

State of Minnesota County Grant Contract Worksheet (Not Part of the Contract)

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Total Amount of Grant Contract \$446,995.00	
FinDeptID H5533857	amount for state fiscal year 2021:\$0.00
	amount for state fiscal year 2022 :\$366,653.00
	amount for state fiscal year 2023:\$80,342.00

 X Unspent encumbrances to be certified to meet future obligations in accordance with Minnesota Statutes, section 16A.28

Starts in fiscal year: 2022	Vendor ID:
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SWIFT Grant# /Encumbrance #: GRK% _____ / _30000 _ _ _ _ _

Number/Date/Initials:

Individual signing certifies that funds have been encumbered as required by Minnesota Statutes, section 16A.15.

Related RFP file number: **GRFP-5390**

COUNTY Name and Address:

Saint Paul – Ramsey County Public Health

555 Cedar Street, St. Paul, MN 55101

Soc. Sec. or Federal Employer I.D. No.: 41-6005875

Minnesota Tax I.D. No. (if applicable): 8027226



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, a political subdivision of the State of Minnesota, acting through its Saint Paul – Ramsey County Public Health Department, an independent COUNTY, not an employee of the State of Minnesota, located at 555 Cedar Street, St. Paul, MN 55101 ("COUNTY").

RECITALS

STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) has authority to enter into contracts for the following services: Culturally responsive prevention, treatment and recovery services.

STATE, in accordance with Minnesota Statutes, section 13.46, is permitted to share information with COUNTY.

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 **October 1, 2021**, 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 **September 29, 2022**, 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: 9. Liability; 10. Information Privacy and Security; 11. Intellectual Property Rights; 13.1. State audit; and 14. 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.

- a) COUNTY shall perform duties in accordance with **Attachment A**, Schedule of Tasks and Deliverables, which is attached and incorporated into this CONTRACT.
- b) The COUNTY will submit quarterly reports of demographic, service, outcome, and financial data to the STATE via template provided by the STATE, submitted to the STATE via email on the following schedule:

July – September	due by October 15
October – December	due by January 15
January – March	due by April 15
April – June	due by July 15
- c) COUNTY will collect and report Program Recipient demographic, service, and outcome data required by SAMHSA under the Government Performance and Results Modernization Act (GPRA) of 2010. If the COUNTY fails to complete GPRA requirements, the STATE may require the COUNTY to produce and implement a corrective action plan to remedy the problem within thirty (30) days and payments may be withheld until a resolution is reached.
- d) COUNTY will collect GPRA data as required by GPRA (P.L. 102-62) via a face-to-face interview unless otherwise approved by the STATE with Program Recipient using the SAMHSA specified GPRA interview questions provided to the COUNTY by the STATE at three data collection points:
 - Intake Assessment: To complete the requirement to collect GPRA data at intake/admission, residential programs must collect GPRA data on each client as soon as possible after assessment but no later than three (3) days after the client officially enters the substance abuse treatment program. All types of outpatient programs must collect GPRA data on each client as soon as possible after assessment or intake but no later than four (4) days after the client officially enters the treatment program.
 - Follow-up: To complete the requirement of GPRA follow-up interviews information must be collected within the window of one (1) month before and two (2) months after the scheduled six (6)-month GPRA follow-up interview. An attempt must be made to conduct a GPRA follow-up on every client, regardless of discharge status. The minimum targeted follow-up rate is eighty percent (80%).
 - Discharge: To complete the requirement of the GPRA discharge, data must be collected on every client unless the client is still in the program when the Contract ends.

Discharge interviews must be completed for all clients for whom thirty (30) days have elapsed from the time of the last service. Discharge interviews must be completed in-person within fourteen (14) days after the client is discharged from the program. If unable to complete an in-person discharge interview during this timeframe, an administrative discharge must be completed.

- e) COUNTY will provide the following incentives to Program Recipient, being served through funding provided by this CONTRACT, for the completion of the GPRA interview:

6 month post intake	\$30
Discharge	\$30

- f) COUNTY will submit GPRA data to the STATE within 10 days of conducting the GPRA interview via the STATE's prescribed online interface.
- g) The STATE will provide GPRA training and technical assistance to the COUNTY as needed.
- h) COUNTY will be required to participate in the Fast Tracker information and referral program. COUNTY will provide details regarding the funded program to the STATE to post on the Fast-Tracker site. COUNTY will contact Fast-Tracker staff at fasttrackermnsud@gmail.com or 651-426-6347 to register the SOR funded program in Fast Tracker.
- i) COUNTY must ensure and attest that they will not deny any eligible individual access to their program because of that individuals' use of FDA-approved medications for the treatment of SUD (e.g., methadone, buprenorphine products including buprenorphine/naloxone combination formulations and buprenorphine monoproduct formulations, naltrexone products including extended-release and oral formulations or implantable buprenorphine). Specifically, individuals must be allowed to participate in methadone treatment rendered in accordance with current federal and state methadone dispensing regulations from an Outpatient Treatment Program (OTP) ordered by a physician who has evaluated the individual and determined that methadone is an appropriate medication treatment for the individual's Opioid Use Disorder (OUD). Similarly, medications available by prescription or office-based implantation must be permitted if they are appropriately authorized through prescription by a licensed prescriber or provider. In all cases, Medication Assisted Treatment (MAT) must be permitted to be continued for as long as the prescriber or treatment provider determines that the medication is clinically beneficial. COUNTY will not compel Program Recipients to cease MAT in order to participate in programming funded through this contract if stopping is inconsistent with a licensed prescriber's recommendation or valid prescription.

- j) COUNTY is required to use only evidence-based treatments, practices, and interventions for OUD. SAMHSA requires that FDA-approved MAT be made available to those diagnosed with OUD.
- k) COUNTY will help facilitate the health insurance application and enrollment process for eligible uninsured clients when applicable.
- l) COUNTY will implement policies and procedures that ensure other sources of funding are utilized first when available.
- m) STATE strongly encourages COUNTY to provide a tobacco-free workplace and to promote the non-use of all commercial tobacco products (except in regard to accepted tribal traditions and practices). Further, Public Law (P.L.) 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, health care or early childhood development services are provided to children. STATE strongly encourages COUNTY to adopt a tobacco-free facility/grounds policy and to encourage abstinence from all commercial tobacco products (except in regard to accepted tribal traditions and practices). STATE strongly encourages COUNTY to consider providing referrals to or directly providing tobacco cessation treatment and supports for enrollees.

2.2 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 [Minnesota IT \(MN.IT\) Accessibility Standards](#), 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.** COUNTY will be paid in accordance with **Attachment B**, Budget, which is attached and incorporated into this CONTRACT.

- 1. COUNTY must obtain STATE written approval before changing any part of the budget. Notwithstanding Clause 16.1 of CONTRACT, shifting of funds between budget line items

does not require an amendment if the amount shifted does not exceed 10% of the smaller line item and when the total obligation and salaries/fringe benefits remain unchanged.

2. 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](#).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 **four hundred forty-six thousand and nine hundred ninety-five dollars (\$446,995)**.
- 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 via the STATE'S Enterprise Grant Management System (EGMS)**. If STATE does not prescribe a form, COUNTY may submit invoices in a mutually agreed invoice format.
- b. Federal funds.** (Where applicable. If blank this section does not apply.) Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to COUNTY. In the event of such termination, COUNTY shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
 1. **Pass-through requirements.** COUNTY acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, COUNTY may be subject to certain compliance obligations. COUNTY can view a table of these obligations in the [Health and Human Services Grants Policy Statement](#),² Exhibit 3 on page II-3. To the degree federal funds are used in this contract, STATE and COUNTY agree to comply with all pass-through requirements, including

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

² <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

each Party's auditing requirements as stated in 2 C.F.R. § 200.331 (Requirements for pass-through entities) and [2 C.F.R. §§ 200.501-521 \(Subpart F – Audit Requirements\)](#).³

2. *COUNTY's Name:* Ramsey County [Click here to enter county name](#) (Must match the name associated with the DUNS number.)
3. *COUNTY's Data Universal Numbering System (DUNS) number:* 10354488 The DUNS number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities and must match COUNTY's name.
4. *Federal Award Identification Number (FAIN):* H79TI083289
5. *Federal Award Date:* 8/27/2020 (The date of the award to the MN Dept. of Human Services.)
6. *Period of Performance:* Start date: **09/30/2020**. End date: **09/29/2022**.
7. *Amount of federal funds:*
 - A. Total Amount Awarded to DHS for this project: 22,460,928
 - B. Total Amount Awarded by DHS for this project to Grantee named above: \$446,995
8. *Federal Award Project description:* Minnesota 2020 State Opioid Response (SOR)
9. *Name:*
 - A. Federal Awarding Agency: Department of Health and Human Services/Substance Abuse and Mental Health Services Administration (SAMHSA)
 - B. MN Dept. of Human Services (DHS)
 - C. Contact information of DHS's awarding official: tara.holt@state.mn.us
10. *CFDA Number & Name:* Payments are to be made from federal funds obtained by DHS through Catalog of Federal Domestic Assistance (CFDA) No. 93.788
11. Is this federal award related to research and development?: ☐ Yes ☒ No
12. Indirect Cost Rate for this federal award is: ten percent (10%) (including if the *de minimis* rate is charged.)
13. Closeout terms and conditions for this federal award:
Within 90 days of the end of the project period you must:

Reconcile financial expenditures associated with the award

Liquidate all obligations incurred under the award

Submit to the Department of Health and Human Services (HHS) Payment Management System (PMS) the final quarterly Federal Cash Transactions Report (FCTR)

Submit into eRA Commons the Final Financial Report (FFR, SF-425) (PDF | 1.2 MB)

Submit to eRA Commons the final progress report or other reports required by the terms and conditions of the award

Submit to eRA Commons a Tangible Personal Property Report (SF-428) (TPPR) to account for any property acquired with federal funds

4. CONDITIONS OF PAYMENT.

³ <https://www.govinfo.gov/content/pkg/CFR-2018-title2-vol1/pdf/CFR-2018-title2-vol1-sec200-501.pdf>

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.

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 RECOUPMENT.

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 which 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 2.1(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 1, 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 **Jeffrey Campe** or successor. Phone and email: **651-431-4637, Jeffrey.Campe@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 **Gina Pistulka** or successor. Phone and email: **651-266-1263, Gina.Pistulka@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 **Chris Bogut** or successor. Phone and email: **651-266-1325, Chris.Bogut@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. 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 COUNTY to another.

13. AUDIT REQUIREMENTS AND COUNTY DEBARMENT INFORMATION.

13.1. 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.

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

13.3. 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.

13.4. 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. 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.

13.5. 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.

14. 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.

15. CLERICAL ERRORS AND NON-WAIVER.

15.1. Clerical error. Notwithstanding Clause 16.1, 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.

15.2. 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.

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

16.1. 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.

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

16.3. 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 16.1.
- 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.

16.4. 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.

17. PROCURING GOODS AND CONTRACTED SERVICES.

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

17.2. 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.

17.3 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.

18. 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.

19. LEGAL COMPLIANCE.

19.1 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.

19.2 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).

19.3 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](#).

19.4 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.

20. OTHER PROVISIONS

20.1. 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.*

By: _____

Date: _____

Contract No: _____

2. COUNTY

Signatory certifies that Grantee's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the Grantee to the terms of this Agreement. Grantee 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: _____

Continuation 2. **COUNTY**

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution: (fully executed contract to each)

Contracting and Legal Compliance Division

County

State Authorized Representative

Attachment A: Schedule of Tasks and Deliverables

Agreed Upon Goals	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
A. Reduce the unmet Opiate treatment needs of the African American	A.1. Identify, assess and provide care related to opioid addiction to 20 patients entering the care of Saint Paul- Ramsey County Public Health through their involvement with Ramsey County correctional settings in the 15-month grant period.	A.1.a. Identify at intake patients with OUD and refer to providers and start MAT in accordance with previously developed policies and condition specific protocols.	Medical Director/ Correctional Health Nursing Staff	Day one of grant period and ongoing
		A.1.b. Maintain referral protocols for community referral to MHI and Wolves Den for continuance of care in community upon release.	Medical Provider/Health Education Program Assistant/RN Care Coordinator	Day one of grant period and ongoing
		A.1.c. RN Care Coordinator will provide education and outreach on MAT to patients with known opiate use disorders or known opiate withdrawal coming through the correctional system in Ramsey County.	RN Care Coordinator	Day one of grant period and ongoing
		A.1.d. Coordinate patient care and medication continuance for those receiving MAT as part of their opioid use withdrawal and/or treatment while incarcerated and follow up while in the community.	Program/Site Manager	Within 90 days of contract execution and throughout grant period
	A.2. Maintain and enhance a community-based bridging program for continued management of opioid use disorder with MAT and linkage to community based programming to a total of 40 people from all referral sites (including those entering the correctional setting, Detox, Syringe services, Ramsey County Drug Court and/or 1919 Mental Health Center) in 15 months.	A.2.a. Provide linkages to care to providers and partners for continued management of opioid use disorder.	RN Care Coordinator/ MHI- Social Worker MHI-SW)/ HEPA	Day one of grant period and ongoing
		A.2.b. Provide ongoing education and support to the following Ramsey County Departments and Divisions in referral process for individuals who need MAT services within the community: including Correctional Health facilities, Detox, Syringe Exchange Services, Ramsey County Substance Abuse Court, 1919 Mental Health Center, and Homeless Services.	Medical Director/ Project Managers, RN Care Coordinator/ MHI-SW/ HEPA	Day one of grant period and ongoing

		A.2.c. Facilitate referrals from other community partners- we will draw on the experience of the clinical staff of My Home Inc as well as Ramsey County Public Health (RCPH) and MHealth Fairview to create and implement processes to serve the clients.	SW/ RN Care Coordinator/ HEPA; Program and Administrative staff of MHI and St Paul Ramsey County Public Health clinicians and staff	Day one of grant period and ongoing
		C.1. Aid clients in the transition from incarceration to re-entry into the community with culturally specific support to either maintain their MAT resources or pursue medical detoxification (tapering) if they desire it.	MHI Program Director, Ramsey County Clinical Staff, MHealth Fairview Clinical Staff (St Joseph's Hospital)	
		A.2.d. Ongoing collaboration/ communication with community partners while providing MAT services in the community.	Medical Director/Project Managers, RN Care Coordinator, MHI-SW/ HEPA	Day one of grant period and ongoing
	A.3. Enroll a total of 45 patients receiving MAT within the community-based program in care coordination services within the community setting during the 15-month grant period.	A.3.a. Outreach to individuals who are enrolled in MAT in the correctional setting and community setting, and community. Invite referrals from Ramsey County inpatient, outpatient and Intensive Outpatient Providers (IOP) by leveraging MHI's connections within the Ramsey County treatment community.	MHI Clinicians and admin staff, Social Services Peer Support Specialist/ HEPA	Day one of grant period and ongoing
		A.3.b. Provide care coordination to individuals identified for MAT initiation and referral for continued therapy through every entry point.	RN Care Coordinator	Within 30 days of contract execution and throughout grant period
		A.3.c. Monitor data collection, documentation and program progress to meeting goals and objectives. Report quarterly retention (as % or total), drug screen results, Prescription Digital Therapeutic (PDT) (reSET-O) dashboard KPIs. Report specific (OUD) client program evaluation form distinct from GPRA	Program Analyst, Medical Director, Project Managers MHI Project Manager	Day one of grant period and ongoing
	A.4. Continue community partnerships with culturally specific services and culturally responsive programs.	A.4.a. Engage the African American Community Advisory Group to advise Ramsey County Health and Wellness Team on the impact of Opioid addiction and the impact to the community through monthly and ad hoc meetings.	MHI African American Community Advisory Group	Day one of grant period and ongoing
		A.4.b. Engage the African American Community Advisory Group to help, seek, and support organizations with opioid treatment in the	MHI African American Community Advisory Group	Day one of grant period and ongoing

		community through monthly and ad hoc meetings.		
		A.5.a. Establish a marketing budget and develop/refine the community outreach plan that leverages existing community partnerships and includes social media outreach.	RCPH Project Managers and MHI Project Managers	Within 30 days of contract execution
	A.5. Market services within the community to educate and elicit potential community referrals for African American individuals with opioid addiction to Medication Assisted Treatment (MAT) within the community setting.	A.5.b. Engage ad firm (minority-owned) to create 20 and 30 second radio Public Service Announcements (PSAs) encouraging treatment for OUD.	RCPH Project Managers with input from MHI Project Manager	Within 90 days of contract execution
		A.5.c. Develop measures to monitor and evaluate the effectiveness of the outreach and social media campaign. Adapt plan based on quantitative and qualitative data. Measuring “likes, comments, shares” to quantify effectiveness of ads or posts on Facebook, Twitter, and Instagram. RCPH internal assets take lead.	RCPH Project Managers and MHI Project Managers	Starting at 90 days from contract execution, continuing throughout grant period
B. Improve outcomes of clients diagnosed with Opiate Use Disorder (OUD) and enrolled in the enhanced Substance Use Disorder program.	B.1. My Home Inc will treat 45 individuals of St Paul Ramsey County Public Health referrals who have an Opiate Use Disorder (OUD) with an enhanced combination of Substance Use Disorder (SUD) program including Cognitive Behavioral Therapy (CBT), Medication Assisted Treatment (MAT) support and Digital Prescription Therapy (DPT) (specifically reSET-O digital application to aid retention in the Outpatient Treatment Program at MHI) in a culturally specific environment for African Americans.	B.1.a. Hire Licensed Clinicians (LSW and LADCs) to oversee the development and management of the Opioid Recovery Program for the joint venture between Ramsey County Public Health (RCPH), Kai Shin Clinics, MHealth Fairview (St Joseph’s Hospital), and My Home Inc. (MHI)	Executive Director of MHI, Relapse Prevention Program Director, St Paul Ramsey County Public Health professional staff, Kai Shin Clinics medical staff	Within 30 days of contract execution and ongoing.
		B.1.b. Develop an OUD specific curriculum to be used in by MHI in addition to the reSET-O Digital Prescription Therapy application.	MHI Relapse Prevention Program Director	Within 15 days of contract execution

		B.1.c. Conduct an Opioid Use Disorder program with the combination of existing CBT therapy, and introducing Digital Prescription Therapy to increase client engagement. Provide education within the organizations to ensure integration with other treatment and recovery services.	MHI Relapse Prevention Program Director	Within 15 days of contract execution
		B.1.d. Employ Evidence Based abstinence and retention strategies for clients enrolled in combined services program.	MHI Executive Director, MHI Program Director, MHI clinicians, Ramsey County Public Health clinicians, and MHealth Fairview clinicians	Starting at 90 days from contract execution and continue throughout grant period.
		B.1.e. Determine by empirical testing (Opioid Risk Tool e.g.) the specific African American Opioid Use Disorder (OUD) client population to be offered combined services. Provide clinical support and community resources to aid the client transition into a stability.	MHI Program Director, Public Health and Social Services Program Managers, MHealth Fairview Clinical Staff (St Joseph's Hospital)	Within 30 days of contract execution
		B.1.e. Assign key member of leadership team to participate in learning collaborative with other awardees.	MHI Relapse Prevention Program Director Executive Director and Program Director of MHI as well as any representatives from Ramsey County Public Health and /or MHealth	Within 15 days of contract execution
C. Reduce the unmet opiate treatment needs of the American Indian communities	C.1. Explore partnerships with American Indian organizations providing culturally specific services and culturally responsive programs.	C.1. Engage American Indian organizations, including The Wolves Den and Saint Paul Indians in Action to determine needs and desired collaboration with grant partners.	Administrative Planning Assistant	Within 30 days of contract execution
	C.2. Based on determined needs, set up systems of collaboration among grant partners, i.e. Ramsey County, My Home, Inc.	1.2.a. Develop contract among identified partners. 1.2.b. Determine workflows of how the programming will intersect.	Planning Specialist Project Managers	Withing 6 months of contract execution

		1.2.c. Engage partner organizations to advise on referrals and care coordination of resources for individuals of American Indian heritage; guide quality improvement activities.		
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Evaluation plan

Agreed Upon Goals	Objective (What are the measureable step(s) you must take to achieve the goal?)	Outcome (What is the specific result you hope to achieve based on the goal and objective?)	Measure(s) (How will you determine progress towards outcome?)	Data Collection Methods (How will you collect the data needed to measure progress towards the outcome?)
Reduce the unmet Opiate treatment needs of the African American community	Identify, assess and provide care related to opioid addiction to 20 patients entering the care of Saint Paul- Ramsey County Public Health through their involvement with Ramsey County correctional settings within the 15-month period.	Enroll 20 African American individuals into MAT and counseling services in the correctional facilities within the 12-month grant period.	# Number of patients initiated in the suboxone program # of people meeting with a substance abuse counselor	- Assessment and MAT summary report within the patient health record - Registered Nurse reported outreach log - Social Worker log
	Maintain and enhance a community-based bridging program for continued management of opioid use disorder with MAT and linkage to community-based programming to a total of 40 people from <u>all referral sites</u> in 15 months.	Enroll 20 African American individuals into MAT and counseling services in the community setting from correctional entry point Enroll 20 additional African American individuals into MAT in the community setting from other entry points, including Ramsey County Drug Court, Detox, 1919 mental health programs and syringe exchange services.	# of MAT patients from corrections referred to MAT community # of MAT patients enrolled from all points of entry # of people meeting with a substance abuse counselor # individuals referred to other supportive services by social worker	- Registered Nurse Care Coordinator referral log - Assessment and MAT summary report within the patient health record - Social worker log - Correctional Health referral form saved in RC database - Referral sources tracked in database

	Enroll a total of 40 patients receiving MAT within the community-based program in care coordination services within the community setting during the 15-month grant period.	40 individuals are receiving care coordination service within the community setting.	# of people receiving care coordination services # referrals to supportive services	<ul style="list-style-type: none"> - RC electronic health records - Registered Nurse Care Coordinator log - HEPA log
	Continue community partnerships with culturally specific services and culturally responsive programs.	<p>Regular meetings the African American Community Advisory Group</p> <p>25 referrals for MHI clients to community-based programs</p> <p>Increase referrals into program.</p>	<p># meetings occurring with African American Community Advisory Group</p> <p># referrals from Advisory group into MHI</p> <p># of MHI clients connected to community programs through the Advisory group</p>	<ul style="list-style-type: none"> - Meeting minutes - RC database report - Group or individual interview
	Market services within the community to educate and elicit potential community referrals for African American individuals with opioid addiction to Medication Assisted Treatment (MAT) within the community setting.	<p>Contract with a BIPOC agency to develop and implement a marketing campaign.</p> <p>Increase the number of people who are referred into the program from social media or radio ads.</p> <p>Increase awareness of the signs of opioid substance use disorder.</p> <p>Increase the number of people in the African American community in Ramsey County who know about the program as a referral source.</p>	<p># of clients that found out about program from radio or social media</p> <p># web postings</p> <p># and type of program materials developed</p> <p># distributions of materials to internal and external services</p>	<ul style="list-style-type: none"> -Website hits -Social media interaction -Outreach log - Reports from marketing agency - RC database report on referrals
Improve outcomes of clients diagnosed with Opiate Use Disorder (OUD) and enrolled in the enhanced Substance Use Disorder program.	My Home Inc will treat 40 individuals of the population of St Paul Ramsey County Public Health referrals who have an Opiate Use Disorder (OUD) with an enhanced combination of Substance Use Disorder (SUD) program	<p>Clients actively participate in therapy, engage in MATs, abstinence from substances, and complete reSET-O lessons.</p> <p>Assess monthly the effectiveness of the program model for African American clients. Build in flexibility for the</p>	<p>#/% completed the therapeutic program</p> <p>#/% completed the program in 12 weeks</p> <p>#/% completed the reSET-O curriculum</p>	<ul style="list-style-type: none"> -RC database -drug screens -reSET-O records -attendance records -Electronic medical records -Reflection records of program staff -Client survey results

	including Cognitive Behavioral Therapy (CBT), Medication Assisted Treatment (MAT) support and Digital Prescription Therapy (DPT) (specifically reSET-O digital application to aid retention in the Outpatient Treatment Program at MHI) in a culturally specific environment for African Americans.	<p>change needed for program improvement.</p> <p>Maintain high client satisfaction and increases in new skills or knowledge as a result of the program</p> <p>Evaluate quarterly the efficacy of the measurement data drawn from the PDT therapy-clinician dashboard, Outpatient Treatment attendance, and participation from Electronic Medical Records (EMR) reporting (Procentive), and drug screening (Urine drug testing).</p>	<p>#/% abstained from drug use</p> <p>#/% engaged in MAT</p> <p>MHI staff respond to monthly reflection questions to gather data on how well the program design works with African American communities. They will consider if experience in corrections, age, or gender are factors, identify what elements are working or not, and where the program can make changes to better serve this community.</p> <p>Conduct client surveys asking:</p> <ul style="list-style-type: none"> -satisfaction with the program -increases in skills -increases in knowledge 	
Reduce the unmet Opiate treatment needs of the American Indian communities	Explore partnerships with American Indian organizations providing culturally specific services and culturally responsive programs.	Engage American Indian organizations, including The Wolves Den and Saint Paul Indians in Action to determine needs and desired collaboration with grant partners.	<p>Ramsey County was able to:</p> <ul style="list-style-type: none"> Build relationships through meetings Share information on Ramsey County's MATs program Gain insights into how Ramsey County can best support the American Indian community 	<ul style="list-style-type: none"> -staff outreach records -Town Hall meeting, if deemed appropriate
	Based on determined needs, set up systems of collaboration among grant partners, i.e. Ramsey County, My Home, Inc.	Work with American Indian community to create short- and long-term plans to support people experiencing opioid use disorder.	<p>Report detailing</p> <ul style="list-style-type: none"> # short term actions # long-term actions 	<ul style="list-style-type: none"> -document review, staff logs -report

ATTACHMENT B: BUDGET SUMMARY AND JUSTIFICATION

BUDGET SUMMARY YEAR 1		BUDGET SUMMARY YEAR 2		PROJECT TOTAL
10/01/21 - 06/30/22 (9 months)		07/01/22 - 09/29/22 (3 months)		
CATEGORY	TOTAL BUDGET Year 2	CATEGORY	TOTAL BUDGET Year 3	
Salaries	\$ 109,427.00	Salaries	\$ 26,639.00	
Fringe Benefits	\$ 41,582.00	Fringe Benefits	\$ 10,123.00	
Contracted Services	\$ 151,601.00	Contracted Services	\$ 28,920.00	
Copying	\$ 450.00	Copying	\$ 150.00	
Data Processing	\$ 8,748.00	Data Processing	\$ 729.00	
Communications	\$ 1,113.00	Communications	\$ 621.00	
Instate Travel	\$ 3,024.00	Instate Travel	\$ 1,008.00	
Program Costs	\$ 8,950.00	Program Costs	\$ 2,350.00	
Naloxone	\$ 2,688.00	Naloxon	\$ 672.00	
Staff Development	\$ 3,000.00	Staff Development	\$ -	
Child Care - Day Care	\$ 4,800.00	Child Care - Day Care	\$ 1,200.00	
Client Transportation	\$ 1,350.00	Client Transportation	\$ 450.00	
Client Housing Costs	\$ 23,200.00	Client Housing Costs	\$ 5,800.00	
Client Incentives	\$ 1,920.00	Client Incentives	\$ 480.00	
Client Emergency Funds	\$ 4,800.00	Client Emergency Funds	\$ 1,200.00	
Total Direct Costs	\$ 366,653.00	Total Direct Costs	\$ 80,342.00	
Indirect Cost	\$ -	Indirect Cost	\$ -	
TOTAL REQUEST Year 2	\$ 366,653.00	TOTAL REQUEST Year 2	\$ 80,342.00	\$ 446,995.00

BUDGET JUSTIFICATION Year 1: 10/01/21 - 06/30/22 (9 months)

CATEGORY	JUSTIFICATION NARRATIVE	Year 2
Salaries	PHN Care Coordinator @\$59,019 (1 FTE) (\$78,693.33/12)*9; Program Analyst @ \$12,757 (0.2 FTE) [(\$85,047*.2)/12]*9; Health Education Program Assistant @ \$24,893 (0.7 FTE)[(\$47,415*.7)/12]*9; Planning Specialist @ 12,757 (0.2 FTE)[(\$85,047*.2)/12]*9	\$ 109,427.00
Fringe Benefits	FICA, Unemployment, Worker's Comp, Health and Pension = 38% of salaries and wages.	\$ 41,582.00
Contracted Services	MyHome Inc. will provide administrative leadership, licensed addiction counselors, convene the African American Advisory Council, provide the reSET-O intervention and apply 12-week curriculum.	\$ 151,601.00
Copying	Copying materials for meetings/promotion/communications - \$50/month x 9 months	\$ 450.00
Data Processing	\$243/month for every \$100k budgeted for 9 months(243*4)*9=\$8,748	\$ 8,748.00
Communications	Cell=\$51/month Landline=\$31/month. Landline and cell service for 3 staff @ \$82/month x 9 = \$738; Brochure replication & design services for 3 brochures. Estimate cost for type set design \$125/each (\$375 total)	\$ 1,113.00
Instate Travel	Mileage reimbursement for 200 miles/mth x 9 months x 3 FTE staff@ \$0.56/miles	\$ 3,024.00
Out-of-State Travel		

Program Costs	Medical Supplies @ 100/month x 9 months = \$900; Office supplies @ \$50/month x 9 months; Advisory council \$50 gift cards x 10 individuals x 12 meetings; Medications for withdrawal and maintenance per person - \$50/client x 32 clients.	\$ 8,950.00
Naloxone	3 dose Naloxone (\$28/dose) kits per person enrolled x 32 clients	\$ 2,688.00
Staff Development	Training SOR staff attend conference: 6 @ \$500	\$ 3,000.00
Child Care - Day Care	\$150 per participant @ 32 participants for child care.	\$ 4,800.00
Client Transportation	\$150 per month x 9 months for taxi vouchers and bus tokens for program participants.	\$ 1,350.00
Client Housing Costs	\$725/participant @ 32 participants for emergency housing costs to prevent homelessness.	\$ 23,200.00
Client Incentives	Program participant GPRA interview completion incentives at intake, discharge: 32 X (\$30+\$30)	\$ 1,920.00
Client Emergency Funds	\$150 per participant @ 32 participants for emergency-related assistance (hygiene items, weather-appropriate clothing and footwear, ID replacement, laundry supplies, food, etc.)	\$ 4,800.00
Total Direct Costs		\$ 366,653.00
Indirect Cost (See note above, attach indirect cost detail)		
TOTAL REQUEST Year 2		\$ 366,653.00

BUDGET JUSTIFICATION Year 2: 07/01/22 - 09/29/22 (3 months)

CATEGORY	JUSTIFICATION NARRATIVE	Year 3
Salaries	PHN Care Coordinator .5FTE @ 9,837 [(\$78,693.33*.5)/12]*9; 0.2 FTE Program Analyst @4,252 [(\$85,047*.2)/12]*3; 0.7 FTE Health Education Program Assistant @ 8,298 [(\$47,415*.7)/12]*3; 0.2 FTE Planning Specialist @ 4,252 [(\$85,047*.2)/12]*3	\$ 26,639.00
Fringe Benefits	FICA, Unemployment, Worker's Comp, Health and Pension = 38% of salaries and wages.	\$ 10,123.00
Contracted Services	MyHome Inc. will provide administrative leadership, licensed addiction counselors, convene the African American Advisory Council, provide the reSET-O intervention and apply 12-week curriculum.	\$ 28,920.00
Copying	Copying materials for meetings/promotion/communications - \$50/month x 3 months	\$ 150.00
Data Processing	\$243/month for every \$100k budgeted	\$ 729.00
Communications	Cell=\$51/month Landline=\$31/month. Landline and cell service for 2 staff @ \$82/month x 3 = \$246; Brochure replication & design services for 3 brochures. Estimate cost for type set design \$125/each (\$375 total).	\$ 621.00
Instate Travel	Mileage reimbursement for 200 miles/mth x 3 months x 3 FTE staff@ \$0.56/miles	\$ 1,008.00

Out-of-State Travel		
Program Costs	Medical Supplies @ 100/month x 3months = 300; Office supplies @ \$50/month x 3; Advisory council \$50 gift cards x 10 individuals x 3 meetings; Medications - \$50/client x 8 clients	\$ 2,350.00
Naloxone	3 dose Naloxone (\$28/dose) kits per person enrolled x 8 clients	\$ 672.00
Child Care - Day Care	\$150 per participant @ 8 participants for child care.	\$ 1,200.00
Client Transportation	\$150 per month x 3 months for taxi vouchers and bus tokens for program participants	\$ 450.00
Client Housing Costs	\$725/participant @ 8 participants for emergency housing costs to prevent homelessness.	\$ 5,800.00
Client Incentives	Program participant GPRA interview completion incentives at intake, discharge: 8 X (\$30+\$30)	\$ 480.00
Client Emergency Funds	\$150 per participant @ 8 participants for emergency-related assistance (hygiene items, weather-appropriate clothing and footwear, ID replacement, laundry supplies, food, etc.)	\$ 1,200.00
Total Direct Costs		\$ 80,342.00
Indirect Cost (See note above, attach indirect cost detail)		

TOTAL REQUEST Year 3		\$ 80,342.00
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