ 24,756.00	\$ 17,000.00	\$ 41,756.00
Transportation Expense Assistance		\$ 5,200.00	\$ 5,000.00	\$ 12,934.00	\$ 23,134.00
Rental Application fees		\$ -	\$ 1,200.00	\$ -	\$ 1,200.00
Vital Documents (ID, social security, etc.)		\$ -	\$ -	\$ -	\$ -
Moving Assistance		\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
Furniture, household supplies		\$ -	\$ 2,800.00	\$ 44,570.00	\$ 47,370.00
Other (list): Sanitation Services - provides case consultation, direct assistance and supplies to clean up unsafe, hoarded residences to avoid evictions. Court fees, trash disposal. Outreach supplies: personal clothing, food, hygiene items, first aid supplies, safer sex supplies, menstruation products, food and water, PPE, weather related gear, parenting supplies, basic need items.		\$ 10,110.00	\$ 87,000.00	\$ -	\$ 97,110.00
Subtotal Direct Assistance		\$ 77,260.00	\$ 1,174,238.82	\$ 419,760.41	\$ 1,671,259.23
TOTAL BUDGET	\$ 202,732.00	\$ 204,911.00	\$ 2,051,328.58	\$ 765,028.42	\$ 3,224,000.00

Internal Use Only

Average Household Cost	Direct Assistance	Supportive Services	Direct Assistance + Supportive Services
Coordinated Entry	N/A	\$ 167.51	N/A
Street Outreach	\$ 57.31	\$ 92.53	\$ 149.84
Prevention	\$ 953.89	\$ 587.57	\$ 1,541.46
Rapid Rehousing	\$ 2,398.63	\$ 1,677.10	\$ 4,075.73

Administration %	8%
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Households to be Served (output)	COORDINATED ENTRY				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	700	200	900

Households to be Served (output)	STREET OUTREACH				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	1248	0	100	1348

Households to be Served (output)	PREVENTION (Includes Doubled Up)				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	324	59	770	78	1231

Households to be Served (output)	RAPID REHOUSING				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	14	51	88	22	175

Total All Households	338	1358	1558	400	3654
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TOTAL FHPAP BUDGET FOR 10/1/21 - 9/30/23

FHPAP Grantee: Ramsey County

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					0.00
Salary, Wages, Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Phone, Computer, Internet	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, Insurance, Accounting	\$ -	\$ -	\$ -	\$ -	\$ -
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Participant stipends, Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Other (List):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Services (FTE)	0.00	0.00	0.00	0.00	0.00
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Other (list):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Assistance					
Rental Payment Assistance		\$ -	\$ -	\$ -	\$ -
Mortgage Payment Assistance			\$ -	\$ -	\$ -
Rental Deposit Assistance		\$ -	\$ -	\$ -	\$ -
Utility Payment Assistance		\$ -	\$ -	\$ -	\$ -
Transportation Expense Assistance		\$ -	\$ -	\$ -	\$ -
Rental Application fees		\$ -	\$ -	\$ -	\$ -
Vital Documents (ID, social security, etc.)		\$ -	\$ -	\$ -	\$ -
Moving Assistance		\$ -	\$ -	\$ -	\$ -
Furniture, household supplies		\$ -	\$ -	\$ -	\$ -
Other (list):		\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ -	\$ -	\$ -	\$ -	\$ -

Internal Use Only

Average Household Cost	Direct Assistance	Supportive Services	Direct Assistance + Supportive Services
Coordinated Entry	N/A	#DIV/0!	N/A
Street Outreach	#DIV/0!	#DIV/0!	#DIV/0!
Prevention	#DIV/0!	#DIV/0!	#DIV/0!
Rapid Rehousing	#DIV/0!	#DIV/0!	#DIV/0!

Households to be Served (output)	COORDINATED ENTRY				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	STREET OUTREACH				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	PREVENTION (Includes Doubled Up)				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	RAPID REHOUSING				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Total All Households	0	0	0	0	0
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TOTAL FHPAP BUDGET FOR 10/1/21 - 9/30/23

FHPAP Subgrantee: Community Action Partnership of Ramsey and Washington Counties

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					0.00
Salary, Wages, Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Phone, Computer, Internet	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, Insurance, Accounting	\$ -	\$ -	\$ -	\$ 11,138.40	\$ 11,138.40
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Participant stipends, Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Other (List):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ -	\$ 11,138.40	\$ 11,138.40
Supportive Services (FTE)	0.00	0.00	0.00	1.00	1.00
Personnel	\$ -	\$ -	\$ -	\$ 51,160.02	\$ 51,160.02
Mileage	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ 780.00	\$ 780.00
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Other (list):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ -	\$ 52,440.02	\$ 52,440.02
Direct Assistance					
Rental Payment Assistance		\$ -	\$ -	\$ 75,000.00	\$ 75,000.00
Mortgage Payment Assistance			\$ -	\$ -	\$ -
Rental Deposit Assistance		\$ -	\$ -	\$ 6,510.00	\$ 6,510.00
Utility Payment Assistance		\$ -	\$ -	\$ -	\$ -
Transportation Expense Assistance		\$ -	\$ -	\$ 1,400.00	\$ 1,400.00
Rental Application fees		\$ -	\$ -	\$ -	\$ -
Vital Documents (ID, social security, etc.)		\$ -	\$ -	\$ -	\$ -
Moving Assistance		\$ -	\$ -	\$ -	\$ -
Furniture, household supplies		\$ -	\$ -	\$ 3,870.00	\$ 3,870.00
Other (list):		\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ -	\$ 86,780.00	\$ 86,780.00
TOTAL BUDGET	\$ -	\$ -	\$ -	\$ 150,358.42	\$ 150,358.42

Internal Use Only

Average Household Cost	Direct Assistance	Supportive Services	Direct Assistance + Supportive Services
Coordinated Entry	N/A	#DIV/0!	N/A
Street Outreach	#DIV/0!	#DIV/0!	#DIV/0!
Prevention	#DIV/0!	#DIV/0!	#DIV/0!
Rapid Rehousing	\$ 7,231.67	\$ 4,370.00	\$ 11,601.67

Households to be Served (output)	COORDINATED ENTRY				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	STREET OUTREACH				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	PREVENTION (Includes Doubled Up)				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	RAPID REHOUSING				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	12	0	0	0	12
Total All Households	12	0	0	0	12

TOTAL FHPAP BUDGET FOR 10/1/21 - 9/30/23

FHPAP Subgrantee: Amherst H. Wilder Foundation

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					1.20
Salary, Wages, Fringe Benefits	\$ -	\$ -	\$ -	\$ 9,076.00	\$ 9,076.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Phone, Computer, Internet	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, Insurance, Accounting	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Participant stipends, Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Other (List):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ -	\$ 12,076.00	\$ 12,076.00
Supportive Services (FTE)	0.00	0.00	0.00	0.50	0.50
Personnel	\$ -	\$ -	\$ -	\$ 49,920.00	\$ 49,920.00
Mileage	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
Office Space/Utilities	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Other (list): Interpreters	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ -	\$ 56,920.00	\$ 56,920.00
Direct Assistance					
Rental Payment Assistance		\$ -	\$ -	\$ 35,000.00	\$ 35,000.00
Mortgage Payment Assistance			\$ -	\$ -	\$ -
Rental Deposit Assistance		\$ -	\$ -	\$ 35,000.00	\$ 35,000.00
Utility Payment Assistance		\$ -	\$ -	\$ 17,000.00	\$ 17,000.00
Transportation Expense Assistance		\$ -	\$ -	\$ 8,000.00	\$ 8,000.00
Rental Application fees		\$ -	\$ -	\$ -	\$ -
Vital Documents (ID, social security, etc.)		\$ -	\$ -	\$ -	\$ -
Moving Assistance		\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
Furniture, household supplies		\$ -	\$ -	\$ 35,000.00	\$ 35,000.00
Other (list):		\$ -	\$ -		\$ -
Subtotal Direct Assistance		\$ -	\$ -	\$ 133,000.00	\$ 133,000.00
TOTAL BUDGET	\$ -	\$ -	\$ -	\$ 201,996.00	\$ 201,996.00

Internal Use Only

Average Household Cost	Direct Assistance	Supportive Services	Direct Assistance + Supportive Services
Coordinated Entry	N/A	#DIV/0!	N/A
Street Outreach	#DIV/0!	#DIV/0!	#DIV/0!
Prevention	#DIV/0!	#DIV/0!	#DIV/0!
Rapid Rehousing	\$ 1,705.13	\$ 729.74	\$ 2,434.87

Households to be Served (output)	COORDINATED ENTRY				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	STREET OUTREACH				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	PREVENTION (Includes Doubled Up)				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	RAPID REHOUSING				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	73	5	78
Total All Households	0	0	73	5	78

TOTAL FHPAP BUDGET FOR 10/1/21 - 9/30/23

FHPAP Subgrantee: American Indian Family Center

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					0.71
Salary, Wages, Fringe Benefits	\$ -	\$ -	\$ 8,650.00		\$ 8,650.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Phone, Computer, Internet	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, Insurance, Accounting	\$ -	\$ -	\$ -	\$ -	\$ -
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Participant stipends, Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Other (List):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ 10,650.00	\$ -	\$ 10,650.00
Supportive Services (FTE)	0.00	0.00	0.71	0.00	0.71
Personnel	\$ -	\$ -	\$ 67,350.00	\$ -	\$ 67,350.00
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Other (list):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ 67,350.00	\$ -	\$ 67,350.00
Direct Assistance					
Rental Payment Assistance		\$ -	\$ 63,000.00	\$ -	\$ 63,000.00
Mortgage Payment Assistance				\$ -	\$ -
Rental Deposit Assistance		\$ -	\$ 25,000.00	\$ -	\$ 25,000.00
Utility Payment Assistance		\$ -	\$ 20,000.00	\$ -	\$ 20,000.00
Transportation Expense Assistance		\$ -	\$ -	\$ -	\$ -
Rental Application fees		\$ -	\$ -	\$ -	\$ -
Vital Documents (ID, social security, etc.)		\$ -	\$ -	\$ -	\$ -
Moving Assistance		\$ -	\$ -	\$ -	\$ -
Furniture, household supplies		\$ -	\$ -	\$ -	\$ -
Other (list):		\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ 108,000.00	\$ -	\$ 108,000.00
TOTAL BUDGET	\$ -	\$ -	\$ 186,000.00	\$ -	\$ 186,000.00

Internal Use Only

Average Household Cost	Direct Assistance	Supportive Services	Direct Assistance + Supportive Services
Coordinated Entry	N/A	#DIV/0!	N/A
Street Outreach	#DIV/0!	#DIV/0!	#DIV/0!
Prevention	\$ 2,160.00	\$ 1,347.00	\$ 3,507.00
Rapid Rehousing	#DIV/0!	#DIV/0!	#DIV/0!

Households to be Served (output)	COORDINATED ENTRY				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	STREET OUTREACH				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	PREVENTION (Includes Doubled Up)				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	10	0	40	0	50

Households to be Served (output)	RAPID REHOUSING				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0
Total All Households	10	0	40	0	50

TOTAL FHPAP BUDGET FOR 10/1/21 - 9/30/23

FHPAP Subgrantee: Lutheran Social Services of Minnesota

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					0.17
Salary, Wages, Fringe Benefits	\$ -	\$ -	\$ -	\$ 11,107.00	\$ 11,107.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Phone, Computer, Internet	\$ -	\$ 2,471.00	\$ -	\$ 2,340.00	\$ 4,811.00
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, Insurance, Accounting	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
HMIS License	\$ -	\$ 450.00	\$ -	\$ 450.00	\$ 900.00
Participant stipends, Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Other (List):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ 2,921.00	\$ -	\$ 14,397.00	\$ 17,318.00
Supportive Services (FTE)	0.00	1.50	0.00	0.90	2.40
Personnel	\$ -	\$ 124,730.00	\$ -	\$ 88,969.00	\$ 213,699.00
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Other (list):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ 124,730.00	\$ -	\$ 88,969.00	\$ 213,699.00
Direct Assistance					
Rental Payment Assistance		\$ 25,544.00	\$ -	\$ 65,000.00	\$ 90,544.00
Mortgage Payment Assistance			\$ -	\$ -	\$ -
Rental Deposit Assistance		\$ 36,406.00	\$ -	\$ -	\$ 36,406.00
Utility Payment Assistance		\$ -	\$ -	\$ -	\$ -
Transportation Expense Assistance		\$ 5,200.00	\$ -	\$ 3,534.00	\$ 8,734.00
Rental Application fees		\$ -	\$ -	\$ -	\$ -
Vital Documents (ID, social security, etc.)		\$ -	\$ -	\$ -	\$ -
Moving Assistance		\$ -	\$ -	\$ -	\$ -
Furniture, household supplies		\$ -	\$ -	\$ 5,700.00	\$ 5,700.00
Other (list): outreach supplies: personal clothing, food, hygiene items, first aid supplies, safer sex supplies, menstruation products, food and water, PPE, weather related gear, parenting supplies, basic need items.		\$ 10,110.00	\$ -	\$ -	\$ 10,110.00
Subtotal Direct Assistance		\$ 77,260.00	\$ -	\$ 74,234.00	\$ 151,494.00
TOTAL BUDGET	\$ -	\$ 204,911.00	\$ -	\$ 177,600.00	\$ 382,511.00

Internal Use Only

Average Household Cost	Direct Assistance	Supportive Services	Direct Assistance + Supportive Services
Coordinated Entry	N/A	#DIV/0!	N/A
Street Outreach	\$ 57.31	\$ 92.53	\$ 149.84
Prevention	#DIV/0!	#DIV/0!	#DIV/0!
Rapid Rehousing	\$ 1,349.71	\$ 1,617.62	\$ 2,967.33

Households to be Served (output)	COORDINATED ENTRY				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	STREET OUTREACH				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	1248	0	100	1348

Households to be Served (output)	PREVENTION (Includes Doubled Up)				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	RAPID REHOUSING				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	45	0	10	55

Total All Households	0	1293	0	110	1403
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TOTAL FHPAP BUDGET FOR 10/1/21 - 9/30/23

FHPAP Subgrantee: Neighborhood House

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					0.25
Salary, Wages, Fringe Benefits	\$ -	\$ -	\$ 17,229.00	\$ -	\$ 17,229.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ 455.73	\$ -	\$ 455.73
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Phone, Computer, Internet	\$ -	\$ -	\$ 1,170.00	\$ -	\$ 1,170.00
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, Insurance, Accounting	\$ -	\$ -	\$ 8,580.00	\$ -	\$ 8,580.00
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Participant stipends, Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Other (List):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ 27,434.73	\$ -	\$ 27,434.73
Supportive Services (FTE)	0.00	0.00	3.25	0.00	3.25
Personnel	\$ -	\$ -	\$ 180,462.35	\$ -	\$ 180,462.35
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ 1,576.68	\$ -	\$ 1,576.68
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ 1,560.00	\$ -	\$ 1,560.00
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Other (list):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ 183,599.03	\$ -	\$ 183,599.03
Direct Assistance					
Rental Payment Assistance		\$ -	\$ 346,013.84	\$ -	\$ 346,013.84
Mortgage Payment Assistance			\$ 2,564.69	\$ -	\$ 2,564.69
Rental Deposit Assistance		\$ -	\$ 28,600.00	\$ -	\$ 28,600.00
Utility Payment Assistance		\$ -	\$ 3,756.00	\$ -	\$ 3,756.00
Transportation Expense Assistance		\$ -	\$ -	\$ -	\$ -
Rental Application fees		\$ -	\$ -	\$ -	\$ -
Vital Documents (ID, social security, etc.)		\$ -	\$ -	\$ -	\$ -
Moving Assistance		\$ -	\$ -	\$ -	\$ -
Furniture, household supplies		\$ -	\$ -	\$ -	\$ -
Other (list):		\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ 380,934.53	\$ -	\$ 380,934.53
TOTAL BUDGET	\$ -	\$ -	\$ 591,968.29	\$ -	\$ 591,968.29

Internal Use Only

Average Household Cost	Direct Assistance	Supportive Services	Direct Assistance + Supportive Services
Coordinated Entry	N/A	#DIV/0!	N/A
Street Outreach	#DIV/0!	#DIV/0!	#DIV/0!
Prevention	\$ 676.62	\$ 326.11	\$ 1,002.72
Rapid Rehousing	#DIV/0!	#DIV/0!	#DIV/0!

Households to be Served (output)	COORDINATED ENTRY				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	STREET OUTREACH				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	PREVENTION (Includes Doubled Up)				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	182	30	321	30	563

Households to be Served (output)	RAPID REHOUSING				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0
Total All Households	182	30	321	30	563

TOTAL FHPAP BUDGET FOR 10/1/21 - 9/30/23

FHPAP Subgrantee:

YMCA

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					0.08
Salary, Wages, Fringe Benefits	\$ -	\$ -	\$ 9,157.00	\$ 6,444.00	\$ 15,601.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Phone, Computer, Internet	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, Insurance, Accounting	\$ -	\$ -	\$ -	\$ -	\$ -
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Participant stipends, Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Other (List):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ 9,157.00	\$ 6,444.00	\$ 15,601.00
Supportive Services (FTE)	0.00	0.00	0.60	0.60	1.20
Personnel	\$ -	\$ -	\$ 70,000.00	\$ 70,000.00	\$ 140,000.00
Mileage	\$ -	\$ -	\$ 2,506.00	\$ 2,506.00	\$ 5,012.00
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ 1,008.00	\$ 1,008.00	\$ 2,016.00
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Other (list):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ 73,514.00	\$ 73,514.00	\$ 147,028.00
Direct Assistance					
Rental Payment Assistance		\$ -	\$ 59,546.00	\$ 63,000.00	\$ 122,546.00
Mortgage Payment Assistance			\$ -	\$ -	\$ -
Rental Deposit Assistance		\$ -	\$ -	\$ 9,000.00	\$ 9,000.00
Utility Payment Assistance		\$ -	\$ -	\$ -	\$ -
Transportation Expense Assistance		\$ -	\$ -	\$ -	\$ -
Rental Application fees		\$ -	\$ -	\$ -	\$ -
Vital Documents (ID, social security, etc.)		\$ -	\$ -	\$ -	\$ -
Moving Assistance		\$ -	\$ -	\$ -	\$ -
Furniture, household supplies		\$ -	\$ -	\$ -	\$ -
Other (list):		\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ 59,546.00	\$ 72,000.00	\$ 131,546.00
TOTAL BUDGET	\$ -	\$ -	\$ 142,217.00	\$ 151,958.00	\$ 294,175.00

Internal Use Only

Average Household Cost	Direct Assistance	Supportive Services	Direct Assistance + Supportive Services
Coordinated Entry	N/A	#DIV/0!	N/A
Street Outreach	#DIV/0!	#DIV/0!	#DIV/0!
Prevention	\$ 1,323.24	\$ 1,633.64	\$ 2,956.89
Rapid Rehousing	\$ 7,200.00	\$ 7,351.40	\$ 14,551.40

Households to be Served (output)	COORDINATED ENTRY				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	STREET OUTREACH				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	PREVENTION (Includes Doubled Up)				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	25	0	20	45

Households to be Served (output)	RAPID REHOUSING				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	6	0	4	10
Total All Households	0	31	0	24	55

TOTAL FHPAP BUDGET FOR 10/1/21 - 9/30/23

FHPAP Subgrantee: West Side Community (DBA Minnesota Community Care)

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					0.10
Salary, Wages, Fringe Benefits	\$ -	\$ -	\$ 21,276.00	\$ -	\$ 21,276.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Phone, Computer, Internet	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, Insurance, Accounting	\$ -	\$ -	\$ 13,200.00	\$ -	\$ 13,200.00
HMIS License	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Participant stipends, Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Other (List):	\$ -	\$ -		\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ 35,476.00	\$ -	\$ 35,476.00
Supportive Services (FTE)	0.00	0.00	2.00	0.00	2.00
Personnel	\$ -	\$ -	\$ 223,566.00	\$ -	\$ 223,566.00
Mileage	\$ -	\$ -	\$ 2,400.00	\$ -	\$ 2,400.00
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Other (list):	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ 225,966.00	\$ -	\$ 225,966.00
Direct Assistance					
Rental Payment Assistance		\$ -	\$ 176,138.29	\$ -	\$ 176,138.29
Mortgage Payment Assistance			\$ -	\$ -	\$ -
Rental Deposit Assistance		\$ -	\$ -	\$ -	\$ -
Utility Payment Assistance		\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Transportation Expense Assistance		\$ -	\$ -	\$ -	\$ -
Rental Application fees		\$ -	\$ -	\$ -	\$ -
Vital Documents (ID, social security, etc.)		\$ -	\$ -	\$ -	\$ -
Moving Assistance		\$ -	\$ -	\$ -	\$ -
Furniture, household supplies		\$ -	\$ -	\$ -	\$ -
Other (list): <small>Sanitation Services - provides case consultation, direct assistance and supplies to clean up unsafe, hoarded residences to avoid evictions.</small>		\$ -	\$ 86,000.00	\$ -	\$ 86,000.00
Subtotal Direct Assistance		\$ -	\$ 263,138.29	\$ -	\$ 263,138.29
TOTAL BUDGET	\$ -	\$ -	\$ 524,580.29	\$ -	\$ 524,580.29

Internal Use Only

Average Household Cost	Direct Assistance	Supportive Services	Direct Assistance + Supportive Services
Coordinated Entry	N/A	#DIV/0!	N/A
Street Outreach	#DIV/0!	#DIV/0!	#DIV/0!
Prevention	\$ 674.71	\$ 579.40	\$ 1,254.11
Rapid Rehousing	#DIV/0!	#DIV/0!	#DIV/0!

Households to be Served (output)	COORDINATED ENTRY				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	STREET OUTREACH				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	PREVENTION (Includes Doubled Up)				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	125	4	250	11	390

Households to be Served (output)	RAPID REHOUSING				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Total All Households	125	4	250	11	390
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TOTAL FHPAP BUDGET FOR 10/1/21 - 9/30/23

FHPAP Subgrantee: Catholic Charities

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					0.40
Salary, Wages, Fringe Benefits	\$ 41,980.19	\$ -	\$ 40,924.91	\$ -	\$ 82,905.10
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Phone, Computer, Internet	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, Insurance, Accounting	\$ 9,988.81	\$ -	\$ 23,904.09	\$ -	\$ 33,892.90
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Participant stipends, Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Other (List):		\$ -		\$ -	\$ -
Subtotal Administration	\$ 51,969.00	\$ -	\$ 64,829.00	\$ -	\$ 116,798.00
Supportive Services (FTE)	1.20	0.00	1.40	0.00	2.60
Personnel	\$ 141,872.00	\$ -	\$ 136,315.00	\$ -	\$ 278,187.00
Mileage	\$ 5,176.00	\$ -	\$ 2,209.00	\$ -	\$ 7,385.00
Supplies, Copies, Postage	\$ 1,745.00	\$ -	\$ 1,080.00	\$ -	\$ 2,825.00
Training	\$ 290.00	\$ -	\$ 194.00	\$ -	\$ 484.00
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Other (list): Cell phones for FTE funded by this grant	\$ 1,680.00	\$ -	\$ 1,536.00	\$ -	\$ 3,216.00
Subtotal Supportive Services	\$ 150,763.00	\$ -	\$ 141,334.00	\$ -	\$ 292,097.00
Direct Assistance					
Rental Payment Assistance		\$ -	\$ 240,000.00	\$ -	\$ 240,000.00
Mortgage Payment Assistance			\$ -	\$ -	\$ -
Rental Deposit Assistance		\$ -	\$ 29,000.00	\$ -	\$ 29,000.00
Utility Payment Assistance		\$ -	\$ -	\$ -	\$ -
Transportation Expense Assistance		\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Rental Application fees		\$ -	\$ 1,200.00	\$ -	\$ 1,200.00
Vital Documents (ID, social security, etc.)		\$ -	\$ -	\$ -	\$ -
Moving Assistance		\$ -	\$ -	\$ -	\$ -
Furniture, household supplies		\$ -	\$ 2,800.00	\$ -	\$ 2,800.00
Other (list): Court fees, trash disposal		\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Subtotal Direct Assistance		\$ -	\$ 279,000.00	\$ -	\$ 279,000.00
TOTAL BUDGET	\$ 202,732.00	\$ -	\$ 485,163.00	\$ -	\$ 687,895.00

Internal Use Only

Average Household Cost	Direct Assistance	Supportive Services	Direct Assistance + Supportive Services
Coordinated Entry	N/A	\$ 167.51	N/A
Street Outreach	#DIV/0!	#DIV/0!	#DIV/0!
Prevention	\$ 1,800.00	\$ 911.83	\$ 2,711.83
Rapid Rehousing	#DIV/0!	#DIV/0!	#DIV/0!

Households to be Served (output)	COORDINATED ENTRY				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	700	200	900

Households to be Served (output)	STREET OUTREACH				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	PREVENTION (Includes Doubled Up)				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	142	13	155

Households to be Served (output)	RAPID REHOUSING				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0
Total All Households	0	0	842	213	1055

TOTAL FHPAP BUDGET FOR 10/1/21 - 9/30/23

FHPAP Subgrantee: **Comunidades Latinas Unidas En Servicio (CLUES)**

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					0.11
Salary, Wages, Fringe Benefits	\$ -	\$ -	\$ 6,093.06	\$ 7,622.47	\$ 13,715.53
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Phone, Computer, Internet	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, Insurance, Accounting	\$ -	\$ -	\$ 146.94	\$ 97.53	\$ 244.47
HMIS License	\$ -	\$ -	\$ -	\$ -	\$ -
Participant stipends, Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Other (List):	\$ -	\$ -			\$ -
Subtotal Administration	\$ -	\$ -	\$ 6,240.00	\$ 7,720.00	\$ 13,960.00
Supportive Services (FTE)	0.00	0.00	0.19	0.28	0.47
Personnel	\$ -	\$ -	\$ 24,744.00	\$ 17,772.78	\$ 42,516.78
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, Copies, Postage	\$ -	\$ -	\$ 300.00	\$ 395.02	\$ 695.02
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Office Space/Utilities	\$ -	\$ -	\$ 4,592.87	\$ 1,818.21	\$ 6,411.08
HMIS License	\$ -	\$ -	\$ 222.13	\$ -	\$ 222.13
Other (list): Telephone and IT	\$ -	\$ -	\$ 1,681.00	\$ 1,663.58	\$ 3,344.58
Subtotal Supportive Services	\$ -	\$ -	\$ 31,540.00	\$ 21,649.59	\$ 53,189.59
Direct Assistance					
Rental Payment Assistance		\$ -	\$ 83,620.00	\$ 35,496.41	\$ 119,116.41
Mortgage Payment Assistance			\$ -	\$ -	\$ -
Rental Deposit Assistance		\$ -	\$ -	\$ 18,250.00	\$ 18,250.00
Utility Payment Assistance		\$ -	\$ -	\$ -	\$ -
Transportation Expense Assistance		\$ -	\$ -	\$ -	\$ -
Rental Application fees		\$ -	\$ -	\$ -	\$ -
Vital Documents (ID, social security, etc.)		\$ -	\$ -	\$ -	\$ -
Moving Assistance		\$ -	\$ -	\$ -	\$ -
Furniture, household supplies		\$ -	\$ -	\$ -	\$ -
Other (list):		\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ 83,620.00	\$ 53,746.41	\$ 137,366.41
TOTAL BUDGET	\$ -	\$ -	\$ 121,400.00	\$ 83,116.00	\$ 204,516.00

Internal Use Only

Average Household Cost	Direct Assistance	Supportive Services	Direct Assistance + Supportive Services
Coordinated Entry	N/A	#DIV/0!	N/A
Street Outreach	#DIV/0!	#DIV/0!	#DIV/0!
Prevention	\$ 2,986.43	\$ 1,126.43	\$ 4,112.86
Rapid Rehousing	\$ 2,687.32	\$ 1,082.48	\$ 3,769.80

Households to be Served (output)	COORDINATED ENTRY				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	STREET OUTREACH				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	0	0	0	0	0

Households to be Served (output)	PREVENTION (Includes Doubled Up)				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	7	0	17	4	28

Households to be Served (output)	RAPID REHOUSING				Total
	Singles		Families		
	Adults	Youth	Adults	Youth	
Goal	2	0	15	3	20
Total All Households	9	0	32	7	48

Family Homeless Prevention and Assistance Program (FHPAP) Fast Track Work Plan

The purpose of the FHPAP Fast Track Work Plan is to describe the budget, outputs, and activities utilizing the total awarded amount of FHPAP Fast Track Grant Proceeds included in the Grant Contract Agreement.

BUDGET AND PROJECTED HOUSEHOLDS	
<p>Expectation: The Grantee must describe its budget and proposed households to be served. The budget and proposed households must reflect the Fast Track Grant Proceeds awarded by MHFA.</p>	
<ol style="list-style-type: none"> 1. Submit budget spreadsheets for the total FHPAP Fast Track Grant Proceeds budget, Grantee Fast Track budget and subgrantee Fast Track budgets for your awarded Fast Track funding. Each budget must identify the number of households proposed to be served with Fast Track Grant Proceeds. Highlight in yellow in each budget spreadsheet the activities that are in addition to what was included in the current approved budget set forth in Exhibit B.2. 2. Using the table below, describe additional activities, if any, that will be conducted beyond what is already described in the current approved work plan set forth in Exhibit B.2. (These are the same activities that should be highlighted in yellow in the budget spreadsheets.) Insert additional rows as needed. 	
Ramsey County	Administration
<p>Additional narrative, if needed:</p> <p>Ramsey County Administrative budget: Ramsey County is requesting salary for its FHPAP Coordinator to further support the administration of Fast Track.</p> <p>Fast Track Subgrantees: All of Ramsey County’s nine subgrantees were contacted on March 23rd, 2023 and asked to respond with amounts that their agencies could spend of the \$6 million originally proposed for Ramsey County during two separate periods: June 1, 2023 – September 30, 2023 and June 1,</p>	

2023 – June 30, 2024. Of the nine subgrantees, five responded with proposals: Catholic Charities (Prevention – Diversion), CLUES (Prevention), Neighborhood House (Prevention), West Side Community (Prevention), and the YMCA (Prevention). Following the legislative approval of Fast Track funds for the June 1, 2023 – September 30, 2023 period, additional follow-up to all nine subgrantees took place on March 30th, 2023. This follow-up was requested to determine if what was originally proposed would change/increase. While the total figure increased from the initial request, the same five subgrantees responded with proposals for Fast Track prevention projects.

West Side Community (dba Minnesota Community Care):

West Side Community intends to provide a greater amount of rental assistance per household with Fast Track funds to respond to the persistent needs of households with high balances of rent owed. During the current biennium, West Side Community *on average* committed \$750.00 per household to ensure even spending and would work with other funding sources to make up any difference. These primary sources include HUD-ESG (internal funds), Saint Paul Foundation – Community Sharing Fund, and Ramsey County’s Emergency Financial Assistance. To reduce the reliance on bundling, West Side Community intends to resolve crises for eligible households by solely utilizing Fast Track funds. This will save staff ample time as additional coordination with community partners will not be needed in most cases.

West Side Community amended their budget in 2022 with Advisory Committee approval (moving utility assistance to rental assistance) due to the following reasons:

- The high demand for rental assistance from households facing rental evictions.
- The ending of COVID-era rent protections (i.e. RentHelpMN, CERA).
- Nearly 95% of incoming calls were from residents with unpaid rent.
- Community Action Partnership had the increased ability and capacity to assist residents with utility assistance to a greater degree than West Side Community.
- Over half of residents in Ramsey County pay rent.
- West Side Community strongly believes and operates on the Housing First notion that housing is healthcare. This foundation is reflected in how the West Side Community FHPAP ‘House Calls’ team responds to the needs of the community.

West Side Community’s financial department manages 400 employees, and 51 active federal, state, and local grants totaling \$30,000,000.00. As the largest Federally Qualified Healthcare Center in Minnesota, West Side Community (dba Minnesota Community Care) has a robust financial system in place with seasoned Accounts Payable staff who are privy to Fast Track funds and anticipate the increase in check amounts that will be requested by the ‘House Calls’ (FHPAP) team.

Additionally, the staff involved in Fast Track ('House Calls' Team) are very efficient in their processes, expeditious in their abilities, and there is longevity of experience with staff administering FHPAP and other grants for nearly 3 decades. Paperwork is processed immediately following eligibility determinations with households, and the 'House Calls' team have never experienced backlog with rental assistance requests. Requests for direct support are sent to Accounts Payable every single Tuesday, checks are cut by Thursday, and an experienced controller oversees the process. In the most recently completed monitoring review of West Side Community, Ramsey County observed an excellent system of financial controls and high-quality work with respect to administrative and programmatic elements. This is expected to continue with Fast Track.

FAST TRACK FUNDING REQUIREMENTS

- As required by clause 2.2 of this Grant Contract Agreement, the Grantee and its subgrantees must comply with all requirements outlined in the Program Guide. These requirements include, but are not limited to, the following:
 - The Grantee and any subgrantee(s) conducting new activities in addition to the original approved work plan set forth in Exhibit B.2 must follow the guidance outlined in Sections 4.01 through 4.04 of the Program Guide.
 - The Grantee and its subgrantees must comply with the guidance in Chapter 9 – Fraud, Misuse of Funds, Conflict of Interest, Suspension, and Disclosure and Reporting, as outlined in the Program Guide
- As required by clause 2.3 of this Grant Contract Agreement, the Grantee must track the use of Fast Track Grant Proceeds separately from Standard Grant Proceeds. Separate Expenditure and Output reports will be required for Fast Track Grant Proceeds using a template provided by MHFA and following the schedule outlined in Exhibit C.1.
- As required by clause 2.8 of this Grant Contract Agreement, the Grantee and its subgrantees must process eligible payments using Fast Track Grant Proceeds within 30 days from the date of receipt of all required documentation. The Grantee will also track, verify and document that eligible payments are made within this 30-day timeframe.
- As required by clause 5 of this Grant Contract Agreement, the Grantee must use its best efforts to recoup from the payee any duplicate payments or payments that are later deemed ineligible by either the Grantee or MHFA. The Grantee must cooperate with MHFA in any recoupment effort, as requested by MHFA. In the event that recoupment is unsuccessful, MHFA, at its sole discretion, may require repayment by the Grantee to MHFA in the amount of the ineligible payment.
- Prior to September 30, 2023, consistent with the monitoring and evaluation requirements set forth in Section 7.04 of the Program Guide, the Advisory Committee and Grantee, as applicable, must monitor a sample of FHPAP Fast Track client files for each Grantee and

subgrantee(s) to help ensure accurate payment information is included and that proper policies and procedures outlined in the Program Guide have been followed.

FHPAP Grantee:	Ramsey County	
Federal ID #	41-6005875	
State Tax ID#		8027226

Grantee*	FHPAP Coordinator
Contact person	Renee Theese
Address	121 E. 7th Place Suite 4200
City	St. Paul
State	Minnesota
Zip Code	55101
Phone	612-358-5207
Email	renee.theese@ramseycounty.us

Executive Director	Housing Stability Director
Contact person	Keith Lattimore
Address	121 E. 7th Place Suite 4200
City	St. Paul
State	Minnesota
Zip Code	55101
Phone	651-266-1040
Email	keith.lattimore@ramseycounty.us

Grantee*	Housing Planning Manager
Contact person	Leigh Ann Ahmad
Address	121 E. 7th Place Suite 4200
City	St. Paul
State	Minnesota
Zip Code	55101
Phone	651-249-7690
Email	leigh.ahmad@ramseycounty.us

Board Chair	Commissioner
Contact person	Trista Matascastillo
Address	15 West Kellogg Blvd. Room 220
City	St. Paul
State	Minnesota
Zip Code	55102
Phone	651-266-8360
Email	trista.matascastillo@ramseycounty.us

* You must have two FHPAP Grantee contacts noted

HMIS	Planning & Evaluation Analyst
Contact person	Alyssa Keil
Address	121 E. 7th Place Suite 4200
City	St. Paul
State	Minnesota
Zip Code	55101
Phone	
Email	alyssa.keil@ramseycounty.us

Fiscal Director	Chief Financial Officer
Contact person	Alexandra Kotze
Address	121 E. 7th Place Suite 4000
City	St. Paul
State	Minnesota
Zip Code	55101
Phone	651-266-8040
Email	alexandra.kotze@ramseycounty.us

FHPAP Subgrantee:

Please provide contact information for the following:

Subgrantee #1	Catholic Charities
Contact person	Alanna Hinz-Sweeney
Address	1007 E. 14th St.
City	Minneapolis
State	Minnesota
Zip Code	55404
Phone	651-647-2281
Email	alanna.hinz@cctwincities.org

Subgrantee #6	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #11	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #2	Comunidades Latinas Unidas En Servicio (CLUES)
Contact person	David Soto
Address	797 E. 7th Street
City	St. Paul
State	Minnesota
Zip Code	55106
Phone	612-746-3550
Email	dsoto@clues.org

Subgrantee #7	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #12	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #3	West Side Community (dba Minnesota Community Care)
Contact person	Renee Leinbach
Address	380 E. Lafayette Frontage Road Suite 200
City	St. Paul
State	Minnesota
Zip Code	55107
Phone	651-895-0346
Email	rleinbach@mncare.org

Subgrantee #8	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #13	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #4	Neighborhood House
Contact person	Patty Paulson
Address	179 Robie St. E.
City	St. Paul
State	Minnesota
Zip Code	55107
Phone	651-789-3689
Email	ppaulson@neighborhoodhousemn.org

Subgrantee #9	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #14	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #5	YMCA
Contact person	Bri Warren
Address	2304 Jackson St. NE
City	Minneapolis
State	Minnesota
Zip Code	55418
Phone	612-567-8825
Email	bri.warren@ymcamn.org

Subgrantee #10	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

Subgrantee #15	
Contact person	
Address	
City	
State	
Zip Code	
Phone	
Email	

TOTAL FHPAP BUDGET FOR FHPAP FAST TRACK FUNDS

FHPAP Grantee:

Ramsey County

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					1.90
Salary, wages, fringe benefits	\$ -	\$ -	\$ 56,181.00	\$ -	\$ 56,181.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, copies, postage, training, HMIS license, participant stipends	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, insurance, accounting, human resources, information technology, communications	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ 56,181.00	\$ -	\$ 56,181.00
Supportive Services (FTE)	0.00	0.00	3.50	0.00	3.50
Salary, wages, fringe benefits	\$ -	\$ -	\$ 64,967.00	\$ -	\$ 64,967.00
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ 15,236.00	\$ -	\$ 15,236.00
Supplies, copies, postage, training, HMIS license	\$ -	\$ -	\$ 115.00	\$ -	\$ 115.00
Subtotal Supportive Services	\$ -	\$ -	\$ 80,318.00	\$ -	\$ 80,318.00
Direct Assistance					
Rental payment assistance including late fees and rental application fees		\$ -	\$ 1,300,795.86	\$ -	\$ 1,300,795.86
Mortgage payment assistance			\$ -	\$ -	\$ -
Rental deposit assistance		\$ -	\$ 43,840.43	\$ -	\$ 43,840.43
Utility payment assistance		\$ -	\$ 23,127.71	\$ -	\$ 23,127.71
Transportation, vital documents, moving assistance, furniture, household supplies, work clothing		\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ 1,367,764.00	\$ -	\$ 1,367,764.00
TOTAL BUDGET	\$ -	\$ -	\$ 1,504,263.00	\$ -	\$ 1,504,263.00

Households to be Served - Coordinated Entry	0
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Households to be Served - Street Outreach	0
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Households to be Served - Prevention	375
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TOTAL FHPAP BUDGET FOR FHPAP FAST TRACK FUNDS

% Administration #####

FHPAP Grantee:		Ramsey			
Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					1.00
Salary, wages, fringe benefits	\$ -	\$ -	\$ 30,500.00	\$ -	\$ 30,500.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, copies, postage, training, HMIS license, participant stipends	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, insurance, accounting, human resources, information technology, communications	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ 30,500.00	\$ -	\$ 30,500.00
Supportive Services (FTE)	0.00	0.00	0.00	0.00	0.00
Salary, wages, fringe benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, copies, postage, training, HMIS license	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Assistance					
Rental payment assistance including late fees and rental application fees		\$ -	\$ -	\$ -	\$ -
Mortgage payment assistance		\$ -	\$ -	\$ -	\$ -
Rental deposit assistance		\$ -	\$ -	\$ -	\$ -
Utility payment assistance		\$ -	\$ -	\$ -	\$ -
Transportation, vital documents, moving assistance, furniture, household supplies, work clothing		\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ -	\$ -	\$ 30,500.00	\$ -	\$ 30,500.00

Households to be Served - Coordinated Entry	0
Households to be Served - Street Outreach	0
Households to be Served - Prevention	0
Households to be Served - Rapid Rehousing	0

Total All Households	Singles		Families		Total
	Adults	Youth	Adults	Youth	
	0	0	0	0	0

TOTAL FHPAP BUDGET FOR FHPAP FAST TRACK FUNDS

% Administration	0.00%
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Cost Category	FHPAP Subgrantee				Combined Totals
	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	
Administration (list FTE in cell G4)					0.00
Salary, wages, fringe benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, copies, postage, training, HMIS license, participant stipends	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, insurance, accounting, human resources, information technology, communications	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Services (FTE)	0.00	0.00	0.00	0.00	0.00
Salary, wages, fringe benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, copies, postage, training, HMIS license	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Assistance					
Rental payment assistance including late fees and rental application fees		\$ -	\$ 44,010.64	\$ -	\$ 44,010.64
Mortgage payment assistance			\$ -	\$ -	\$ -
Rental deposit assistance		\$ -	\$ -	\$ -	\$ -
Utility payment assistance		\$ -	\$ -	\$ -	\$ -
Transportation, vital documents, moving assistance, furniture, household supplies, work clothing		\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ 44,010.64	\$ -	\$ 44,010.64
TOTAL BUDGET	\$ -	\$ -	\$ 44,010.64	\$ -	\$ 44,010.64

Households to be Served - Coordinated Entry	0
Households to be Served - Street Outreach	0
Households to be Served - Prevention	12
Households to be Served - Rapid Rehousing	0

Total All Households	Singles		Families		
	Adults	Youth	Adults	Youth	
	0	0	12	0	12

TOTAL FHPAP BUDGET FOR FHPAP FAST TRACK FUNDS

% Administration	0.00%
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FHPAP Subgrantee						Comunidades Latinas Unidas En Servicio (CLUES)					
Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals						
Administration (list FTE in cell G4)					0.00						
Salary, wages, fringe benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, copies, postage, training, HMIS license, participant stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, insurance, accounting, human resources, information technology, communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Services (FTE)	0.00	0.00	0.00	0.00	0.00						
Salary, wages, fringe benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, copies, postage, training, HMIS license	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Assistance											
Rental payment assistance including late fees and rental application fees		\$ -	\$ 19,500.00	\$ -	\$ -	\$ 19,500.00	\$ -	\$ -	\$ -	\$ -	\$ 19,500.00
Mortgage payment assistance			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental deposit assistance		\$ -	\$ 9,840.43	\$ -	\$ -	\$ 9,840.43	\$ -	\$ -	\$ -	\$ -	\$ 9,840.43
Utility payment assistance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation, vital documents, moving assistance, furniture, household supplies, work clothing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ 29,340.43	\$ -	\$ -	\$ 29,340.43	\$ -	\$ -	\$ -	\$ -	\$ 29,340.43
TOTAL BUDGET	\$ -	\$ -	\$ 29,340.43	\$ -	\$ -	\$ 29,340.43	\$ -	\$ -	\$ -	\$ -	\$ 29,340.43

Households to be Served - Coordinated Entry	0
Households to be Served - Street Outreach	0
Households to be Served - Prevention	10
Households to be Served - Rapid Rehousing	0

Total All Households	Singles		Families		Total
	Adults	Youth	Adults	Youth	
	3	0	6	1	10

TOTAL FHPAP BUDGET FOR FHPAP FAST TRACK FUNDS

% Administration	1.61%
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FHPAP Subgrantee West Side Community (DBA Minnesota Community Care)

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					0.40
Salary, wages, fringe benefits	\$ -	\$ -	\$ 12,373.00	\$ -	\$ 12,373.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, copies, postage, training, HMIS license, participant stipends	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, insurance, accounting, human resources, information technology, communications	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ 12,373.00	\$ -	\$ 12,373.00
Supportive Services (FTE)	0.00	0.00	0.00	0.00	0.00
Salary, wages, fringe benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, copies, postage, training, HMIS license	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Assistance					
Rental payment assistance including late fees and rental application fees		\$ -	\$ 755,285.22	\$ -	\$ 755,285.22
Mortgage payment assistance		\$ -	\$ -	\$ -	\$ -
Rental deposit assistance		\$ -	\$ -	\$ -	\$ -
Utility payment assistance		\$ -	\$ -	\$ -	\$ -
Transportation, vital documents, moving assistance, furniture, household supplies, work clothing		\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ 755,285.22	\$ -	\$ 755,285.22
TOTAL BUDGET	\$ -	\$ -	\$ 767,658.22	\$ -	\$ 767,658.22

Households to be Served - Coordinated Entry	0
Households to be Served - Street Outreach	0
Households to be Served - Prevention	150
Households to be Served - Rapid Rehousing	0

Total All Households	Singles		Families		Total
	Adults	Youth	Adults	Youth	
	49	1	97	3	150

TOTAL FHPAP BUDGET FOR FHPAP FAST TRACK FUNDS

% Administration	1.65%
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FHPAP Subgrantee		Neighborhood House			
Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					0.35
Salary, wages, fringe benefits	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, copies, postage, training, HMIS license, participant stipends	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, insurance, accounting, human resources, information technology, communications	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
Supportive Services (FTE)	0.00	0.00	3.00	0.00	3.00
Salary, wages, fringe benefits	\$ -	\$ -	\$ 54,167.00	\$ -	\$ 54,167.00
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ 15,096.00	\$ -	\$ 15,096.00
Supplies, copies, postage, training, HMIS license	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ 69,263.00	\$ -	\$ 69,263.00
Direct Assistance					
Rental payment assistance including late fees and rental application fees		\$ -	\$ 471,000.00	\$ -	\$ 471,000.00
Mortgage payment assistance			\$ -	\$ -	\$ -
Rental deposit assistance		\$ -	\$ 34,000.00	\$ -	\$ 34,000.00
Utility payment assistance		\$ -	\$ 23,127.71	\$ -	\$ 23,127.71
Transportation, vital documents, moving assistance, furniture, household supplies, work clothing		\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ 528,127.71	\$ -	\$ 528,127.71
TOTAL BUDGET	\$ -	\$ -	\$ 607,390.71	\$ -	\$ 607,390.71

Households to be Served - Coordinated Entry	0
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Households to be Served - Street Outreach	0
---	---

Households to be Served - Prevention	198
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Households to be Served - Rapid Rehousing	0
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Total All Households	Singles		Families		Total
	Adults	Youth	Adults	Youth	
	60	4	130	4	198

TOTAL FHPAP BUDGET FOR FHPAP FAST TRACK FUNDS

% Administration	13.04%
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FHPAP Subgrantee		YMCA				
Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals	
Administration (list FTE in cell G4)						0.15
Salary, wages, fringe benefits	\$ -	\$ -	\$ 3,308.00	\$ -	\$ 3,308.00	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies, copies, postage, training, HMIS license, participant stipends	\$ -	\$ -	\$ -	\$ -	\$ -	
Audit, insurance, accounting, human resources, information technology, communications	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Administration	\$ -	\$ -	\$ 3,308.00	\$ -	\$ 3,308.00	
Supportive Services (FTE)	0.00	0.00	0.50	0.00	0.50	
Salary, wages, fringe benefits	\$ -	\$ -	\$ 10,800.00	\$ -	\$ 10,800.00	
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ 140.00	\$ -	\$ 140.00	
Supplies, copies, postage, training, HMIS license	\$ -	\$ -	\$ 115.00	\$ -	\$ 115.00	
Subtotal Supportive Services	\$ -	\$ -	\$ 11,055.00	\$ -	\$ 11,055.00	
Direct Assistance						
Rental payment assistance including late fees and rental application fees		\$ -	\$ 11,000.00	\$ -	\$ 11,000.00	
Mortgage payment assistance		\$ -	\$ -	\$ -	\$ -	
Rental deposit assistance		\$ -	\$ -	\$ -	\$ -	
Utility payment assistance		\$ -	\$ -	\$ -	\$ -	
Transportation, vital documents, moving assistance, furniture, household supplies, work clothing		\$ -	\$ -	\$ -	\$ -	
Subtotal Direct Assistance		\$ -	\$ 11,000.00	\$ -	\$ 11,000.00	
TOTAL BUDGET	\$ -	\$ -	\$ 25,363.00	\$ -	\$ 25,363.00	

Households to be Served - Coordinated Entry	0
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Households to be Served - Street Outreach	0
---	---

Households to be Served - Prevention	5
--------------------------------------	---

Households to be Served - Rapid Rehousing	0
---	---

Total All Households	Singles		Families		
	Adults	Youth	Adults	Youth	
	0	3	0	2	5

TOTAL FHPAP BUDGET FOR FHPAP FAST TRACK FUNDS

% Administration

#DIV/0!

FHPAP Subgrantee

Cost Category	Coordinated Entry	Street Outreach	Prevention	Rapid Rehousing	Combined Totals
Administration (list FTE in cell G4)					0.00
Salary, wages, fringe benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, copies, postage, training, HMIS license, participant stipends	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, insurance, accounting, human resources, information technology, communications	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administration	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Services (FTE)	0.00	0.00	0.00	0.00	0.00
Salary, wages, fringe benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
Office space/utilities/phone/computer/internet	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies, copies, postage, training, HMIS license	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Assistance					
Rental payment assistance including late fees and rental application fees		\$ -	\$ -	\$ -	\$ -
Mortgage payment assistance		\$ -	\$ -	\$ -	\$ -
Rental deposit assistance		\$ -	\$ -	\$ -	\$ -
Utility payment assistance		\$ -	\$ -	\$ -	\$ -
Transportation, vital documents, moving assistance, furniture, household supplies, work clothing		\$ -	\$ -	\$ -	\$ -
Subtotal Direct Assistance		\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ -	\$ -	\$ -	\$ -	\$ -

Households to be Served - Coordinated Entry **0**

Households to be Served - Street Outreach **0**

Households to be Served - Prevention **0**

Households to be Served - Rapid Rehousing **0**

Total All Households	Singles		Families		
	Adults	Youth	Adults	Youth	
	0	0	0	0	0

FHPAP Biennial Timeline
October 1, 2021 – September 30, 2023

October 1, 2021	FY 22-23 biennium begins
October 25, 2021	Quarterly Coordinator’s teleconference 10-11:30 a.m.
October 2021	Annual Grantee Meeting – Location and exact date TBD
January 24, 2022	Quarterly Coordinator’s teleconference 10-11:30 a.m.
February 11, 2022	Quarter 1 Expenditure and Outputs Report (10/1/21-12/31/21) due
April 25, 2022	Quarterly Coordinator’s teleconference 10-11:30 a.m.
May 13, 2022	Quarter 2 Expenditure and Outputs Report (10/1/21-3/31/22) due
	Six Month HMIS Report (10/1/21-3/31/22) due
July 25, 2022	Quarterly Coordinator’s teleconference 10-11:30 a.m.
August 12, 2022	Quarter 3 Expenditure and Outputs Report (10/1/21-6/30/22) due
October 2022	Annual Grantee Meeting – Location and exact date TBD
October 24, 2022	Quarterly Coordinator’s teleconference 10-11:30 a.m.
November 11, 2022	Quarter 4 Expenditure and Outputs Report (10/1/21-9/30/22) due
	Annual Narrative Report (10/1/21-9/30/22) due
	Annual HMIS Report (10/1/21-9/30/22) due
January 23, 2023	Quarterly Coordinator’s teleconference 10-11:30 a.m.
February 10, 2023	Quarter 5 Expenditure and Outputs Report (10/1/21-12/31/22) due
March 2023	<i>FY 24-25 RFP Published / Information Session (Tentative)</i>
April 24, 2023	Quarterly Coordinator’s teleconference 10-11:30 a.m.
May 12, 2023	Quarter 6 Expenditure and Outputs Report (10/1/21-3/31/23) due
	18-month HMIS Report (10/1/21-3/31/23)
May 2023	<i>FY 24-25 RFP Proposal due (Tentative)</i>
July 24, 2023	Quarterly Coordinator’s teleconference 10-11:30 a.m.
August 11, 2023	Quarter 7 Expenditure and Outputs Report (10/1/21-6/30/23) due
	Fast Track Grant Proceeds Expenditure and Outputs Report (Effective date of Amendment #2 -6/30/2023) due
November 10, 2023	Quarter 8 Expenditure and Outputs Report (10/1/21-9/30/23) due
	Fast Track Grant Proceeds Expenditure and Outputs Report (Effective date of Amendment #2 -9/30/23) due
	Annual Narrative Report (10/1/21-9/30/23) due
	HMIS Report (10/1/21-9/30/23) due
	HMIS Fast Track Grant Proceeds Report (Effective date of Amendment #2 -9/30/23) due

NOTE: Report dates are subject to change. FHPAP grantees will receive email notification of all report deadlines. Shaded rows indicate expenditure, outputs and HMIS report due dates.



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2023-238

Meeting Date: 6/27/2023

Sponsor: Property Management

Title

Project Budget and Financing Plan for 360 Wabasha Street North Building Technology and Furniture

Recommendation

1. Accept and approve the project budget and financing plan for the 360 Wabasha Street North building technology and furniture in an amount up to \$3.6 million.
2. Authorize the County Manager to allocate up to \$3.6 million from the Property Management fund balance to the 360 Wabasha Street North project.
3. Authorize the County Manager to allocate up to \$3.6 million from the proceeds of the sale of the Ramsey County Care Center to the Property Management fund balance.

Background and Rationale

The 360 Wabasha Street North building was built in 1930 for the Northern States Power Company, and most recently served as the Ecolab Global Communication Center. Ramsey County purchased the building in March 2023 for use by the Ramsey County Attorney’s Office and the Ramsey County Sheriff’s Office Civil Process Service. The building consists of six stories above ground and two basement levels. Gensler and Dunham Associates completed plans to renovate the building for the needs of the Ramsey County Attorney’s Office and the Ramsey County Sheriff’s Office Civil Process groups. On March 31, 2023, Gensler and Dunham Associates submitted final copies of the project specifications and plans to Ramsey County Property Management to be included in the procurement process.

On May 23, 2023, a construction contract with Sheehy Construction Company for the renovation of the 360 Wabasha Street North building was approved and executed by the Ramsey County Board of Commissioners. The construction portion of the project is funded by the 2023B general obligation bond sale.

The project budget and financing plan for the technology and furniture has been developed and is recommended for approval.

County Goals (Check those advanced by Action)

- Well-being Prosperity Opportunity Accountability

Racial Equity Impact

The racial equity impact of this portion of the project is not fully known. For the construction portion of the project, workforce inclusion goals of 32% minority and 20% women are included, as well as a goal of utilizing 32% certified small business enterprises (SBEs) found in the Central Certification Program (CERT) directory recognized by the county as the acceptable source for SBE subcontractors and suppliers in conformance with the county’s approved policy on workforce inclusion and contracting goals.

Community Participation Level and Impact

There is no community participation associated with this action.

- Inform Consult Involve Collaborate Empower

Fiscal Impact

Funding for the 360 Wabasha project technology and furniture will be from the proceeds of the sale of the Ramsey County Care Center. To address the cash flow needs for the 360 Wabasha project, funds will be drawn temporarily from Property Management fund balance and restored after the sale of the Care Center later in July 2023.

Last Previous Action

On May 23, 2023, the Ramsey County Board of Commissioners approved the selection of and agreement with Sheehy Construction Company for the 360 Wabasha Street North construction project (Resolution B2023-080).

On March 21, 2023, the Ramsey County Board of Commissioners authorized the 2023B general obligation bond sale, with \$16 million allocated to the 360 Wabasha Street North construction project (Resolution B2023-045).

On December 20, 2022, the Ramsey County Board of Commissioners approved the acquisition and purchase agreement for the 360 Wabasha Street North property and established a project for due diligence and design in the Property Management budget (Resolution B2022-298).

Attachments

1. Project Budget and Financing Plan

360 Wabasha - Project Budget and Funding Sources: Technology and FFE

	Estimate
1. Construction Costs	
Total building	\$0
2. Owner's Construction Contingency	
10% Construction contingency	\$0
	<u>\$0</u>
3. Furniture, Fixtures and Equipment	
FF&E	\$1,800,000
Interior signage	\$80,000
	<u>\$1,880,000</u>
4. Technology and Security	
Network equipment	\$500,000
Security cameras and cabling	\$35,000
Card readers	\$150,000
RCAO security and technology	\$446,180
Data wiring for offices, workstations, and meeting rooms	\$115,000
	<u>\$1,246,180</u>
5. Design Fees	
A/E design fee (Gensler, Dunham, ERA for SD-CA)	\$0
Cost estimating	\$0
	<u>\$0</u>
6. Administration and Other Costs	
Facility purchase due diligence	
Moving costs (files and staff items)	\$50,000
HVAC commissioning	
	<u>\$50,000</u>
7. Sub-total of Lines 3-6	\$3,176,180
8. Owner's Project Contingency for FF&E, Technology and Security, Design, Admin and Other Costs	
10% of Line 3-6	\$317,618
	<u>\$317,618</u>
	<u>\$3,493,798</u>
9. Project Management Fee	
3% of Construction and Other Project Costs	\$104,814
	<u>\$104,814</u>
	<u>\$3,598,612</u>
Funding Source:	
<i>Proceeds from sale of RC Care Center</i>	\$3,600,000 or less

Item Number: 2023-251

Meeting Date: 6/27/2023

Sponsor: Human Resources

Title

Amendment to the Agreement with Deloitte Consulting LLP for Employee and Retiree Benefits Consulting Services

Recommendation

1. Approve an amendment to the agreement with Deloitte Consulting LLP, 4022 Sells Drive, Hermitage, TN 37076, for employee and retiree benefits consulting services for an additional two years through October 11, 2026 at a cost not to exceed an additional \$650,000.
2. Authorize the Chair and Chief Clerk to execute the agreement.
3. Authorize the County Manager to execute amendments to the agreement in accordance with the county's procurement policies and procedures provided the amounts are within limits of available funding.

Background and Rationale

The county's current two-year agreement with Deloitte Consulting for employee and retiree benefit consulting services was entered into at a cost not to exceed \$400,000 and expires July 09, 2024. In late 2022, Human Resources expanded Deloitte Consulting's role in the process to procure 2024 employee benefits to analyze past outcomes and provide expertise in developing requests for proposal that achieve the county's objective to attract and retain employees and improve employee wellness and health equity. The expanded role was not anticipated when the current contract was signed and is nearly expended. Additional funding not to exceed \$650,000 for the following services is estimated through October 11, 2026:

- Complete benefit plan Request for Proposals, initial self-insurance work assessment, and rate development, if applicable, and other consulting (Not-to-Exceed \$200,000).
- Traditional services for FY2024-FY2026 which includes plan experience monitoring, vendor negotiations, plan design strategy and change, and employee contribution consulting (Not-to-Exceed \$195,000).
- Additional services due to self-insurance for which includes development for each plan year of the premium equivalent rates per plan option and development of estimated incurred but not reported (IBNR) claims liabilities needed for financial purposes (Not-to-exceed \$105,000).
- Rewards Optimization budget which includes a combination of Rewards Optimization and Gap Analysis (Not-to-exceed \$150,000).

County Goals (Check those advanced by Action)

Well-being

Prosperity

Opportunity

Accountability

Racial Equity Impact

This action furthers providing a sustainable, long-term benefits strategy that recognizes cultural differences and supports employee well-being. Diversity continues as a critical component of a comprehensive and well-balanced benefits program.

Community Participation Level and Impact

This action is strictly operational and internal facing. The residents of Ramsey County do not participate in the evaluation of or decisions regarding the county's employee benefits program.

Inform Consult Involve Collaborate Empower

Fiscal Impact

Funding for these services is from the Health Insurance Fund and is included in the proposed 2024-2025 budget.

Last Previous Action

On October 12, 2021, the Ramsey County Board approved a two-year single source agreement with Deloitte Consulting for employee and retiree benefit consulting services (Resolution B2021-217)

Attachments

1. Deloitte Contract Amendment

Amendment to HR0191

The parties agree to amend the Agreement as follows:

This is an Amendment to the Agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of Human Resources, 121 7th Place East, Suite ~~2100~~, 4000, Saint Paul, MN 55101 ("County") and Deloitte Consulting LLP, 4022 Sells Drive, Hermitage, TN 37076, registered as a Partnership in the State of Minnesota ("Contractor").

In this Amendment, deleted terms will be struck out and added terms will be underlined and bolded, except where described otherwise.

The parties agree to amend the Agreement as follows:

Revision 1, Term section 1.1 is amended as follows:

1.1.

The original term of this Agreement shall be from October 12, 2021 through ~~July 09, 2024~~ October 11, 2026, and may not be renewed.

The full term of this agreement (including renewals) is 5 years(s), 0 months(s) and 0 day(s).

Revision 2, Section 2, Scope of Services, is amended as follows:

2.1

The Contractor shall provide general employee and retiree benefits consulting advisory services as requested by the County in Request for Proposal HR0000002031 issued on February 13, 2019 and contractor's response dated March 7, 2019 and April 25, 2019. The County reserves the right to request additional services as identified in the County's Request for Proposals and/or as proposed in the Contractors response, with rates in accordance with the hourly rates listed in Section 4.2 and not to exceed a contract maximum of \$1,050,000.00 ~~400,000~~ for the life of the agreement.

All services will include advice and recommendations, but the Contractor will not make any decisions on behalf of the County in connection with the implementation of such advice and recommendations. All deliverables will be provided in English.

Services shall include but not be limited to:

- Assisting County with efforts to comply with federal, state and local regulations governing employee benefit obligations
- Making recommendations and supporting the implementation of benefit programming that will enhance the County's ability to attract and retain employees consistent with the feedback in the 2017 comprehensive assessment
- Providing on-going consultation on any new developments in employee benefit law that may impact the County's benefit programming. Note: Contractor cannot and will not provide legal advice, and obtaining applicable legal advice is the sole responsibility of the County

- Assisting the County in defining and documenting a benefits strategy to include both short and long-term goals
- Identifying analytical tools and measures to be used to describe the overall health of the employee population, identify disease or wellness trends, improve the focus and execution of wellness initiatives and facilitate more accurate budgeting and forecasting
- Providing actuarial analysis beyond the recommendations of the contracted health, life or disability carriers when evaluating benefit plan design alternatives and budgeting recommendations
- Meeting with various management and labor groups as needed on relevant benefit related topics
- Assist with drafting and evaluation of Request for Proposals for employee insurance programs

The following services are anticipated to occur during the course of this contract and will be provided at the hourly rates listed in section 4.2 or as modified through the life of the:

- Complete annual reviews of the County's medical insurance renewal from the County's insurance provider to confirm acceptable premium pricing for the quoted plans and to make any recommendations for alternative plans or plan design changes based on the County's claims experience.
- Include a high-level analysis for potential cost savings if the County were to implement a self-funded arrangement for medical and/or dental coverages based on renewal information presented by the County's insurance provider.
- On an annual basis, review the County's medical insurance plan offerings for its Retiree population and advise whether there are other plan options that may better serve the County in meeting this insurance obligation.
- Provide a Rewards Optimization analysis that includes the following service options
 - Workforce Insights Survey (Not-to-Exceed \$25,000)
 - Gap Analysis (includes the Insights Survey with a Not-to-Exceed of \$45,000)
 - Rewards Optimization (includes the Insights Survey with a Not-to-Exceed of \$105,000)
 - A combination of Rewards Optimization and Gap Analysis (Not-to-Exceed \$150,000)
 - As an alternative to the Optimization analysis above, provide a low-cost Rewards Optimization Analysis consisting of focus groups and recommendations (Not-to-Exceed \$30,000).
- **Complete benefit plan Request for Proposals, initial self-insurance work assessment, and rate development, if applicable, and other consulting for (Not-to-Exceed \$200,000).**
- **Traditional services for FY2024-FY2026 for \$65,000/year which includes plan experience monitoring, vendor negotiations, plan design strategy and change, and employee contribution consulting (Not-to-Exceed \$195,000).**
- **Additional services due to self-insurance for \$35,000/year which includes development for each plan year of the premium equivalent rates per plan option and development of estimated incurred but not reported (IBNR) claims liabilities needed for financial purposes (Not-to-exceed \$105,000).**
- **Rewards Optimization budget which includes a combination of Rewards Optimization and Gap Analysis (Not-to-exceed \$150,000).**

Revision 3, Section 4, Cost, is amended as follows:

4.1

The County shall pay the Contractor a not to exceed amount of \$ ~~400,000.00~~ \$1,050,000.00 over the life of the contract according to the agreed to rates

Except as modified herein, the terms of the Agreement shall remain in full force and effect.



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2023-246

Meeting Date: 6/27/2023

Sponsor: Human Resources

Title

Hold a Closed Meeting: Strategy for Labor Negotiations

Recommendation

Hold a closed meeting of the Ramsey County Board of Commissioners on Tuesday, June 27, 2023 under Minnesota Statutes Section 13D.03 to consider strategy for labor negotiations - pursuant to Minnesota Statutes Section 13D.021, the meeting will take place in-person at 1 p.m.

Background and Rationale

The county will be entering negotiations with our labor unions regarding employer contributions toward insurance benefits for the year 2024.

Minnesota Statutes Section 13D.03 requires a county board to act in order to establish a closed meeting for the purpose of consider strategy for labor negotiations:

(b) The governing body of a public employer may be a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25 [Ch. 179A MN Statutes <https://www.revisor.mn.gov/statutes/cite/179a>](https://www.revisor.mn.gov/statutes/cite/179a).

(c) The time of commencement and place of the closed meetings shall be announced at the public meeting.

(d) A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.

County Goals (Check those advanced by Action)

- Well-being Prosperity Opportunity Accountability

Racial Equity Impact

This action to approve holding a closed meeting has no racial equity impact.

Community Participation Level and Impact

This action informs the public of the Ramsey County Board’s decision to hold a closed meeting to consider strategy for labor negotiations.

- Inform Consult Involve Collaborate Empower

Fiscal Impact

This action has no fiscal impact.

Last Previous Action

None.

Attachments

None.