

ITASCA COUNTY BOARD OF COMMISSIONERS

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, September 19, 2023

2:30 PM

Itasca County Boardroom

FINAL

WORK SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 2:30 PM.

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Absent	
Terry Snyder	District #2	Present	2:30 PM
John Johnson	District #3	Present	2:30 PM
Burl Ives	District #4	Present	2:30 PM
Casey Venema	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Items #5.9 (Amendment to CAA-FMAP Contract) and #6.5 (ARP Funding/Reallocation of Amounts, and approve the agenda, as amended.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, September 12, 2023 County Board Regular Session.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner John Johnson
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith

V. RECOMMENDED FOR CONSENT AGENDA

1. Adopt the Resolution Re: Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition, which approves Agreement #1054865 with the State of Minnesota for the South Taxiway Crack Seal Project (State Project #A3101-100) at the Grand Rapids/Itasca County Airport in the amount of \$111,668.43 and authorizes necessary signatures.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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2. Accept the 2023-2024 Toward Zero Deaths (TZD) Safe Roads Grant Award for the period of October 1, 2023 through September 30, 2024, in the amount of \$26,629.71, and adopt the

Resolution Re: Authorization for Execution of Agreement, which authorizes the necessary signatures to said grant.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

3. Approve the Addendum to the Agreement between ICHHS and Patty Beech Consulting Inc (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

4. Approve the Addendum to the Agreement between ICHHS and KOOTASCA Community Action (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

5. Approve the Addendum to the Agreement between ICHHS and Northland Counseling Center (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

6. Approve the Addendum to the Agreement between ICHHS and Grace House (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

7. Award the Alborn Culvert Replacement project to the lowest quote, Gilbert Contracting Services, in the amount of \$ 64,310.00 and authorize necessary signatures.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

8. Adopt the Resolution Re: Authorizing Execution of Agreement, which authorizes the Itasca County Attorney to execute agreements and amendments to the Crime Victim Services Grant.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

9. Approve the Second Addendum to the Coronavirus Response and Relief Supplemental Appropriations Act (CAA) - Home and Community Based Services Federal Medical Assistance Percentage (FMAP) contract number 224670 and authorize necessary signatures.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

VI. DISCUSSION / INFORMATIONAL

1. Citizen Input

Lynne Gigliotti, Simon Gretton, Kristina Gambill, Christine Pirritano, and Derrick Marttila provided citizen input regarding termination of the contract between IMCare and Lakeview Behavioral Health.

2. Submission of Grant Proposal

Motion To: Approve the submission of a grant proposal to the Minnesota Department of Public Safety/Minnesota Office of Justice Program's RFP for the 2024-2025 Community Crime Intervention and Prevention Program Grants.

RESULT: APPROVED (4 TO 0)

MOVER: Commissioner John Johnson

SECONDER: Commissioner Casey Venema

AYES: Terry Snyder, John Johnson, Burl Ives, Casey Venema

ABSENT: Cory Smith

3. Emergency Manager Appreciation Day

Motion To: Adopt the Resolution Re: Emergency Manager Appreciation Day.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner John Johnson
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith

4. ISD 318 Special Election/Referendum Presentation

ISD 318 Superintendent Matt Grose and Business Manager Kara Lundin provided information regarding the upcoming ISD 318 Special Election/Referendum.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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5. ARP Funding/Reallocation of Amounts

Motion To: Unencumber funds previously set aside as follows: County Expenditure – Trailer Items (\$161.94), Boardroom AVI Updates (\$4,125.35), Human Resource Smart Board (\$1,806.65), County Radios Grant (\$1,000.00), IT Related Costs (\$339,732.16), Project Frontier/Huber – Prepaid Tax Abatement (\$2,000,000.00), Court Process Review (\$40,000.00), Power DMS Software (\$21,563.00), Allocated Broadband (\$173,671.77), IEDC e2ip Building (\$200,000.00), Amount Remaining Unallocated 2021 (\$6,979.60), and Amount Remaining Unallocated 2022 (\$486.50) and reallocate the total amount of \$2,789,526.97 to a consolidated fund for further consideration.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith

VII. COMMITTEE REPORTS

Commissioner Venema reported on his attendance at a recent Bovey/Coleraine joint meeting.

Commissioner Johnson reported on his attendance at the recent Bovey/Coleraine joint meeting and Association of Minnesota Counties (AMC) Fall Policy Conference.

Commissioner Snyder reported on his attendance at recent Itasca County Township Association (ICTA) and Trails Task Force meetings, as well as a meeting with Blandin Foundation, Lake Jessie Township meeting, and the Northstar Logging Expo.

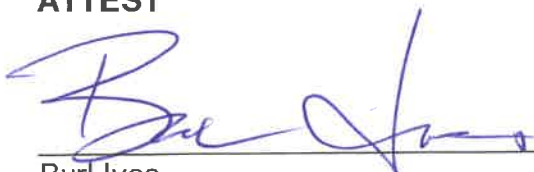
Commissioner Ives reported on his attendance at recent Budget Work Sessions.

VIII. ADMINISTRATOR UPDATE**IX. COMMISSIONER COMMENTS**

Commissioners provided comment regarding termination of the contract between IMCare and Lakeview Behavioral Health.

X. CLOSED SESSIONS**XI. ADJOURN**

Chair Ives adjourned the meeting at 4:05 PM.

ATTEST

Burl Ives
Chair of the County Board



Brett Skyles
Clerk of the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

RESOLUTION 2023-36

RE: EMERGENCY MANAGER APPRECIATION DAY

WHEREAS, Emergency Managers provide a vital public service to the communities of Minnesota; and

WHEREAS, every emergency begins and ends locally; and

WHEREAS, Emergency Managers across the state are part of the first line of response to natural and man-made disasters; and

WHEREAS, Prevention, Protection, Mitigation, Response, and Recovery to all-hazards are the broad mission categories for all Emergency Managers and local preparedness activities are anchored by Emergency Management; and

WHEREAS, Emergency Managers help draft disaster response plans, organize trainings that include first responders and other community partners to practice response plans, draft plans that help minimize the impact of disasters, work with state and federal agencies on assistive programs and find the most effective methods of disaster recovery; and

WHEREAS, it is important to recognize the efforts and accomplishments of all its dedicated Emergency Managers and honor them on the first Emergency Manager Appreciation Day in Minnesota;

NOW THEREFORE BE IT RESOLVED that the Itasca County Board of Commissioners declares September 15th, 2023, as the first Emergency Managers Appreciation Day in Itasca County in honor of the men and women whose diligence and professionalism keep our County and citizens safe.

BE IT FURTHER RESOLVED that the Itasca County Board of Commissioners hereby recognize Emergency Manager John Linder of the Itasca County Sheriff's Office, who honorably performs the above-mentioned duties.

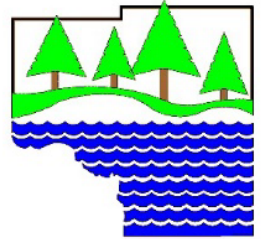
RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner John Johnson
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith

STATE OF MINNESOTA
Office of County Administrator
ss. County of Itasca

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 19th day of September A.D. 2023 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 19th day of September A.D. 2023.

Administrator



September 19, 2023

Chair:

PULL: None

ADDITIONS:

1. Item #5.9 (Amendment to CAA-FMAP Contract)
2. Item #6.5 (ARP Funding/Reallocation of Amounts)

CHANGES: None

INFORMATIONAL: None



ITASCA COUNTY BOARD OF COMMISSIONERS

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, September 12, 2023

2:30 PM

Itasca County Boardroom

DRAFT

REGULAR SESSION MINUTES

I. CALL TO ORDER

Vice-Chair Snyder called the meeting to order at 2:30 PM.

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Present	2:30 PM
Terry Snyder	District #2	Present	2:30 PM
John Johnson	District #3	Present	2:30 PM
Burl Ives	District #4	Absent	
Casey Venema	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Pull Item #5.6 (Remaining Swan River CIP Funds), add Item #6.9 (Itasca County Amicus Brief Update), and approve the agenda, as amended.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Burl Ives

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, September 5, 2023 County Board Work Session.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Burl Ives

V. CONSENT AGENDA

Motion To: Approve the Consent Agenda, as amended and delineated below.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Burl Ives

1. Adopt the Resolution Re: Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition, which approves Agreement #1054793 with the State of Minnesota for the North Taxilane Reconstruction Project (State Project #A3101-101) at the Grand Rapids/Itasca County Airport in the amount of \$111,668.43 and authorizes necessary signatures.

2. Approve submission of a grant request to MnDOT Aeronautics for the Obstruction Removal Project at the Bowstring Municipal Airport in the amount of \$20,000 including a local match of \$1,000.
3. Approve \$50,000 of ARP funding for the 2023-2024 year to Itasca County Trail System/Grand Rapids Foundation.
4. Appoint Commissioners Cory Smith and John Johnson to a Classification Committee for two-year terms as described in the Position Evaluation and Classification Policy approved by the Board on November 11, 2016 effective September 12, 2023 through December 31, 2024.
5. Approve the lease agreement between the MN Timber Producers, Inc. and Itasca County for the 2023 North Star Expo event at the Itasca County Fairgrounds, and authorize necessary signatures.
7. Enter into an inmate housing agreement with Cass County.

VI. REGULAR AGENDA

1. Citizen Input
Kristina Gambill, Sara Citrine, David Thomas, Jennifer Sawatzky, and Colleen Roberts provided citizen input regarding termination of the contract between IMCare and Lakeview Behavioral Health.
Brant Bass provided citizen input regarding COVID contingency planning.
2. Recognition of County Employees
The following employees were recognized:

Welcome to new employee Molly Rother, Emergency Communications Specialist with the Sheriff Department, effective September 5, 2023.

Farewell to Debra Davis whose last day as Chief Deputy Auditor/Treasurer with the Auditor/Treasurer Department will be September 1, 2023, after 27+ years of service.

Welcome to new employee Kaitlin Olson, Legal Secretary with the Attorney Department, effective September 5, 2023.

Welcome to new employee Mary Jo Wiatrak, Assistant County Attorney with the Attorney Department, effective September 11, 2023.

Farewell to Carol Gillson whose last day as Assessment Technician with the Assessor Department will be September 8, 2023, after 11 months of service.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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3. Commissioner Warrants
Motion To: Approve Commissioner Warrants with a check date of September 15, 2023, in the amount of \$2,024,422.45.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Burl Ives

4. Gambling Permit
Motion To: Approve a Premises Permit Gambling Application for gambling, as requested by Hill City Firemans Relief, to conduct lawful gambling at Big Splithand Resort, Bar and Grill, 29565 Splithand Road, Grand Rapids, MN 55744.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Terry Snyder, Cory Smith, John Johnson, Casey Venema
ABSENT:	Burl Ives

5. Bond Declaration Amendment for Grand Rapids Area Landfill
Motion To: Approve the First Amendment to the Bond Declaration between Itasca County and the Minnesota Pollution Control Agency (MPCA) and authorize necessary signatures.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Burl Ives

6. Approve Storage Lease Agreement with Holmstrom Inc
Motion To: Approve Storage Lease Agreement with Holmstrom Inc. and authorize necessary signatures.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Burl Ives

7. Approve Storage Lease Agreement with RK Motorsports
Motion To: Approve Storage Lease Agreement with RK Motorsports and authorize necessary signatures.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Burl Ives

8. State Disaster Assistance
Motion To: Adopt the Resolution Re: Requesting State Disaster Assistance for public property damage from the April 2023 spring flooding event and authorize Board Chair Burl Ives and Emergency Manager John Linder to sign a letter to Governor Walz requesting State Disaster Assistance for the damage from the April 2023 spring flood event.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Burl Ives

9. Itasca County Amicus Brief Update
 County Attorney Matti Adam provided information regarding the status of the Itasca County Amicus Brief in support of the State of MN Court of Appeals filing, as approved at the July 11, 2023 County Board Regular Session.

It was the consensus of the County Board to direct staff to cooperate with legal counsel retained by the City of Nashwauk to jointly submit the Amicus Brief.

VII. COMMISSIONER COMMENTS

Commissioner Venema reported on his attendance at a recent Fairgrounds Task Force meeting, as well as various city and township meetings.

Commissioner Smith reported on his upcoming testimony regarding a land exchange.

Commissioner Johnson reported on his attendance at recent Budget Work Sessions, as well as his upcoming attendance at the Association of Minnesota Counties (AMC) Fall Policy Conference.

Commissioner Snyder reported on his attendance of at recent Bigfork Taxing District meetings, as well as various township meetings.

VIII. CLOSED SESSIONS

IX. ADJOURN

Vice-Chair Snyder adjourned the meeting at 3:06 PM.

ATTEST

Burl Ives
Chair of the County Board

Brett Skyles
Clerk of the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3267

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Matt Wegwerth

AGENDA ITEM:

Grant Agreement

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition, which approves Agreement #1054865 with the State of Minnesota for the South Taxiway Crack Seal Project (State Project #A3101-100) at the Grand Rapids/Itasca County Airport in the amount of \$111,668.43 and authorizes necessary signatures.

BACKGROUND:

This project includes the crack sealing of the south taxiway and ramp at the Grand Rapids / Itasca County Airport. The grant in the amount of \$3,439.00 will cover 5% of the cost of the project. The total project cost split is 90% FAA, 4% State, 5% Local (split 2.5% City, 2.5% County). This is a budgeted project for 2023 with a total County obligation of \$1,719.00.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. GPZ-A3101-100-Agreement 1054865

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

RESOLUTION

**RE: AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION**

BE IT RESOLVED by the County of Itasca as follows:

1. That the State of Minnesota Agreement No. 1054865, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A3101-100 at the Grand Rapids/Itasca County Airport - Gordon Newstrom Field Airport is accepted.
2. That the County Board Chair and Clerk of the County Board are authorized to execute this Agreement and any amendments on behalf of the County of Itasca.

**STATE OF MINNESOTA
STATE AIRPORTS FUND
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), **and the City of Grand Rapids and County of Itasca, 420 North Pokegama Ave, Grand Rapids, MN 55744** ("Grantee").

RECITALS

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

AGREEMENT TERMS

1 Term of Agreement, Survival of Terms, and Incorporation of Exhibits

- 1.1 **Effective Date.** This agreement will be effective on the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5. As required by Minn.Stat. §16B.98 Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration Date.** This agreement will expire on **December 31, 2027**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.
- 1.4 **Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project **SP A3101-100**, which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
- 1.5 **Exhibits:** Exhibit 'A' - Credit Application

2 Grantee's Duties

- 2.1 Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State's Office of Aeronautics. Any changes to the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Grantee and the State. Subject to the availability of funds, the State may prepare an amendment to this Agreement to reimburse the Grantee for the allowable costs of qualifying change orders.
- 2.2 If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, the Grantee elects not to have such services performed by a registered engineer, then the Grantee will designate another responsible person to oversee such work.
- 2.3 Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project.
- 2.4 Grantee will comply with all required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1).
- 2.5 **Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.

2.6 Airport Operations, Maintenance, and Conveyance. Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (d) (1), the Grantee will operate the Airport as a licensed, municipally-owned public airport at all times of the year for a period of 20 years from the date the Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property that is purchased or improved with State funds. If the State approves such a transfer or change in use, the Grantee must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.

3 Time

3.1 Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

4 Cost and Payment

4.1 **Cost Participation.** Costs for the Project will be proportionate and allocated as follows:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Grantee Share</u>
AIP- South Area Taxilanes – Crack Seal	90.0%	5.0%	5.0%
Federal Committed:	<u>\$61,894.00</u>		
State:	<u>\$ 3,439.00</u>		
Grantee:	<u>\$ 3,439.00</u>		

The federal multiyear amount is an estimate only. These funds are not committed and are only available after being made so by the U.S. Government. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Grantee has complied with all terms of this Agreement and furnished all necessary records.

4.2 **Travel Expenses.** No travel expenses are authorized for this project. 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). Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state at the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.

4.3 **Sufficiency of Funds.** Pursuant to Minnesota Rules 8800.2500, the Grantee certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Grantee has the legal authority to engage in the Project as proposed.

4.4 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed **\$3,439.00**.

4.5 Payment

4.5.1 Invoices

Grantee will submit invoices for payment by Credit Application, Exhibit 'A', which is attached and incorporated into this agreement and can be found at <http://www.dot.state.mn.us/aero/airportdevelopment/documents/creditappinteractive.pdf>, is the form Grantee will use to submit invoices. The State's Authorized Representative, as named in this agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices will be submitted timely and according to the following schedule: **Upon completion of Services.**

4.5.2 **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.

4.5.3 **State's Payment Requirements.** State will promptly pay all valid obligations under this agreement as

required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective, or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.

4.5.4 Grantee Payment Requirements. Grantee must pay all contractors under this agreement promptly. Grantee will make undisputed payments no later than 30 days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within 30 days of receipt of such invoice.

4.5.5 Grant Monitoring Visit and Financial Reconciliation. During the period of performance, the State will make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.

4.5.5.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.

4.5.5.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.

4.5.5.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.5.6 Closeout. The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

4.5.7 Closeout Deliverables. At the close of the Project, the Grantee must provide the following deliverables to the State before the final payment due under this Agreement will be released by the State: (1) Electronic files of construction plans as a PDF and in a MicroStation compatible format; and (2) Electronic files of as-builts as a PDF and in a MicroStation compatible format. (3) Electronic files of planning documents (Airport Layout Plans – ALP) and Airport Zoning as a PDF and in a MicroStation compatible format and in GIS.

4.6 Contracting and Bidding Requirements. Prior to publication, Grantee will submit to State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to State all contracts and subcontracts funded by this agreement between Grantee and third parties. State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten business days.

5 Conditions of Payment

All services provided by Grantee under this agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. In addition, Grantee will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

6 Authorized Representatives

6.1 The State's Authorized Representative Are:

Matt Lebens, North Region Airports Engineer; (matthew.lebens@state.mn.us) (612) 422-4171 and/or **Jessica McBroom**, Grant Specialist; (jessica.mcBroom@state.mn.us) (612) 283-1328, or her successor.

State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Matt Wegwerth, Director of Public Works/City Engineer
 Phone: 218-326-7625
 Email: mwegwerth@ci.grand-rapids.mn.us
 City of Grand Rapids
 420 North Pokegama Ave
 Grand Rapids, MN 55744

If Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Agreement Complete

- 7.1 Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed, and approved by the same parties who executed and approved this agreement, or their successors in office.
- Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office. Notwithstanding the foregoing, when FAA issues a Letter Amendment on a federal grant agreement that results in an increase in federal funds beyond the total amount in this grant agreement (i.e., federal amendment), MnDOT's receipt of the Letter Amendment from FAA has the effect of amending the total amount in this grant agreement.
- 7.2 Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.
- 7.3 Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.4 Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 7.5 Certification.** By signing this Agreement, the Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

8 Liability

In the performance of this agreement, and to the extent permitted by law, Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for the State's failure to fulfill its obligations under this agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10 Government Data Practices and Intellectual Property Rights

- 10.1 Government Data Practices.** Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to in this section 10.1, Grantee must immediately notify the State. The State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

10.2 Intellectual Property Rights.

10.2.1 **Intellectual Property Rights.** State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this agreement. “Works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created, or originated by Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this agreement. Works includes Documents. “Documents” are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents, or subcontractors, in the performance of this agreement. The Documents will be the exclusive property of State, and Grantee upon completion or cancellation of this agreement must immediately return all such Documents to State. 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.” Grantee assigns all right, title, and interest it may have in the Works and the Documents to State. Grantee must, at the request of State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the Works and Documents.

10.2.2 Obligations

10.2.2.1 **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this agreement, Grantee will immediately give State’s Authorized Representative written notice thereof and must promptly furnish State’s Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 **Representation.** Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless State, at Grantee’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 the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in Grantee’s or State’s opinion is likely to arise, Grantee 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.

11 Workers Compensation

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

12 Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this agreement must identify the 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, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Grantee’s website when practicable.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination; Suspension

14.1 Termination by the State. The State may terminate this agreement at any time, with or without cause, upon written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause. The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding. The State may immediately terminate this agreement if:

14.3.1 It does not obtain funding from the Minnesota Legislature; or

14.3.2 If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 Suspension. The State may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Fund Use Prohibited. The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might be disqualified or debarred after the Grantee's contract award on this Project. For a list of disqualified or debarred vendors, see www.mmd.admin.state.mn.us/debarredreport.asp.

17 Discrimination Prohibited by Minnesota Statutes §181.59. Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that 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 will contain provisions by which 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, will, 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, will, 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 of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant 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 Agreement.

- 18 **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.
- 19 **Telecommunications Certification.** By signing this agreement, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Contractor will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any contract related to this agreement.
- 20 **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.
- 21 **Additional Provisions**
[Intentionally left blank.]

[The remainder of this page has intentionally been left blank.]

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15 and § 16C.05.

Signed:_____

Date:_____

SWIFT Contract/PO No(s)._____

GRANTEE

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

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

DEPARTMENT OF TRANSPORTATION

By:_____
(with delegated authority)

Title:_____

Date:_____

**DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT**

By:_____

Date:_____

RESOLUTION

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the County of Itasca as follows:

1. That the state of Minnesota Agreement No. 1054865,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. A3101-100 at the Grand Rapids/Itasca County Airport-Gordon
Newstrom Field Airport is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
County of Itasca.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

RESOLUTION

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the **City of Grand Rapids** as follows:

1. That the state of Minnesota Agreement No. **1054865**,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. **A3101-100** at the **Grand Rapids/Itasca County Airport-Gordon
Newstrom Field Airport** is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
City of Grand Rapids.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

Airport Name _____

State Project No. _____

Federal Project No. _____

Mn/DOT Agreement No. _____

CREDIT APPLICATION

Itemized statement of cash expenditures for which credit is claimed:

For period beginning _____, 20____; ending _____, 20____.

***FINAL/PARTIAL (CIRCLE ONE)**

Municipality _____

By

Title

(Complete Form On Reverse Side)

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that he/she is the _____ of the Municipality of _____, in the County of _____, State of Minnesota; that he/she has prepared the foregoing Credit Application, knows the contents thereof, that the same is a true and accurate record of disbursements made, and that the same is true of his/her own knowledge; and that this application is made by authority of the municipal council (or board) of said Municipality.

Signature

Subscribed and sworn to before me
this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires:_____



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3234

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Shane Troumbly

AGENDA ITEM:

2023-2024 Toward Zero Deaths (TZD) Grant Award

BOARD ACTION REQUESTED:

Accept the 2023-2024 Toward Zero Deaths (TZD) Safe Roads Grant Award for the period of October 1, 2023 through September 30, 2024, in the amount of \$26,629.71, and adopt the Resolution Re: Authorization for Execution of Agreement, which authorizes the necessary signatures to said grant.

BACKGROUND:

Itasca County Public Health provides education related to traffic deaths and severe injury on Itasca County roads. Public Health staff, in addition to providing education, support the coordinated efforts related to other causes of traffic injury and deaths, including EMS, Enforcement, and Engineering.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

RESOLUTION

RE: AUTHORIZATION FOR EXECUTION OF AGREEMENT

BE IT RESOLVED that Itasca County enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2023 through September 30, 2024.

NOW THEREFORE BE IT RESOLVED, that the Itasca County Board Chair and the Health and Human Services Director are hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Itasca County Board of Commissioners and that the Itasca County Auditor-Treasurer be the fiscal agent and administer the grant.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3263

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Jason Johnson

AGENDA ITEM:

Patty Beech Consulting, Inc Addendum

BOARD ACTION REQUESTED:

Approve the Addendum to the Agreement between ICHHS and Patty Beech Consulting Inc (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

BACKGROUND:

The current Agreement is in place through March 31, 2024. This addendum will extend the agreement to June 30, 2025 and pay the contractor an additional \$74,950 for the time period of July 1, 2023 through June 30, 2025 to streamline the administration and monitoring activities related to housing supports funds. This agreement will be funded by the Community Living Infrastructure Grant that was approved at the June 1, 2021 work session and the April 12, 2022 regular session.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. ICHHS Contract Addendum Patty Beech Consulting September 2023

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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A D D E N D U M
to
Purchase of Service Agreement
Between Itasca County Health and Human Services
and
PATTY BEECH CONSULTING, INC.

WE THE PARTIES HERETO, AGREE THAT THE TERMS AND AGREEMENT OF THE CONTRACT FOR **ADMINISTRATION AND MONITORING OF THE DHS HOUSING SUPPORTS PROGRAM**, CURRENTLY IN PLACE JULY 1, 2021 THROUGH March 31, 2024, HAS THE FOLLOWING CHANGE EFFECTIVE JULY 1, 2023:

- Extend the contract to June 30, 2025
- Pay the contractor an additional \$ 28,300 for CLI I Administration and Grant Monitoring activities.
- Pay the contractor an additional \$ 46650 for CLI II (FMAP) Administration and Grant Monitoring

The total amount of funds added to the contract through this amendment is \$ 74,950

The total contract amount is \$301,080 for the period July 1, 2021 – June 30, 2025.

All other Descriptions Remain Unchanged in the 2021-2023 Purchase of Service Agreement.

AND THAT THE PARTIES HEREIN WILL HONOR THESE SAME TERMS AND AGREEMENTS DESCRIBED.

APPROVED:

OWNER, CONTRACTING AGENCY

DATE

ITASCA COUNTY HEALTH AND HUMAN SERVICES
DIRECTOR

DATE

CHAIRPERSON, ITASCA COUNTY BOARD

DATE



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3264

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Jason Johnson

AGENDA ITEM:

KOOTASCA Community Action Addendum

BOARD ACTION REQUESTED:

Approve the Addendum to the Agreement between ICHHS and KOOTASCA Community Action (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

BACKGROUND:

The current Agreement is in place through March 31, 2024. This addendum will extend the agreement to June 30, 2025 and pay the contractor an additional \$126,500 for the time period of July 1, 2023 through June 30, 2025 to streamline the administration and monitoring activities related to housing supports funds. This agreement will be funded by the Community Living Infrastructure Grant that was approved at the June 1, 2021 work session and the April 12, 2022 regular session.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. ICHHS Contract Addendum KOOTASCA September 2023

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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A D D E N D U M
to
Purchase of Service Agreement
Between Itasca County Health and Human Services
and
KOOTASCA Community Action.

WE THE PARTIES HERETO, AGREE THAT THE TERMS AND AGREEMENT OF THE CONTRACT FOR, CURRENTLY IN PLACE JULY 1, 2021, THROUGH MARCH 31, 2024, HAS THE FOLLOWING CHANGE EFFECTIVE JULY 1, 2023

- Extend the contract to June 30, 2025
- Pay the contractor an additional \$ 57,500 for CLI I Housing Resource Specialist activities.
- Pay the contractor an additional \$ 69,000 for CLI II (FMAP) Housing Resource Specialist and Direct Assistance activities.

The total amount of funds added to the contract through this amendment is \$ 126,500

The total contract amount is \$428,239 for the period July 1, 2021 – June 30, 2025.

All other Descriptions Remain Unchanged in the 2021-2023 Purchase of Service Agreement.

AND THAT THE PARTIES HEREIN WILL HONOR THESE SAME TERMS AND AGREEMENTS DESCRIBED.

APPROVED:

CHAIRPERSON, BOARD OF CONTRACTOR

DATE

DIRECTOR OF CONTRACTING AGENCY

DATE

ITASCA COUNTY HEALTH AND HUMAN SERVICES
DIRECTOR

DATE

CHAIRPERSON, ITASCA COUNTY BOARD

DATE



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3265

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Jason Johnson

AGENDA ITEM:

Northland Counseling Center Addendum

BOARD ACTION REQUESTED:

Approve the Addendum to the Agreement between ICHHS and Northland Counseling Center (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

BACKGROUND:

The current Agreement is in place through March 31, 2024. This addendum will extend the agreement to June 30, 2025 and pay the contractor an additional \$220,375 for the time period of July 1, 2023 through June 30, 2025 to streamline the administration and monitoring activities related to housing supports funds. This agreement will be funded by the Community Living Infrastructure Grant that was approved at the June 1, 2021 work session and the April 12, 2022 regular session.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. ICHHS Contract Addendum Northland Counseling Center September 2023

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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A D D E N D U M
to
Purchase of Service Agreement
Between Itasca County Health and Human Services
and
Northland Counseling Center

WE THE PARTIES HERETO, AGREE THAT THE TERMS AND AGREEMENT OF THE CONTRACT FOR, CURRENTLY IN PLACE JULY 1, 2021, THROUGH MARCH 31, 2024, HAS THE FOLLOWING CHANGE EFFECTIVE JULY 1, 2023:

- Extend the contract to June 30, 2025
- Pay the contractor an additional \$ 71,500 for CLI I Housing Resource Specialist activities.
- Pay the contractor an additional \$ 148,875 for CLI II (FMAP) Housing Resource Specialist and Direct Assistance activities.

The total amount of funds added to the contract through this amendment is \$ 220,375

The total contract amount is \$592,117 for the period July 1, 2021 – June 30, 2025.

All other Descriptions Remain Unchanged in the 2021-2023 Purchase of Service Agreement.

AND THAT THE PARTIES HEREIN WILL HONOR THESE SAME TERMS AND AGREEMENTS DESCRIBED.

APPROVED:

CHAIRPERSON, BOARD OF CONTRACTOR

DATE

DIRECTOR OF CONTRACTING AGENCY

DATE

ITASCA COUNTY HEALTH AND HUMAN SERVICES
DIRECTOR

DATE

CHAIRPERSON, ITASCA COUNTY BOARD

DATE



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3266

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Jason Johnson

AGENDA ITEM:

Grace House Addendum

BOARD ACTION REQUESTED:

Approve the Addendum to the Agreement between ICHHS and Grace House (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

BACKGROUND:

The current Agreement is in place through March 31, 2024. This addendum will extend the agreement to June 30, 2025 and pay the contractor an additional \$312,667 for the time period of July 1, 2023 through June 30, 2025 to streamline the administration and monitoring activities related to housing supports funds. This agreement will be funded by the Community Living Infrastructure Grant that was approved at the June 1, 2021 work session and the April 12, 2022 regular session.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. ICHHS Contract Addendum Grace House September 2023

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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A D D E N D U M
to
Purchase of Service Agreement
Between Itasca County Health and Human Services
and
Grace House of Itasca County

WE THE PARTIES HERETO, AGREE THAT THE TERMS AND AGREEMENT OF THE CONTRACT FOR, CURRENTLY IN PLACE JUNE 1, 2022, THROUGH MARCH 31, 2024, HAS THE FOLLOWING CHANGE EFFECTIVE JULY 1, 2023:

- Extend the contract to June 30, 2025
- Pay the contractor \$ 83,192 for CLI I Outreach Specialist activities.
- Pay the contractor an additional \$ 229,475 for CLI II (FMAP) Housing Resource Specialist and Direct Assistance activities.

The total amount of funds added to the contract through this amendment is \$ 312,667

The total contract amount is \$418,266 for the period June 1, 2022 – June 30, 2025.

All other Descriptions Remain Unchanged in the 2021-2023 Purchase of Service Agreement.

AND THAT THE PARTIES HEREIN WILL HONOR THESE SAME TERMS AND AGREEMENTS DESCRIBED.

APPROVED:

CHAIRPERSON, BOARD OF CONTRACTOR

DATE

DIRECTOR OF CONTRACTING AGENCY

DATE

ITASCA COUNTY HEALTH AND HUMAN SERVICES
DIRECTOR

DATE

CHAIRPERSON, ITASCA COUNTY BOARD

DATE



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3261

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Sara Thompson

AGENDA ITEM:

Alborn Culvert Replacement Project Contract Award

BOARD ACTION REQUESTED:

Award the Alborn Culvert Replacement project to the lowest quote, Gilbert Contracting Services, in the amount of \$ 64,310.00 and authorize necessary signatures.

BACKGROUND:

This project was awarded last fall, but due to challenges with beaver dams and an early freeze, the project was delayed to be completed. We reached out to two contractors to complete the project this fall. The weather this late summer has brought an opportunity to complete this "Swan Pond" project. The current old culvert is not at full capacity, is damaged, and will need a full culvert replacement. The Itasca County Land Department has been working with the MNDNR Parks and Trails office to complete this project. The MNDNR is funding this project at no cost to the County. By policy, two quotes were obtained. Gilbert Contracting came in at the lowest quote of \$64,310 and Schwartz Excavating came in at \$143,959.00. It is imperative this project be completed this fall as the trail continues to erode, which will lead to the snowmobile trail being closed temporarily.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Schwartz Quote Swan Pond Culverts - Alborn-Pengilly RR Trl
2. Swan Pond Culvert Replacement Quote - Gilbert Contracting

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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Wm. J. Schwartz & Sons, Inc.

dba Schwartz Excavating
34882 Scenic Hwy
Bovey, MN 55709
(218) 326-4321 PHONE (218) 327-1698 FAX

Job Quote

Date: August 29, 2023

Owner: Itasca County Land Dept – Sara Thompson Address: 1177 LaPrairie Ave, Grand Rapids, MN 55744 Job site Address: Swan Pond Culverts – Alborn-Pengilly RR Trl Phone: 218-327-7393 Fax: 218-327-4160 Email: sara.thompson@co.itasca.mn.us	JOB DESCRIPTION: Quote for Swan Pond Culverts – Alborn-Pengilly RR Trl
Includes all machine time, labor, materials, & sheeting to successfully complete the following: Install 2 - 48" x 70' culverts by Swan Pond	
Total Project Cost	
\$ 143,959.00	
Thank you so much for the opportunity to provide you with this estimate. If you have any questions please feel free to give us a call. We can assure you that the work would be done to the best of our ability.	

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

Payment Requirements: Determined upon acceptance of proposal.

Prepared by _____ Gabe Sweeney



Estimate

Gilbert Contracting Services, Inc

DATE: 09/01/2023

27394 East Hanson Lake Road Grand Rapids, MN 55744
218-244-8777
gilbertcontractingservice@gmail.com

TO Itasca County Land Department
Re: Swan Pond Culvert Replacement

DESCRIPTION	LINE TOTAL
Culvert Removal	\$ 10,500.00
Culvert Installation	\$ 22,274.00
Erosion Control and Trail Bank Stabilization	\$ 11,953.00
Final Grade to top of trail	\$ 3,083.00
Itasca County Land Department to provide 2- 48" Plastic Culverts	
Northland Constructors: Sub Contractor	
Sheet Piling Mobilization	\$ 5,000.00
Installation of Sheet pilings	\$ 3,500.00
Removal of Sheet pilings	\$ 3,500.00
Demobilization	\$ 4,500.00
TOTAL	\$ 64,310.00

Quotation prepared by: Jason Gilbert

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3251

DEPARTMENT: Attorney
PRESENTER: Matti Adam

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Crime Victim Services Grant Agreement

BOARD ACTION REQUESTED:
Adopt the Resolution Re: Authorizing Execution of Agreement, which authorizes the Itasca County Attorney to execute agreements and amendments to the Crime Victim Services Grant.

BACKGROUND:
The FY24 Crime Victim Services grant amount is \$70,000.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

RESOLUTION

RE: AUTHORIZING EXECUTION OF AGREEMENT

BE IT RESOLVED, that Itasca County will enter into a cooperative agreement with the Office of Justice Programs in the Minnesota Department of Public Safety; and

BE IF FURTHER RESOLVED, that the Itasca County Attorney is hereby authorized to execute such agreements and amendments, as are necessary to implement the project on behalf of Itasca County.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3270

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Becky Lauer

AGENDA ITEM:

Addendum to CAA-FMAP Contract

BOARD ACTION REQUESTED:

Approve the Second Addendum to the Coronavirus Response and Relief Supplemental Appropriations Act (CAA) - Home and Community Based Services Federal Medical Assistance Percentage (FMAP) contract number 224670 and authorize necessary signatures.

BACKGROUND:

Original contract was approved by the County Board on 2/28/2023. Amendment 1 was approved by the County Board on 7/25/2023.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. DRAFT Itasca County Amendment 2_224670

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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Amendment No. 2 for Grant Contract No. 224670

Contract Start Date:	7/1/2022	Original Contract Amount:	\$242,244.00
Original Contract Expiration Date:	3/31/2024	Previous Amendment(s) Total:	\$ 60,000.00
Current Contract Expiration Date:	3/31/2024	This Amendment:	\$ 0.00
Requested Contract Expiration Date:	N/A	Total Contract Amount:	\$ 302,244.00

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 Itasca County, located at 1209 SE 2nd Ave, Grand Rapids, MN 55744, an independent contractor, not an employee of the State of Minnesota ("COUNTY").

Recitals

1. STATE has a grant contract with COUNTY identified as Grant No. 224670 to enhance, expand, and strengthen Mobile Crisis Services, to support 24-hour mobile crisis lines, and increase capacity to take more calls (Original Grant Contract);
2. The Original Grant Contract is being amended because STATE and COUNTY agree that revisions to the budget and duties are necessary for the satisfactory completion of the grant contract;
3. STATE and COUNTY 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 2.1, "**Duties**," is amended as follows:

2.1 Duties. COUNTY shall perform duties in accordance with ~~Attachment A-1~~ Attachment A-2: Work-Plan, which is attached and incorporated into this CONTRACT. In addition to ~~Attachment A-1~~ Attachment A-2, COUNTY shall perform as follows:

Home and Community Based Services Federal Medical Assistance Percentage (HCBS-FMAP)

Deliverables:

- A. COUNTY must use HCBS-FMAP funding to enhance, expand, and strengthen existing mobile crisis services.

B. COUNTY must ensure continued access to 24/7 mobile crisis services including phone screening. If COUNTY does not currently provide 24/7 mobile crisis services, COUNTY must develop a work plan and submit the work plan to STATE that:

- i. outlines how COUNTY will increase their capacity to offer 24/7 mobile crisis services;
- ii. upon approval, COUNTY must implement work plan and provide quarterly progress updates.

Excluded Activities

- A. COUNTY must ensure that these funds do not duplicate or supplant services.
- B. COUNTY must ensure these funds do not provide or purchase rapid access psychiatry slots.
- C. COUNTY must ensure these funds are not used for any children's mobile crisis services.

Coronavirus Response and Relief Supplement Appropriations Act (CAA) Mental Health Block Grant (MHBG) Deliverables:

- A. COUNTY must use CAA funding to provide mobile crisis services to adults and children who are experiencing a mental health crisis exacerbated by COVID-19.
- B. COUNTY may use these funds in one or more of the following ways:
 - i. COUNTY may use these funds to provide additional training to their mobile crisis staff to ensure crisis responders are able to provide services to adults and children who are experiencing a mental health crisis
 - ii. COUNTY may use these funds to provide clients access to rapid access psychiatry by pre-purchasing appointment slots to ensure same-day or next day appointments
 - iii. COUNTY may use these funds to purchase new and updated technology and related equipment for staff to have better access to resources and information while providing mobile crisis services and to improve the ability for mobile crisis teams to provide telehealth services.
 - iv. COUNTY may use these funds to ensure reimbursement of mileage and cover the costs of keeping appropriate staff members on-call.
 - v. COUNTY may use these funds to provide community outreach and training; including outreach, wellness and suicide prevention tools.
 - vi. COUNTY may use these funds to provide additional access to crisis services for individuals who are uninsured and underinsured, this can include residential crisis bed costs, if not otherwise covered by client's insurance.
 - vii. COUNTY may use these funds to hire, train, increase pay, provide staff incentives, and retention bonuses for staff members who provide direct service or supportive administrative services for the mobile crisis team.

REVISION 2: Clause 3.1, subclause 3.1.a., “**Compensation**,” only, is amended as follows:

a. Compensation.

- 1. COUNTY will be paid in accordance with ~~Attachment B-1~~ Attachment B-2, Budget, which is attached and incorporated into this CONTRACT.

\$57,224.00 is CAA MHBG funds and is available upon Contract execution date through ~~June 30, 2023~~. COUNTY will have the opportunity to move unexpended CAA MHBG funds at the end of FY23 to use through March 14, 2024 subject to STATE approval March 14, 2024.

\$134,220.00 is HCBS-FMAP SFY22 and SFY23 funds and is available upon Contract execution date through June 30, 2023. COUNTY will have the opportunity to move unexpended HCBS-FMAP funds at the end of FY23 to use through March 31, 2024 subject to STATE approval.

\$110,800.00 is HCBS-FMAP SFY22 and SFY24 funds and is available July 1, 2023 through March 31, 2024.

2. Budget Modification.

- a. COUNTY must obtain STATE written approval before changing any part of the budget.
- b. Notwithstanding Clause 20.1 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.

REVISION 3: Clause 3.2, subclause 3.2.b., "**Federal funds**," only, is amended as follows:

- 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. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award.

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](#),¹ Exhibit 3 on page II-3, in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this contract, STATE and COUNTY agree to comply with all pass-through requirements, including each Party's auditing requirements as stated in 2 C.F.R. § 200.332 (Requirements for pass-through entities) and [2 C.F.R. §§ 200.501-521 \(Subpart F – Audit Requirements\)](#).²

¹ <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

² <https://www.govinfo.gov/content/pkg/CFR-2018-title2-vol1/pdf/CFR-2018-title2-vol1-sec200-501.pdf>

1. *COUNTY's Name:* Itasca County (Must match the name associated with the Unique Entity Identifier.)
2. *COUNTY's Unique Entity Identifier (UEI):* NHLFNZ9GKFA8 Effective April 4, 2022, the Unique Entity Identifier is the 12 character alphanumeric identifier established and assigned at [SAM.gov](https://sam.gov) to uniquely identify business entities and must match GRANTEE's name.
3. *Federal Award Identification Number (FAIN):* B09SM083980
4. *Federal Award Date:* 03/11/2021 (The date of the award to the MN Dept. of Human Services.)
5. *CONTRACT (subaward) Period of Performance:* Start date: **See section 1.1 above.** End date: **March 14, 2024.**
6. *CONTRACT (subaward) Budget Period Start and End Date:* July 1, 2022 – ~~June 30, 2023~~ March 14, 2024.
7. *Amount of federal funds obligated to COUNTY (subrecipient) in this CONTRACT:* \$ 57,224.00
8. *Total amount of federal funds committed to the COUNTY (subrecipient), including this CONTRACT:* \$ 57,224.00
9. *Total Amount of the Federal Award from which the funds to the CONTRACTOR (subrecipient) are drawn:* \$12,518,067
10. *Federal Award Project description:* This Notice of Award (NoA) provides COVID emergency relief funding for the Community Mental Health Services (MHBG) Block Grant Program, in accordance with the Coronavirus Response and Relief Supplement Appropriations Act, 2021 [P.L. 116-260]. The awarded funds must be used for activities consistent with the MHBG program requirements
11. *Name:*
 - A. Federal Awarding Agency: Dept. of Health and Human Services – Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Mental Health Services
 - B. MN Dept. of Human Services (DHS)
 - C. Contact information of DHS's awarding official: Jodi Harpstead
12. *Assistance Listings Number & Name (formerly known as CFDA No.):* **93.958, Block Grants for Community Mental Health Services**
13. *Is this federal award related to research and development?:* ☐ Yes ☒ No
14. *Indirect Cost Rate for this federal award is:* N/A (including if the *de minimis* rate is charged.)

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.

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 or Department of Administration Policy 21-01.

By: _____

Date: _____

Grant No: _____

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

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 A-2

WORK PLAN / SCHEDULE OF TASKS AND DELIVERABLES

HCBS-FMAP Work Plan (adults only): The funds must enhance, expand and strengthen HCBS under the Medicaid program to support and staff 24-hour mobile crisis lines and increase capacity to take more calls. These funds must be used to supplement, not supplant, existing state funds expended for Medicaid HCBS.

HCBS FMAP FY22 and FY23 funds will be available upon Contract execution date through June 30, 2023. COUNTY will have the opportunity to move unexpended funds at the end of FY22 and FY23 to use through March 31, 2024 subject to STATE approval. The following tasks and deliverables are applicable through the contract period and only apply to HCBS FMAP funds.

FY22 funds

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	By conducting a county wide, coordinated access campaign targeting Diversity, Equity, and Inclusion (DEI) population that strengths their knowledge of the accessibility to Mobile Crisis Response (MCR) services and brings the door to them.	Cre Larson	June 30, 2023 with continuation to 3/31/24, with STATE approval
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	By allowing a reduction in repetitive / frequent callers in need of service. This project allows MCR clients of low income or limited household to have access to Evidence Based practice (EBP) tools on a no cost loan agreement (recommended by MCR) as part of their recovery plan. By providing the tools (Tools include but are not limited to- Alpha Stem, Bio Matts, Heat monitors, sound machines- as listed in the budget narrative) we can reduce the time spend with each client who calls in repetitively and thus free up call time for new callers.	Cre Larson	June 30, 2023 with continuation to 3/31/24, with STATE approval
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	There is no current HCBS funding to support this proposed approach to expanding services or supporting access. These funds will supplement current Mobile Crisis State Funding in this workplan area.	N/A	N/A

FY23 funds

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	The community education sessions proposed within this work plan are designed to educate community members at large on the identification of MH distress and Crisis so they are better able to aid the resident in distress to the Crisis Services. They will be educated about access points, aiding those in distress to these access points and keeping them safe until the access occurs. This education essentially turns them into traffic directors to access service point in our community. The tasks are to reach community members and veteran	Exec Director, FCFH VCRT Lead Staff (2) FCFH Admin Staff (1)	June 30, 2023 with continuation to 3/31/24, with STATE approval

	residents through this education program. Deliverables: 4 education sessions will occur to educate 120 residents on crisis access points and services, 1- suicide safer community / crisis access point education conference will be held with 100 attendee's, and 24 Veteran Specific Battle Buddy Education Sessions will occur within the Veteran meeting centers in Itasca County.		
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	The staffing of the Community Education Coordinator is designed to conduct outreach into the Itasca County area (including the Leech Lake Reservation) to educate the community regarding the appropriate use of the 24-hour crisis services and availability, and to also through this education recruit additional team members that will result in the increased capacity to take more crisis calls. This coordinator will be designated at 1 -PTE working 1384 hours during this grant period. Deliverables: Community Partner Education Outreach will be conducted within every agency, business, church, gun club, etc in our county (as outlined in our Itasca County Quad Map).	Exec Director, FCFH Community Education Coordinator	June 30, 2023 with continuation to 3/31/24, with STATE approval
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	Currently these education services are not available nor being provided within Medicaid HCBS or any other State or County fund within our county. These services will greatly strengthen our access points to Crisis Services for our residents. Educational outreach efforts, D-boards, E-Boards, Banners and school educational assemblies will reach a population not currently knowledgeable about Access to Crisis Services in our county.	Community Education Coordinator	June 30, 2023 with continuation to 3/31/24, with STATE approval

FY24 Funds

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	By conducting a county wide, coordinated access campaign targeting DEI population that strengths their knowledge of the accessibility to MCR services and brings the door to them.	Cre Larson	03/31/2024
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	By allowing a reduction in repetitive / frequent callers in need of service. This project allows MCR clients of low income or limited household to have access to EBP tools on a no cost loan agreement (recommended by MCR) as part of their recovery plan. By providing the tools (Tools include but are not limited to- Alpha Stem, Bio Matts, Heat monitors, sound machines- as listed in the budget narrative) we can reduce the time spend with each client who calls in repetitively and thus free up call time for new callers.	Cre Larson	03/31/2024
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	There is no current HCBS funding to support this proposed approach to expanding services or supporting access. These funds will supplement current Mobile Crisis State Funding in this work plan area.	N/A	N/A

FY22 Funds: Available from July 1, 2023-March 31, 2024

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	The implementation of the software / customized programming within the 24-hour mobile crisis line system will expand the ability of the workforce operating the system. As workforce shortages continue to impact MH services, this system enhancement will allow for increased access for recipients without the need for increased staffing. Therefore, the call center can facilitate additional calls (30% more) with the current staffing patterns. This results in expanded access for recipients in crisis.	IT Department of FCFH	3/31/24
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	The customized programming will enhance the current 24-hour crisis call centers capability to service an increase in call volume through programming that will auto populate call logs based on DID phone numbers entering center, auto populate screening tools based on previous callers' information, auto populate previously obtained information therefore repeat questions can be avoided and result in a better caller experience. Through programming multiple systems to work together (iCarol, Nextiva and Bookstack), the collecting process and screening for each caller required for standardized care, will result in the increased capacity with the aid of programming.	IT Department of FCFH	3/31/24
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	The enhancement of the 24 - hour crisis line infrastructure is a necessity and specific to our Mobil Crisis Teams programs expanded access goal, however, due to limited funding in the HCBS could not be address prior to this application. This funding request will supplement the funds into a funding year that fell short of the mobile crisis budget needs our program identified. This funding is not replacing current HCBS funding.	MCR Directors responsibility to ensure funds are appropriately used to protect the integrity of FMAP and the program	N/A

MHBG CAA Work Plan (adults and children): The funds are available to provide services to adults and children who are experiencing a mental health crisis, exacerbated by COVID-19.

CAA MHBG funds will be available upon Contract execution date through June 30, 2023. COUNTY will have the opportunity to move unexpended CAA MHBG funds at the end of FY23 to use through March 14, 2024 subject to STATE approval.

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	T4T (training for trainers) Educational Training for our (8) staff will allow us to saturate our county with educational sessions for community members regarding the identification of MH distress and Crisis so they are better able to aid the resident in distress to the Crisis Services. They will be educated about access points, aiding those in distress to these access points and keeping them safe until the access occurs. Task: Staff will attend the T4T educational Training by end of grant cycle. Deliverables: 8 staff will complete educational training and receive certifications allowing them to spread the T4T Training county wide to community members at large.	CRT Staff VCRT Staff Exec Director, FCFH FCFH Admin	3/14/24
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	The PsychArmor Training of all Mobile Crisis Team staff will increase the capacity of our team to engage and serve veterans who are in crisis. Currently the VCRT (Veteran crisis response team) is the only team qualified to serve this population. This Team training will increase the capacity, using EBP, to serve veterans and veteran service member families in Itasca County. The purchase of Yoga Laptops with Built in Hotspots will increase the capacity of our team to work efficiently within the County and within homes of those residents in crisis, thus reaching those in crisis where they are at. Task: Purchase of Lap Tops for CRT's, Deliverables: Staff facilitating remote care of residents in crisis	28 MCR team members VCRT Staff Exec Director, FCFH FCFH IT	3/14/24
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	Currently these education services are not available nor being provided within Medicaid HCBS or any other State or County fund within our county. This programming is new to our county and vastly overdue. Serving the Veteran Population in Itasca County is a priority area for our Crisis Response Team.	N/A	3/14/24

Attachment B-2

BUDGET SUMMARY		BUDGET SUMMARY		BUDGET SUMMARY		PROJECT TOTAL
HCBS-FMAP SFY22 and SFY23 (07/01/2022-6/30/2023)		HCBS-FMAP SFY22 and SFY24 (07/01/2023-3/31/2024)		MHBG CAA (07/01/2022-03/14/2024)		
CATEGORY	TOTAL BUDGET	CATEGORY	TOTAL BUDGET	CATEGORY	TOTAL BUDGET	
Salaries	\$ 27,680.00	Salaries	\$ -	Salaries	\$ 9,750.00	
Fringe Benefits	\$ 4,040.00	Fringe Benefits	\$ -	Fringe Benefits	\$ -	
Contracted Services	\$ -	Contracted Services	\$ 60,000.00	Contracted Services	\$ -	
Space Cost (Incl utilities)	\$ -	Space Cost (Incl utilities)	\$ -	Space Cost (Incl utilities)	\$ -	
Equipment	\$ -	Equipment	\$ -	Equipment	\$ 22,012.00	
Bonds & Insurance	\$ -	Bonds & Insurance	\$ -	Bonds & Insurance	\$ -	
Copying	\$ -	Copying	\$ -	Copying	\$ -	
Data Processing	\$ -	Data Processing	\$ -	Data Processing	\$ -	
Communications	\$ 41,600.00	Communications	\$ 30,000.00	Communications	\$ -	
Instate Travel	\$ -	Instate Travel	\$ -	Instate Travel	\$ -	
Out-of-State Travel	\$ -	Out-of-State Travel	\$ -	Out-of-State Travel	\$ 5,782.00	
Program Costs	\$ 60,900.00	Program Costs	\$ 20,800.00	Program Costs	\$ 9,020.00	
Evaluation	\$ -	Evaluation	\$ -	Evaluation	\$ -	
Staff Development	\$ -	Staff Development	\$ -	Staff Development	\$ 10,660.00	
Client Transportation	\$ -	Client Transportation	\$ -	Client Transportation	\$ -	
Total Direct Costs	\$ 134,220.00	Total Direct Costs	\$ 110,800.00	Total Direct Costs	\$ 57,224.00	
Indirect Cost	\$ -	Indirect Cost	\$ -	Indirect Cost	\$ -	
TOTAL REQUEST	\$ 134,220.00	TOTAL REQUEST	\$ 110,800.00	TOTAL REQUEST	\$ 57,224.00	\$ 302,244.00

BUDGET JUSTIFICATION: HCBS-FMAP FY22 (7/1/22-6/30/23)		
CATEGORY	JUSTIFICATION NARRATIVE	Budget Amount
Salaries		
Fringe Benefits		
Contracted Services		
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications	The next part of the project includes a county wide outreach campaign designed to reach the DEI residents we fail to serve. This budget includes but is not limited to: E board (10,000.00), B boards (10,000.00), Mass Radio Spots (10,000.00) = (30,000.00)	\$ 30,000.00
Instate Travel		
Out-of-State Travel		
Program Costs	The creation of a lending closet that allows for clients at highest risk to borrow tools that will allow them to reduce risks while medications are being started: Tools include but are not limited to- Alpha Stem (8@550.00 each, 2 Alpha M @ 800.00 each), Bio Matts (10@ 780.00 each) Chi (4 @ 495.00 each), Inner Balance monitors (20 @ 199.00 each), sound machines (10 @ 100.00 each), Alpha buds (4@ 10.00)= (20,800.00)	\$ 20,800.00
Evaluation		
Staff Development		
Client Transportation		
Total Direct Costs		\$ 50,800.00
Indirect Cost		
TOTAL REQUEST		\$ 50,800.00

BUDGET JUSTIFICATION: HCBS-FMAP FY23 Funds (07/01/2022-6/30/2023)		
CATEGORY	JUSTIFICATION NARRATIVE	Budget amount
Salaries	1 PTE Community Education Coord 20.00 per hour for 1384 hours	\$ 27,680.00
Fringe Benefits	1 PTE Community Education Coord Fringe Benefits at \$2.92 per hour for 1384 hours (estimated)	\$ 4,040.00
Contracted Services		\$ -
Space Cost (Incl utilities)		\$ -
Equipment		\$ -
Bonds & Insurance		\$ -
Copying		\$ -
Data Processing		\$ -
Communications	Education E-boards, D-Boards, School Education Assembly Communication Materials, Club/Range Boards, Community Education banners	\$ 11,600.00
Instate Travel		\$ -
Out-of-State Travel		\$ -
Program Costs	Community Training Session (4 sessions for 120 attendees, Community Education Conf, Veteran Battle Buddy Education Sessions) 4@ 4,900. additional supplies: Chamber Locks 100@ 30.00, Medication Lock boxes 100@ 50.00, Freeze the Key Containers 100@ 15.00, Access Smart Phones (50@70.00, Charcola Med Disp bags 500@ 15.00,	\$ 40,100.00
Evaluation		
Staff Development		
Client Transportation		
Total Direct Costs		\$ 83,420.00
Indirect Cost		
TOTAL REQUEST		\$ 83,420.00

BUDGET JUSTIFICATION: HCBS-FMAP FY24 (7/1/23-3/31/24)

CATEGORY	JUSTIFICATION NARRATIVE	Budget Amount
Salaries		
Fringe Benefits		
Contracted Services		
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications	The next part of the project includes a county wide outreach campaign designed to reach the DEI residents we fail to serve. This budget includes but is not limited to: E board (10,000.00), B boards (10,000.00), Mass Radio Spots (10,000.00) = (30,000.00)	\$ 30,000.00
Instate Travel		
Out-of-State Travel		
Program Costs	The continued support and replenishment of a lending closet that allows for clients at highest risk to borrow tools that will allow them to reduce risks while medications are being started: Tools include but are not limited to- Alpha Stem (8@550.00 each, 2 Alpha M @ 800.00 each), Bio Matts (10@ 780.00 each) Chi (4 @ 495.00 each), Inner Balance monitors (20 @ 199.00 each), sound machines (10 @ 100.00 each), Alpha buds (4@ 10.00)= (20,800.00)	\$ 20,800.00
Evaluation		
Staff Development		
Client Transportation		
Total Direct Costs		\$ 50,800.00
Indirect Cost		
TOTAL REQUEST		\$ 50,800.00

BUDGET JUSTIFICATION: HCBS-FMAP FY22 (7/1/23-3/31/24)		
CATEGORY	JUSTIFICATION NARRATIVE	Budget Amount
Salaries		
Fringe Benefits		
Contracted Services	Contracted services for Development Software for System Connectivity. 3 systems (iCarol, Nextiva, Bookstack.) 500 hours @ 120.00 per hour.	\$ 60,000.00
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications		
Instate Travel		
Out-of-State Travel		
Program Costs		
Evaluation		
Staff Development		
Client Transportation		
Total Direct Costs		\$ 60,000.00
Indirect Cost		
TOTAL REQUEST		\$ 60,000.00

DRAFT

BUDGET JUSTIFICATION: MHBG CAA (July 1, 2022- March 14, 2024)		
CATEGORY	JUSTIFICATION NARRATIVE	Budget
Salaries	3 staff training attendance fee or \$3250.00 each. T4T Community Education Training	\$ 9,750.00
Fringe Benefits		\$ -
Contracted Services		\$ -
Space Cost (Incl utilities)		\$ -
Equipment	Purchase of 16 Yoga Tablets with built in HotSpots for rural crisis response 12- Iphones for Telehealth in rural communities	\$22,012.00
Bonds & Insurance		\$ -
Copying		\$ -
Data Processing		\$ -
Communications		\$ -
Instate Travel		\$ -
Out-of-State Travel	Lodging and Travel Expenses for 2 rooms / 6 nights at 160.00, Meals and per diems for 3 staff daily at 112.00 for 6 days, Flights for 3 staff to national education training at 510.00. Total Mileage: 505 miles R/T at fed rate of .625	\$ 5,782.00
Program Costs	Community Education Training Material Purchase for Training 18x 90.00. Community Education Supplies 50@90.00, Safer Community Education Supplies 50 @ 58.00.	\$ 9,020.00
Evaluation		\$ -
Staff Development	Attendance at T4T Community Education Training, PsychArmor Training Sessions. Crisis Team Member Professional Development EBT 2-Day Training for 3 CRT. T4T Part two	\$10,660.00
Client Transportation		\$ -
Total Direct Costs		\$57,224.00
Indirect Cost		\$ -
TOTAL REQUEST		\$57,224.00





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-2800

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair

AGENDA ITEM:

Citizen Input

BOARD ACTION REQUESTED:

Receive Citizen Input

BACKGROUND:

The Itasca County Board of Commissioners encourages citizen input. Each citizen will be allowed to address the County Board one time for up to three (3) minutes in length. Comments should be directed to the Board as a body. When addressing the Board, please state your name and address for the record. The Board will take all information under advisement. As part of County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a County Board meeting. In addition, no political grandstanding, candidate endorsement, or other attempts to influence the outcome of an election shall be permitted. Any violation of the above statement shall result in the loss of your remaining time.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Citizen Input

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3262

DEPARTMENT: Probation

TIME REQUESTED: < 5 Minutes

PRESENTER: Kevin Glass

AGENDA ITEM:

Submission of Grant Proposal

BOARD ACTION REQUESTED:

Approve the submission of a grant proposal to the Minnesota Department of Public Safety/Minnesota Office of Justice Program's RFP for the 2024-2025 Community Crime Intervention and Prevention Program Grants.

BACKGROUND:

The deadline is September 25, 2023, so action is being requested at the 9/19 Work Session.

The purpose of the RFP is to fund community-based programs that operate crime or violence prevention and intervention programs that provide direct services to community members. The grant can fund a wide variety of programs such as community and faith-based organization's projects, pretrial programs, probation programs, youth intervention services, truancy programs, elder abuse prevention, neighborhood watch, resident engagement, and programs of local government agencies to address the factors that contribute to a community's crime, delinquency, and disorder.

We will be requesting up to \$175,000 per year for a two-year period. Any awarded funds will be used to provide in-home support and advocacy for at-risk youth on probation and their parents/guardians.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. RFP 2024-2025 Community Crime Intervention and Prevention Program Grants

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Casey Venema
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith



Department of Public Safety
Minnesota Office of Justice Programs

2024 – 2025 COMMUNITY CRIME INTERVENTION AND PREVENTION PROGRAM GRANTS

GRANT REQUEST FOR PROPOSALS (RFP)

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: Community Crime Intervention and Prevention Program (CC)
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: August 15, 2023
- Application Due Date: September 25, 2023 at 4:00 PM

1.2 Program Description

The purpose of this request for proposals is to fund community-based programs that operate crime or violence prevention and intervention programs that provide direct services to community members.

This grant program can fund a wide variety of programs such as community and faith-based organizations projects, pretrial programs, probation programs, youth intervention services, truancy programs, elder abuse prevention, neighborhood watch, resident engagement and programs of local government agencies to address the factors that contribute to a community's crime, delinquency and disorder. Community and school-based prevention programs are encouraged to be innovative and include substantial involvement by members of the community served by the program.

1.3 Minnesota's Commitment to Diversity and Inclusion

It is State of Minnesota policy to ensure equity, diversity, and inclusion in making competitive grant awards. See Executive Order [19.01](#).

The Policy on Rating Criteria for Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. See [OGM Policy 08-02](#).

1.4 Funding and Project Dates

Funding

Funds are authorized by Minnesota Statute §299A.296 as modified by Minnesota Laws of 2023, Chapter 52.

Up to \$31,814,200 will be available for the two-year cycle. Final award amounts may be lower than requested. Agencies may submit more than one proposal and may be awarded more than one grant. This is a reimbursement only grant, with no funds being advanced to the grantee at time of award.

Community Crime funding will be divided into two funding groups for review:

1. Applicants or the lead¹ agency with an agency budget of \$3 million or less

¹ Lead Agency is defined as receiving over 90% of the grant funds and might not be the fiscal agent

2. Government agencies and nonprofit organizations with budgets over \$3 million

Project Dates

This is a two-year grant period, from January 1, 2024 through December 31, 2025.

1.5 Eligible Applicants

Public, non-profit agencies and tribal governments. Eligible applicants must be registered with the Minnesota Secretary of State.

1.6 Questions, Technical Assistance, and Information Sessions

Please submit any questions regarding this RFP by email to michael.hreha@state.mn.us. Answers will be posted on the Community Crime RFP Questions and Answers page of the [OJP website](#) within 7 days of receipt.

RFP Information Sessions

OJP will offer two online information sessions. Staff will provide a brief background on the Community Crime Intervention and Prevention grant program, provide an overview of the RFP and application requirements, provide an overview of the application review process, and answer questions. Prospective applicants are encouraged to participate in at least one information session. Questions and answers from all both information sessions will be posted on the Frequently Asked Questions page below.

Session I: Thursday August 24, 2023 2:00pm- [Registration Required](#) via Zoom

Session II: Thursday, September 7, 2023 2:00pm- [Registration Required](#) via Zoom

RFP Part 2: Eligible Projects, Requirements and Resources

2.1 Eligible Projects

Examples of qualifying programs include, but are not limited to, the following:

- Community-based programs designed to:
 - Provide at-risk children and youth with after-school and summer enrichment activities.
 - Discourage young people from involvement in unlawful drug or street gang activities, such as neighborhood youth centers.
 - Enrich the educational, cultural, or recreational opportunities of at-risk children and youth, including programs designed to keep at-risk youth from dropping out of school and encourage school dropouts to return to school.
 - To intervene with juvenile offenders who are identified as likely to engage in repeated criminal activity in the future unless intervention is undertaken.

- Attempt to prevent and educate on the risks of sex trafficking, ameliorate the effects of sex trafficking or both.
- Provide services for children and youth who are juvenile offenders. These programs must give priority to:
 - juvenile restitution,
 - prearrest or pretrial diversion, including through mediation,
 - probation innovation,
 - teen courts, community service; or
 - post-incarceration assistance for youth returning to their communities
- Neighborhood block clubs and innovative community-based crime prevention programs.
- Community-based programs collaboratives that coordinate multiple programs and funding sources to address the needs of at-risk children and youth, including, but not limited to, collaboratives that address the continuum of services for juvenile offenders and those who are at risk of becoming juvenile offenders.
- Programs that are proven successful at increasing the rate of school success or the rate of postsecondary education attendance for high-risk students.
- Homeless assistance programs.
- Programs designed to reduce truancy.
- Programs for mentoring at-risk youth, including youth at risk of gang involvement.
- Programs operated by community violence prevention councils.
- Programs that intervene in volatile situations to mediate disputes before they become violent.
- Programs that provide services to individuals and families harmed by gun violence.

2.2 Project Requirements

Cultural Competence

Project must be culturally competent. Culturally competence within organizations emerges from an ethical commitment to fairness and equity in service to all customers, clients, and stakeholders. Cultural competence requires staff representing the organization to have an awareness of self, a reflection on one's own cultural position, an awareness of other cultures and a person's cultural position, and the ability to interact genuinely and respectfully with others of differing cultures and communities.

Evidence and/or Promising Practices

Successful projects are based on promising strategies and/or projects that are research-based. The term evidence-based means, the use of data and information found through research. Evidence-based practice refers to the use of research findings that are demonstrably effective. While it is the goal to fund programs that are using evidence-based practices, we also recognize the challenges of funding grants that are strictly implementing evidence-based programs. We will support promising strategies that include practices that come from the local community that may be based on practice-based evidence (PBE) and/or lived experiences of communities of color or Indigenous communities. PBE includes a range of approaches that develop over time through practice and experience. PBE

approaches are often embedded in the culture, accepted as effective by local communities and support community healing from a cultural framework. Research-based projects include projects that can be tied to and/or include elements that draw from published literature, including both qualitative and quantitative studies. Projects that are research-based and projects that are promising strategies will be given equal weight in the review process.

Program Evaluation

Program evaluation is an important component of this grant program, it can help you understand, verify, or increase the effect of your program. It can also provide data to highlight your program's impact. It will also help show how the project is meeting the goals set in this application. Grantees may use funds for staff to work on evaluation or may subcontract with external evaluation partners. Evaluation may include, but is not limited to, developing an evaluation plan, developing data collection tools, collecting, and analyzing evaluation data and attending in-state evaluation training and technical assistance events. Approximately 10% of amount requested should be dedicated to project evaluation.

2.3 Resources

Model programs and resources on evidence-based and best practices

- [National Institute on Drug Abuse](#)
- [National Institute of Justice](#)
- [Crime Solutions](#)
- [Cognitive Behavioral Therapy](#)
- [OJJDP Model Programs Guide](#)
- [Models for Change Evidence-based Practices](#) – Information focusing on juvenile justice reform.
- [School-wide Positive Behavioral Interventions and Supports \(SWPBIS\) program](#)
- [Results First Clearinghouse Database](#) – Online resource for effective social policy programs.
- [Developing Culturally Responsive Approaches to Serving Diverse Populations](#)

Evidence-Based Behavioral Health

- [Texas Christian University Institute of Behavioral Health](#)
- [Oregon Health Authority](#) – Evidence-Based Practices and Process for Addiction and Mental Health Services.
- [SAMHSA](#)
- [Screening and Assessment](#)
- [Evidence-Based Practices Web Guide](#)
- [Urban Institute Mental Health Court Evaluation](#)

RFP Part 3: Application Process and Instructions

3.1 Application Deadline

Applications must be submitted using the [e-grants](#) web-based system by 4:00 pm on September 25, 2023. Applications cannot be submitted after this time. No paper submissions will be accepted.

3.2 Application Submission Instructions

Applications must be submitted via e-grants, the Office of Justice Programs (OJP) online grants management system. [e-grants](#) can also be accessed via the [Office of Justice Programs](#) website.

If you have never applied for a grant with the Office of Justice Programs, create a user account by clicking on the purple “New User” option in the login box in the upper right corner of the e-grants website and follow instructions to fill out the profile. Contact the e-grants Helpdesk at 1-800-820-1890 if you have login issues.

3.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual

As part of submitting this application in e-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees for applicants as well as the Community Crime Intervention and Prevention Program Guidelines. These address federal and state requirements such as worker’s compensation, civil rights, affirmative action, and data privacy. By agreeing to these in e-grants the applicant is confirming that they can make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in e-grants. If selected for funding, the grantee will need to submit required certifications. Grantees agree to follow the OJP [Grant Manual](#), which provides basic information on policies and procedures for grant administration. These documents become, by reference, part of the formal grant contract agreement.

3.4 Application Content

The application consists of the following required parts; any missing part will prevent the application from submission. Applications that do not answer all questions will not score well in the review process.

Project Information Form

Input this information directly into the form in e-grants and it will be used as the cover sheet for the application. You will need:

- Contact information for the Fiscal Agent (This is the agency named in the grant contract and responsible for the administration of the grant)
- The fiscal agent’s federal and state identification numbers
- Contact information for the person/s responsible for programming, financials, and contracts
- Lead Agency’s (the organization receiving over 90% of grant funds and may not be the fiscal agent/applicant) annual budget amount

- Brief project description and project's geographic information
- State if this is a new, expansion or continuation of a project/program

Narrative (60 points)

Address the following questions in a seven page maximum Word document with ¼" margins, single-spaced and with a 12-point font size. Proposals are scored based on your responses to these questions. Organize your proposal by labeling and numbering responses; providing an answer for each topic and answer in the order they are asked. **Please note:** Narrative documents that do not follow this format do not score well in this review process. Any additional pages or supplemental materials (including links to websites) will not be included in your application. When ready to submit, **upload the narrative as an attachment in e-grants.**

1. Organizational Overview (5 Points)

- Provide a brief description of agency's mission and history.
- Describe how the proposed project fit within the mission.
- Share your agency's experience with past grant management.

2. Planning Process (10 Points)

- State the need for your project and include the problem your project is addressing. Include relevant data (such as truancy rates, neighborhood crime data, etc.) to support the statement.
- State whom the target population is and how it was identified.
- Describe how the grant will serve diverse populations, especially populations experiencing inequities and/or disparities.
- If this is an existing program, please describe the current response to the problem: what is working, what is not, identify existing gaps.

3. Project Description (20 Points)

- With the goal of providing an intervention or the prevention of crime, describe the proposed activities.
- Describe the referral/outreach and admissions process, program requirements, completion, and termination considerations.
- State which validated risk/needs assessments, curricula, etc. will be used.
- State how many people have been or will be served through these grant activities.
- Describe the roles and responsibilities of key staff assigned to the project as well as key partner agencies and their contributions.

Note: Project design should mirror work plan elements and reference all key expenditures in the budget.

4. Cultural Competence (5 Points)

- Describe your agency's policies and practices regarding adherence to cultural considerations; with staffing and in service to BIPOC populations and other diverse community participants.
- State which culturally responsive trainings and development opportunities are offered and or required for staff.
- Describe relevant experience the lead agency has with working with the target population.
- State the percentage of leadership staff, board of directors and staff as a whole who are BIPOC. State if the percentage is proportional to the clients served by the organization.

5. Evidence or Promising Practices (5 Points)

- Provide justification for your proposed activities. This may include lived experiences, scholarly research, outcomes from past projects, and/or other sources.
- Cite research on best or promising practices that supports your plan.
- Explain what training staff has received in the best/promising practices your project will employ.

6. Evaluation (15 Points)

Program evaluation can help you understand, verify, or increase the effect of your program. It can also provide you data to highlight your program's impact. In addition, it will build your capacity to evaluate your own programs and/or projects in the future.

- If your program is new, what is your plan to evaluate the implementation of your program?
- Provide an overview of the plan to measure the impact of the project. What changes do you expect to see in knowledge, attitudes, behaviors, skills, etc. of participants?
- If the change can be measured, how will these changes be measured (thinking skills tests, drug tests, etc.)?
- When, and by whom, will this data be collected?
- If this is a current program, provide current outputs and outcomes. Describe how these outcomes support the proposed program. Describe the plan for evaluation moving forward.

Work Plan/Outcomes (30 Points)

Applicants must complete a work plan; it may not exceed 10 pages. To ensure that all applicants' work plans have a similar format and length for the review process, please use an 11-point Calibri font. If a work plan exceeds the 10-page limit, any pages over the limit will not be included in the review packet.

The work plan will be used as a roadmap throughout the life of the grant and used as the basis for quarterly project reporting. The work plan allows you to describe the day-to-day activities of a project.

Download the work plan template from the Work Plan form in e-grants and make a copy of the template for each project objective.

The plan should include detail on specific activities, purpose of the activity, number of sessions/ persons served, frequency and duration of activities and intended results or outcomes. The activities and their intended effect should expand on the goal and activities described in the narrative. You will also include how you will measure the success of the program. **Upload the completed work plan into the Work Plan form into the e-grants application.**

Budget (10 Points):

Your budget should be consistent with your narrative and work plan, making it clear how each of the activities will be funded. The budget will cover a two-year period and all expenses must be listed and directly chargeable to the grant. When estimating costs, please show your calculations by including quantities, unit costs and other details. Only include grant funded expenses in the budget descriptions.

Enter budget information directly into e-grants. Directions for entering the budget are available in the [Application Guide](#). The Budget Detail Requirements in **Appendix A** will show you examples and specific requirements for each of the line items.

Budget line items may include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Office Expenses, Program Expenses, and Other Expenses. Not all line items need to be used.

Staffing considerations:

- Staff positions identified in budget must be clearly linked to activities in the work plan.
- Grant staff funded at less than 100% FTE with Community Crime Prevention and Intervention Program funds must keep detailed time tracking records of hours worked on grant activities.

Indirect costs and Documentation

Indirect costs, often referred to as overhead, are costs shared by the organization as a whole and most often are not able to be broken down within each program of the organization. Indirect costs can be requested in one of the following ways:

1. Budget expenses directly in the applicable budget categories.
2. Use the federally allowed de minimus rate of 10% of Modified Total Direct Costs (MTDC). MTDC calculation **excludes** equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each subcontract in excess of \$25,000.
3. Use your federally approved indirect cost rate. If the federally approved indirect cost rate has expired then indirect costs must be directly charged in appropriate budget categories.

Using the Indirect Rate Documentation form in the application, you will calculate and request the indirect costs amount entered in your application's budget. **Complete either the MTDC or federal rate request form and if using a federally approved rate upload a current copy of your indirect costs agreement.**

Organizational Financial Information Form

This Information will be entered into e-grants form.

1. OJP Grantee Status (active grant in last 12 months or not)

2. Fiscal Information

- A. Accounting basis.
- B. Organization's Fiscal year time-period.
- C. Total revenue last completed fiscal year.
- D. Total federal expenditures (only from federal sources) last completed fiscal year.
- E. How often financial document are produced.
- F. Nonprofits only: Most Recent IRS Form 990.
- G. Date and status of annual financial filing
- H. Nonprofits only: Upload evidence of good standing with the Secretary of State
- I. Allocation method document (if applicable)

3. Financial Document

Upload the financial document(s) applicable to your organization:

- Agency with annual revenue under \$50,000
 - Statement of Financial Position (Balance Sheet)
 - Statement of Activity (Income and Expense Statement)
- Agency with total annual revenue of over \$750,000, but with federal expenditures less than \$750,000
 - Certified Financial Audit
 - Certified Financial Audit Management Letter
 - Corrective Action Plan (if applicable)
- Agency that spent \$750,000 or more in federal funds during fiscal year
 - Single Audit
 - Single Audit Management Letter
 - Corrective Action Plan (if applicable)
- Audit Information
 - Name of Auditors
 - Type of Audit
 - Description of Audit Findings

4. Administrative Systems

Answer yes or no to the following statements:

- Our organization has had an instance of misuse or fraud in the past 36 months.
- Our organization has current or pending lawsuit against the organization.
- Our organization is currently designated as a high risk grant recipient by the federal government.
- Current principals (defined as a public official, a board member or staff with the authority to access funds provided by this agency or determine how funds are used) have been convicted of a felony financial crime in the last 10 years.
- We have separate accounts for different programs/revenue sources to prevent co-mingling of funds.
- Our organization uses a daily time tracking log for each position being paid using multiple sources of funding.
- Our organization has a paid bookkeeper.

- Our organization has an approval process that requires multiple approvals before funds can be expended.
 - Our organization has written policies and procedures for accounting, purchasing and payroll.
 - Our organization's accounting system can identify and track grant program-related income and expenses separate from all other income and expenses.
 - We can easily retrieve original receipts for expenses that are reimbursed by the grant.
 - Our Board of Directors meets at least every month.
 - Our organization has a Conflict-of-Interest Policy.
5. *Grant Management Experience*
- We have had more than one administrative turnover in the past 12 months (defined as anyone involved in working on or managing grants)
 - Select an option that applies to your organization:
 - Monitored funding and completed reporting for non-federal and/or only federal grants
 - Monitored funding and completed reporting for only non-federal grants
 - Monitored funding and completed reporting for contracts but not grants
 - No prior experience monitoring and reporting for contracts and/or grants

Application Checklist

An application must include the following to be forwarded for review:

(e-grants will not let the application be submitted if any of these are missing)

1. **Project Information form**
2. **Narrative** - Addressing questions listed above must be uploaded
3. **Work Plan** - Addressing the items requested must be uploaded
4. **Budget** - Calculations must be included
5. **Indirect Documentation Form** (if including indirect costs in budget)
6. **Organization Financial Information**

RFP Part 4: Application Review Process

This is a competitive application process. The funding will be divided into two funding groups for review:

1. Applicants or the lead agency with an agency budget of \$3 million or less
2. Government agencies and nonprofit organizations with budgets over \$3 million

A review committee made up of community and systems members will read and rate applications using a 100-point scale. The reviewers will meet and discuss the proposals and then put forth their recommendations. A copy of the review form will be on the OJP grants page.

A final staff review will consider geographic locations, coordination with other federal, state, and local funding and past grantee performance. Timeliness and completeness of past grant financial and

progress reporting is also considered. The Commissioner of Public Safety will make the final funding decisions and award notification will be by email to applicants.

Call for Reviewers!

The Office of Justice Programs is recruiting reviewers for this and other RFPs coming from our office. Reviewers who fully participate in the process and are eligible are eligible for a \$100 payment. Individuals that are submitting proposals are also eligible to be proposal reviewers.

OJP is interested in a broad range of individuals for grant reviews, however reviewers should possess some knowledge of criminal justice systems or services being requested in the RFP. Review teams may include but are not limited to, business members, faith community members, other community members, including youth, county attorney staff, social service workers, juvenile justice service providers, public health specialists, law enforcement representatives, evaluators and state agency representatives.

If you are interested in becoming a reviewer, please visit the [OJP website](#) to complete the reviewer application.

RFP Part 5: Post Award Requirements

- **Pre-Award Risk Assessment and Financial Review.** In accordance with state and federal grant management policies it is required to consider a grant applicant's past performance before awarding subsequent grants to them. State policy requires states to conduct a financial review prior to a grant award made of \$25,000 and higher to any organization. The necessary information for these is provided in the financial information form in the application.
- **Minnesota's Commitment to Diversity and Inclusion in Procurement**
The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.
To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to the [OEP website](#).
- **Grant Contract Process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Program Guidelines, as well as the work plan and budget. The Grant

Agreement will be initiated, signed by grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed within 30 days of receipt may be canceled.

- **Progress Reporting.** Grantees will be required to submit regular narrative reports and data in a prescribed manner.
- **Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget.
- **OJP Grant Manual.** Grantees, grantee subgrants and contracts agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. [OJP Grant Manual](#)
- **Expiring Grant Funds.** A portion of the total grant award will expire on June 30, 2025. See the Special Conditions page of the grant contract for details.
- **Grantee Orientation.** Grant award recipients will be required to have a representative, or representatives of the organization receiving the award, attend a future OJP grantee orientation session.

RFP Part 6: Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract solely on the basis of any response made to this request or pay for information solicited or obtained.

APPENDIX A

Minnesota Office of Justice Programs Budget Development Guidelines

The goal of the budget is to provide a clear and concise description of the expenses requested to support the activities in your grant application. A successful budget will show what each grant expense is, how much it costs and the calculation used to get that amount.

Use these guidelines along with the [OJP Grant Manual](#) to describe your grant budget in the application in e-grants.

KEY THINGS TO LOOK FOR WHEN REVIEWING YOUR BUDGET:

- ☐ The expense is allowed (Checked the grant manual and the RFP to verify)
- ☐ The staff are in the narrative and work plan
- ☐ The job titles in the budget match the job titles in the narrative
- ☐ Hourly wage amount and % charged to the grant are included
- ☐ The benefits are named in the fringe detail
- ☐ Contractor fees do not exceed \$650/day or \$81.25/hour
- ☐ Allocation calculations are included for expenses not charged 100% to the grant
- ☐ Mileage rate is included
- ☐ Each grant expense is clearly described with name, cost and calculation
- ☐ All expenses inside the description box add up to the award amount
- ☐ Did NOT include, “other” “etc.” or “miscellaneous” in a description
- ☐ Indirect amount is used from the appropriate request form (included in e-grants application)

OVERALL BUDGET ITEMS

Allowability: Refer to the RFP for what IS and what is not IS NOT allowable.

Allocation Methods: Expenses solely tied to the grant can be charged at 100% to the grant. Charge any other shared expense (rent, maintenance, utilities etc.) by using an allocation method. For examples of the various allocation methods used, see the [OJP Grant Manual page 26](#). If using an allocation method you will upload your organization’s allocation method explanation in the Organization’s Financial Information form in the application.

Contract and Bidding Requirements – Non-governmental grantees: Any services and/materials using grant funds over \$10,000 require a bidding process. See [the Contract and Billing Documentation](#) for the specific requirements.

BUDGET DETAIL REQUIREMENTS BY BUDGET CATEGORY

PERSONNEL

- List all staff charged to the grant separately in their own line item
- For each staff include their job title, FTE % being charged and hourly rate
- For staff with multiple job duties include the duties and percentages charged
 - For example, Program Director-10% of time on program oversight and 20% on evaluation

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

Select the appropriate Budget Category for this budget item:
Personnel *

Provide a short description for this budget item (should be unique to this budget):
Outreach Worker *

Provide a more detailed description for this budget item:
1 FTE @ \$17/hour x 4 months
160 hrs/month x 4 = 640
\$17 X 640 = 10,880
74 of 1000

Enter the dollar amounts associated with the budget item:
Award
\$10,880.00 *

PAYROLL TAXES AND FRINGE

- List the fringe benefits charged to the grant
- Include the specific positions being covered and at what rate
- Taxes and fringe charges are allowed only for staff paid with grant funds
- The amount of taxes and fringe charged to the grant needs to match the amount of the FTE that is charged to the grant
 - For example- The program director has 30% of their time charged to the grant, which means that only 30% of their taxes and fringe is allowed to be charged

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

Select the appropriate Budget Category for this budget item:
Payroll Taxes and Fringe *

Provide a short description for this budget item (should be unique to this budget):
Payroll Taxes and Fringe *

Provide a more detailed description for this budget item:
FICA, Workers Compensation and health insurance for 1 FTE outreach worker, .30 FTE program director, .10 report manager @ estimated 20% of total salaries (\$16,480)= \$3,296
171 of 1000

Enter the dollar amounts associated with the budget item:
Award
\$3,296.00 *

CONTRACT SERVICES

- A contract is required for a service to be considered a contract
- List each contracted service in its own line item and the rates provided for the service
- All contracts of \$5,000 or more require prior OJP approval
- Contractor fees cannot exceed \$650/day or \$81.25/hour

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

Select the appropriate Budget Category for this budget item:
Contract Services *

Provide a short description for this budget item (should be unique to this budget):
Technology Consultant *

Provide a more detailed description for this budget item:
Contract to create technology expansion plan and implementation of plan.
40 Hours @ \$30/ hour= \$1,200

103 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$1,200.00 *

TRAVEL

- Include the anticipated mileage amount and rate used for the life of the grant
- If a shared vehicle, such as a van is used for grant activities, then those costs (mileage and maintenance) can either be charged using an allocated rate or by the actual mileage used by grant program (tracked in a travel log), whichever is less.

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

Select the appropriate Budget Category for this budget item:
Travel *

Provide a short description for this budget item (should be unique to this budget):
Staff Mileage *

Provide a more detailed description for this budget item:
2000 miles @ \$.575 = \$1,150

28 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$1,150.00 *

TRAINING

- Include the cost of each training/s
- Include travel costs related to training/s
- Transportation, hotel and meal per diem are allowed and should be charged in accordance with the State of Minnesota [Travel Policy](#).

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP ▾*

Select the appropriate Budget Category for this budget item:
Training ▾*

Provide a short description for this budget item (should be unique to this budget):
National Training on Youth *

Provide a more detailed description for this budget item:
Conference registration 1.3 FTE (outreach worker and director attending)- \$200 x 1.3=\$260
Meals- \$36 x 2 days x 1.3= \$93.60

126 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$354.00 *

OFFICE EXPENSES

- Include the allocation calculation
- List each expense's estimated costs and the amount charged to the grant
- Expenses only used for grant funded activities can be charged at 100% to the grant
 - For example, the full price of a new computer for a 1 FTE grant staff

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP ▾*

Select the appropriate Budget Category for this budget item:
Office Expenses ▾*

Provide a short description for this budget item (should be unique to this budget):
Office Expense *

Provide a more detailed description for this budget item:
HELP Program allocation= 1.4 FTE grant funded staff /10 FTE total staff= 14%
Office supplies aprx: \$100/month= \$400 x 14% = \$56
Phone/internet aprx: \$500/month= \$2000 x 14%= \$280
1 computer- 1 FTE= \$1,500

207 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$1,836.00 *

PROGRAM EXPENSES

- List each expense type in their own line item i.e. client support expenses, curriculum materials
- For each program expense type, include the specific expenses and estimated costs with calculations

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

Select the appropriate Budget Category for this budget item:
Program Expenses *

Provide a short description for this budget item (should be unique to this budget):
Individual Care Packs *

Provide a more detailed description for this budget item:
Backpacks, school supplies, hygiene items and healthy snacks- \$100/client x 90 clients = \$9,000

95 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$9,000.00 *

INDIRECT COSTS

- Refer to the [Indirect Costs Overview](#) for more information
- Include either the federally approved indirect rate or the 10% de minimis
- Use the indirect amount from the appropriate request form
 - [Federally Approved Indirect Cost Rate Request form](#)
 - [10% De Minimis Indirect Cost Rate Request Form](#)
- Include a detailed list of expenses that are not normally broke out by program that are included in the indirect costs
- Exclude any expense that is somewhere else in the budget

Example budget line:

Select the appropriate Program Component for this budget item (the Purpose Area Form needs to be completed first before this can be selected):
COV-19 Response : HELP *

Select the appropriate Budget Category for this budget item:
Indirect Costs *

Provide a short description for this budget item (should be unique to this budget):
Indirect- MDTC Rate *

Provide a more detailed description for this budget item:
Total grant costs- 126,886.00
Excludes costs= \$99,000 client assistance
= \$27,886 direct costs x .10= \$2,888.60
Indirect costs include- HR staff, payroll processing, liability and building insurance and general copier usage.

230 of 1000

Enter the dollar amounts associated with the budget item:

Award
\$2,888.60 *



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3268

DEPARTMENT: Sheriff
PRESENTER: Joe Dasovich

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Emergency Manager Appreciation Day

BOARD ACTION REQUESTED:
Adopt the Resolution Re: Emergency Manager Appreciation Day.

BACKGROUND:
The Association of Minnesota Emergency Managers (AMEM) has announced that Friday, September 15th, 2023, will be recognized as the first EMERGENCY MANAGER APPRECIATION DAY across Minnesota. Counties throughout Minnesota have emergency management divisions that take steps to reduce their communities' vulnerability to hazards and to help cope with disasters. These Emergency Managers work with other public safety partners and organizations to prepare for, mitigate, respond to and recover from emergencies.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner John Johnson
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

RESOLUTION 2023-36

RE: EMERGENCY MANAGER APPRECIATION DAY

WHEREAS, Emergency Managers provide a vital public service to the communities of Minnesota; and

WHEREAS, every emergency begins and ends locally; and

WHEREAS, Emergency Managers across the state are part of the first line of response to natural and man-made disasters; and

WHEREAS, Prevention, Protection, Mitigation, Response, and Recovery to all-hazards are the broad mission categories for all Emergency Managers and local preparedness activities are anchored by Emergency Management; and

WHEREAS, Emergency Managers help draft disaster response plans, organize trainings that include first responders and other community partners to practice response plans, draft plans that help minimize the impact of disasters, work with state and federal agencies on assistive programs and find the most effective methods of disaster recovery; and

WHEREAS, it is important to recognize the efforts and accomplishments of all its dedicated Emergency Managers and honor them on the first Emergency Manager Appreciation Day in Minnesota;

NOW THEREFORE BE IT RESOLVED that the Itasca County Board of Commissioners declares September 15th, 2023, as the first Emergency Managers Appreciation Day in Itasca County in honor of the men and women whose diligence and professionalism keep our County and citizens safe.

BE IT FURTHER RESOLVED that the Itasca County Board of Commissioners hereby recognize Emergency Manager John Linder of the Itasca County Sheriff's Office, who honorably performs the above-mentioned duties.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner John Johnson
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 19th day of September A.D. 2023 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 19th day of September A.D. 2023.

A handwritten signature in dark ink, appearing to read "Brett Skyles", written in a cursive style.

Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3259

DEPARTMENT: Administrative Services

TIME REQUESTED: 30 Minutes

PRESENTER: Matt Grose

AGENDA ITEM:

ISD 318 Special Election/Referendum Presentation

BOARD ACTION REQUESTED:

Receive presentation regarding the upcoming ISD 318 Special Election/Referendum.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ISD 318 Revised PPT 9-12-23

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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Stable Funding. Strong Schools.

November 2023 Referendum

WeAre318.org

Matt Grose, Superintendent



we are
318

Stable Funding.
Strong Schools.

Our Commitment to Our Students, Staff and Community

MISSION STATEMENT

**Teaching and Learning for
Life to Achieve Excellence**

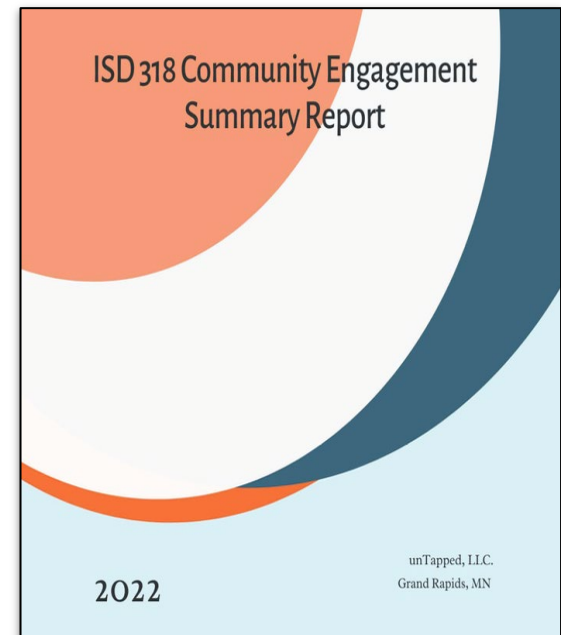


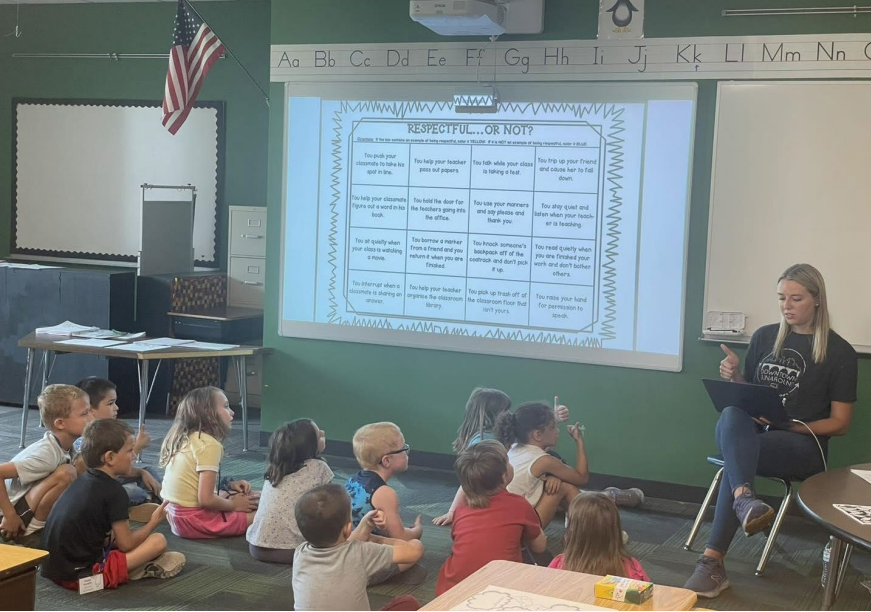
**Approximately 4,000 students
and 600 staff across 9 schools.**

ISD 318 Strategic Directions



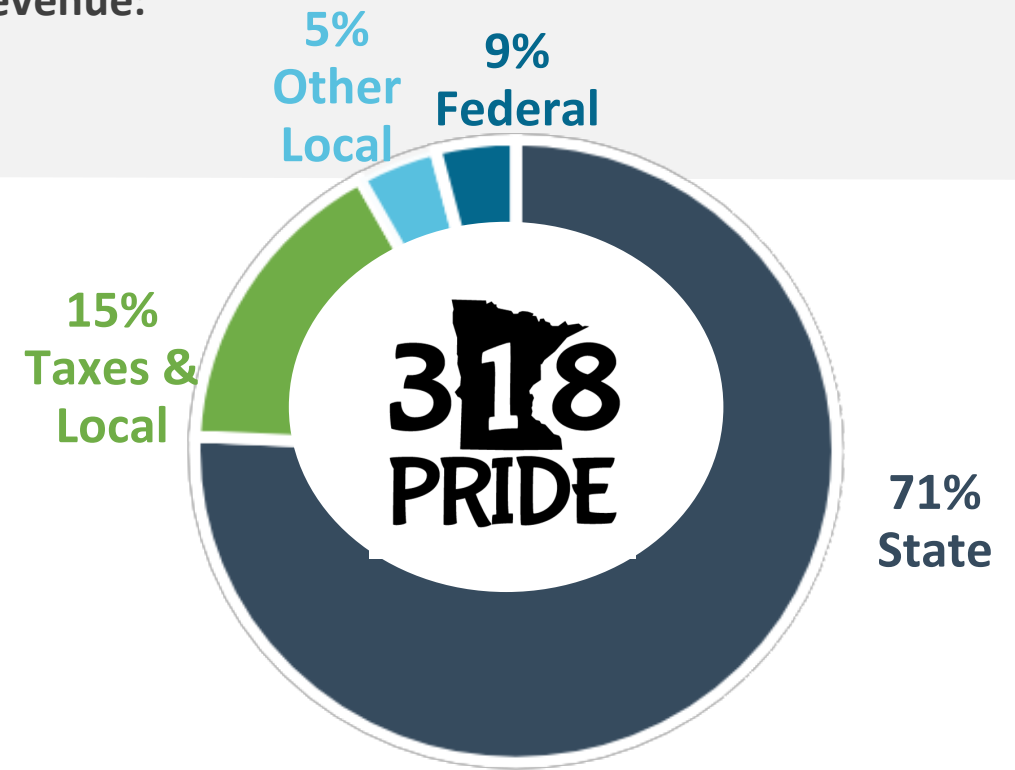
- Equitable Education
- Belonging
- Evidence-Based Instruction
- Partnerships
- Communication
- Stewardship of Resources





How ISD 318 Schools are Funded

2021-22 General Fund Revenue:
\$58,000,000



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318

Stable Funding.
 Strong Schools.

WeAre318.org

Our Financial Challenges

- State funding **has not** kept pace with the rising costs of education.
- Over the last four years, the district has **reduced its budget by 13% or \$7.4 million.**
- A one-year funding increase from the state that is larger than average does not make up for **more than 15 years of underfunding.**
- **Temporary funding increases** from COVID-relief dollars have come to an end.

We cannot cut our way to excellence.

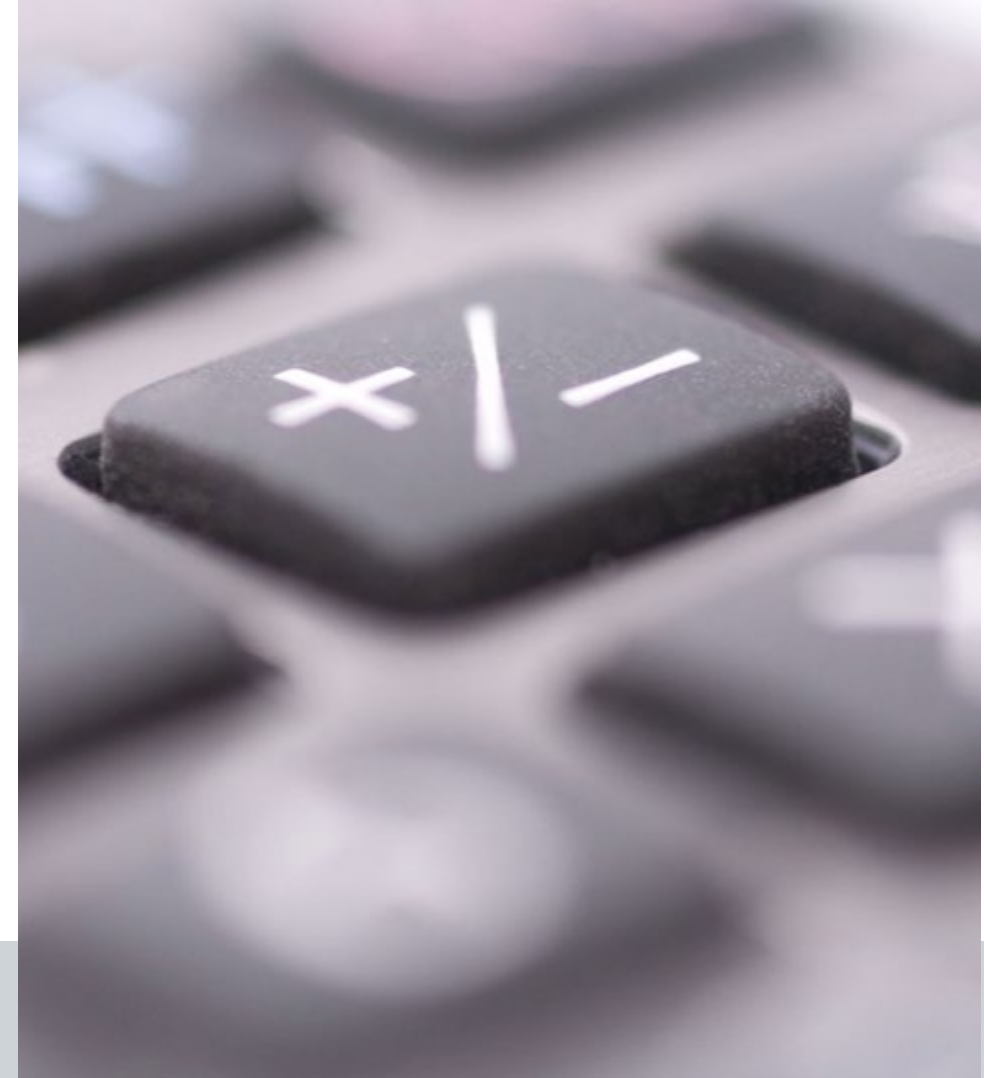
We have managed our budget as efficiently and effectively as possible without seeking additional funding from residents.

However, we have reached a point where additional investments are needed.

Our Options

As a school district, we have 4 ways to balance our budget:

- Get more students
- More state revenue
- Cut expenses
- Ask voters for local investment via referenda



Impact of Budget Cuts

- Cut 70 administrative and staff positions.
- Reduced number and range of courses available in our middle schools and high schools.
- Eliminated the K-5 arts program.
- Reduced and delayed investments in technology, transportation and safety and security.
- Increased activity fees.
- Charging the community for use of school facilities.

Over 70% of Minnesota school districts rely on voter-approved operating levies to provide financial support to their district.

Unlike most districts, ISD 318 does not have a voter-approved operating levy.

As a result, the district spends hundreds of dollars less per student compared with similar school districts.

we are
318

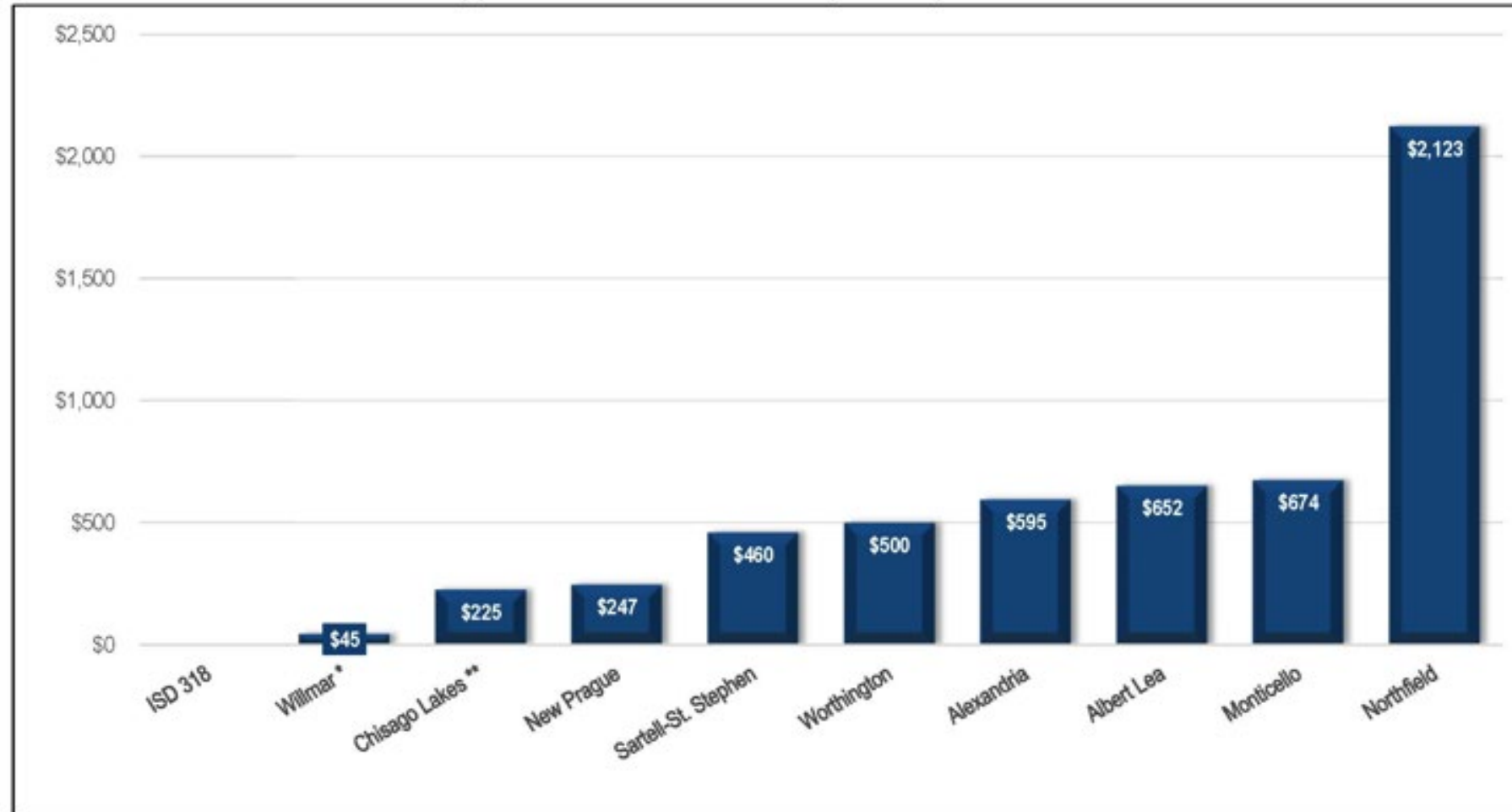
Stable Funding.
Strong Schools.

WeA



Independent School District 318

Voter Approved Referendum Authority Per Pupil Unit FY 2024-25



Source: MDE Operating Referendum Phaseout June 2023

* Willmar is holding an operating levy referendum on November 7, 2023 with a proposed increase of an increase of \$704.90 per pupil. If approved, their total authority would be \$750.00, starting with taxes payable in 2024.

** Chisago Lakes is holding an operating levy referendum on November 7, 2023 with a proposed increase of an increase of \$355.00 per pupil. If approved, their total authority would be \$580.00, starting with taxes payable in 2024.

Community Input for District Planning

Quality of Life

95% of residents believe the quality of our schools is important to their quality of life.

Good Value for Investment

85% of residents believe the community receives good value from its investment our schools.

Lack of Funding

Residents said lack of funding was the most serious issue facing our district.

Our Plan Moving Forward

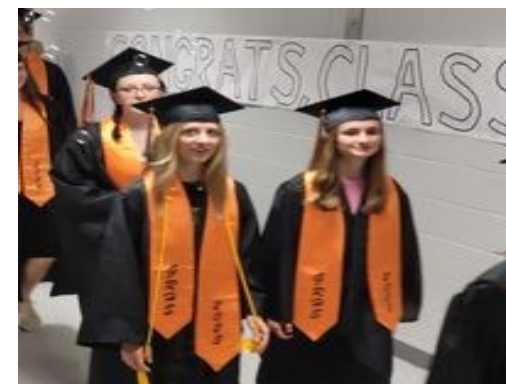
STABLE FUNDING. STRONG SCHOOLS.



**Financial
Stability**



**Restore
Programming**



**Advance
Excellence**



November Referendum

STABLE FUNDING. STRONG SCHOOLS.

The district will present voters with three ballot questions on November 7, 2023:

1. a \$1,100 per pupil operating levy that would provide an additional \$4.6 million per year.
2. a \$2.5 million annual capital projects levy.
3. a \$300 per pupil operating levy that would provide an additional \$1.2 million per year.

**Question Two can only pass if Question One passes.
Question Three can only pass if Question One and Question Two also pass.**

Each levy would be in place for seven years if approved by voters.



Types of Levies

Raising funds through two kinds of voter-approved levies – an operating levy and a capital projects levy – spreads the tax impact over all types of taxable property, reducing the tax impact on residential homeowners.

What is an Operating Levy?

- Local property tax approved by voters
- Helps fund the day-to-day district operations
- Primarily paid by homeowners, apartment owners and businesses based on the assessed market value
- Most agricultural land and seasonal recreation properties are exempt from an operating levy.

What is a Capital Projects Levy?

- Local property tax approved by voters
- Used for specific infrastructure, technology and transportation projects.
- Applies to all types of property owners, including agricultural land and seasonal recreation property
- Reduces the tax burden on residential homeowners.

Financial Stability

BALLOT QUESTION #1

An operating levy of \$1,100 per student would:

- ✓ Support the operating budget with an additional \$4.6 million per year.
- ✓ Stabilize the district's finances.
- ✓ Avoid deeper budget cuts in the future.



Restore Programming

BALLOT QUESTION #2:

A capital projects levy would:

- ✓ Dedicate \$2.5 million annually for technology, transportation and school safety.

A capital projects levy would alleviate pressure on the district's general fund, making it possible to:

- ✓ Restore programming lost due to budget cuts.
- ✓ Retain and attract teachers and staff.

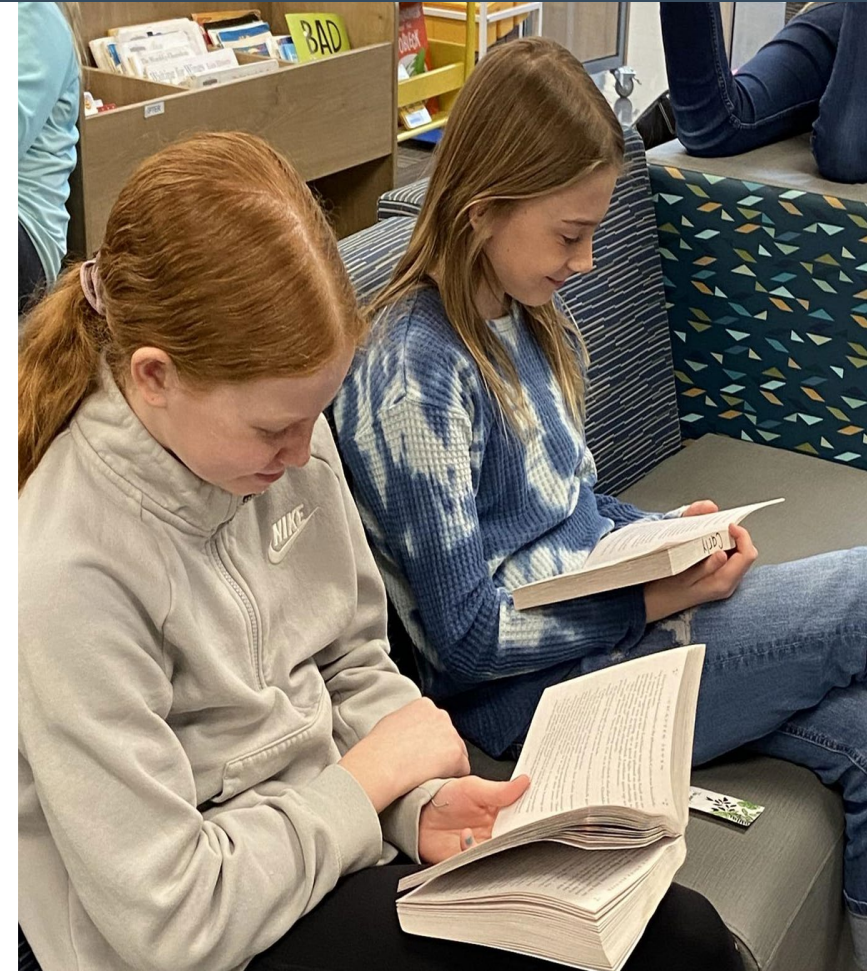


Advance Excellence

BALLOT QUESTION #3

An operating levy of \$300 per student would:

- ✓ Support the operating budget with an additional \$1.2 million per year.
- ✓ Enhance career and technical education.
- ✓ Maintain small class sizes.
- ✓ Update curriculum and programming.



The Choice on November 7

**If voters approve
the proposed plan**

The district will stabilize its finances and avoid deeper budget cuts, restore programming and advance excellence. The investments will put the district in a stronger financial position to ensure our schools support student success – today and in the future.

**If voters reject
the proposed plan**

The district will face an operating deficit and will make cuts that will impact class sizes, staff, programming and operations.

Ultimately, district residents will decide whether to make this investment in our schools.

Tax Impact

- The district has worked hard to **provide high value for this taxpayer investment.**
- If voters approve the three ballot questions, a home in the district valued at **\$200,000 would see a monthly property tax increase of \$30.75** starting in 2024. A home valued at **\$300,000 would see a monthly property tax increase of \$46.75.**
- A tax calculator on **WeAre318.org** helps property owners calculate their estimated tax impact.



Voting Information

Early Voting Sept. 22 – Nov. 6

- Mail your absentee ballot
- Vote early at the Itasca County Elections Office

Other Early Voting Locations

- **Reif Performing Arts Center in Grand Rapids**
Every Thursday from Sept. 28 – Nov. 2
from 3 p.m. to 7 p.m.
- **The Edge Center for the Arts in Bigfork**
Monday, Oct. 16 from 2:30 p.m. – 7 p.m.

Election Day Nov. 7

- Vote in person from 7 a.m. to 8 p.m. at your designated polling place

Learn More



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This is an important community decision about the future of our schools. We encourage everyone to learn more about the district's plan to make an informed decision on or before November 7.

Visit our dedicated website:

WeAre318.org

Follow us on social media:

 [@isd318](https://www.facebook.com/isd318)

 [@isd_318](https://twitter.com/isd_318)

 [@Isd318OrgGrandRapidsBigfork](https://www.youtube.com/Isd318OrgGrandRapidsBigfork)

District website:

www.isd318.org

Contact Superintendent Matt Grose:

Email: mgrose@isd318.org

Phone: 218-327-5704

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Stable Funding.
Strong Schools.

WeAre318.org



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3272

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Chair

AGENDA ITEM:

ARP Funding/Reallocation of Amounts

BOARD ACTION REQUESTED:

Discuss ARP Funding and Reallocation of Amounts.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ARP Spreadsheet 2023-09-19
2. ARP Spent For Commissioners 2023-09-19

Motion To: Unencumber funds previously set aside as follows: County Expenditure – Trailer Items (\$161.94), Boardroom AVI Updates (\$4,125.35), Human Resource Smart Board (\$1,806.65), County Radios Grant (\$1,000.00), IT Related Costs (\$339,732.16), Project Frontier/Huber – Prepaid Tax Abatement (\$2,000,000.00), Court Process Review (\$40,000.00), Power DMS Software (\$21,563.00), Allocated Broadband (\$173,671.77), IEDC e2ip Building (\$200,000.00), Amount Remaining Unallocated 2021 (\$6,979.60), and Amount Remaining Unallocated 2022 (\$486.50) and reallocate the total amount of \$2,789,526.97 to a consolidated fund for further consideration.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith

AMERICAN RESCUE PLAN (ARP) FUND				
Amount Received 2021	\$ 4,382,986.50	Updated	New	
Amount Expected 2022	\$ 4,382,986.50	Since last update		
	\$ 8,765,973.00	Earmarked/Up To		
Encumbered by end of 2024; Spent by end of 2026				
	Requested	Encumbered (2021)	Encumbered (2022)	
Fire Departments				
Taconite Fire Department (Fire Hall Addition)	\$ 225,000.00	\$ 125,000.00		
Nashwauk Fire Department (Air Packs)	\$ 135,213.00	\$ 135,213.00		
Goodland Township Fire Department (Protective Gear Upgrade)	\$ 50,000.00	\$ 50,000.00		
Keewatin Fire Department (Turnout Gear/Equipment)	\$ 12,290.00	\$ 12,260.00		
Bigfork Fire Department (Health & Safety Equipment)	\$ 140,669.14	\$ 140,669.14		
Greenway Fire & Rescue (Emergency Frst Response Unit)	\$ 65,500.00	\$ 65,500.00		
Cohasset Fire & Rescue (SCBA Replacements)	\$ 124,000.00	\$ 124,000.00		
Trout Lake Fire Department (Personal Protective Equipment & Turn Out Gear)	\$ 47,656.00	\$ 47,656.00		
Warba-Feeley-Sago Fire Department (SCBA Replacements / Water Service)	\$ 44,981.00	\$ 44,981.00		
Deer River Fire Department (SCBA Replacements)	\$ 177,125.76	\$ 177,125.76		
Balsam Township Volunteer Fire Department (Gear Replacement)	\$ 24,950.00	\$ 24,950.00		
Balsam Township Volunteer Fire Department (Truck Fill Modification)	\$ 1,637.00	\$ 1,637.00		
French Fire Department	\$ 4,061.23		\$	4,061.23
Subtotal	\$ 1,053,083.13	\$ 948,991.90	\$	4,061.23
Cities / Townships and Non-Profits - 3/28/22 Allocated \$982,000		Allocated Amount Remaining:		\$ (13,550.00)
City of Warba (Water & Sewer Update)	\$ 80,000.00		\$	80,000.00
City of Bigfork (Water Tower Repair & Reconditioning)	\$ 150,000.00		\$	95,000.00
City of Nashwauk (Storm Sewer / Water Main Improvements)	\$ 100,000.00		\$	95,000.00
City of Calumet (Well Pump House Improvements)	\$ 12,500.00		\$	12,500.00
City of Taconite (Water Tower Replacement Project)	\$ 1,302,907.00		\$	95,000.00
City of Deer River (Various Infrastructure Projects)	\$ 233,000.00		\$	95,000.00
City of Effie (Waste Treatment System, Building Demo, RV Park Infrastructure)	\$ 35,000.00		\$	35,000.00
City of Bigfork (Community & School Enhancement Project)	\$ 250,000.00		\$	250,000.00
City of Marble (Wastewater Treatment Facility PER)	\$ 86,250.00		\$	86,250.00
City of Effie (INI Sewer & Storm Water) *see Community Projects	\$ 3,000.00		\$	3,000.00
City of Nashwauk / City of Keewatin (Joint Water Treatment Facility) *see Community P	\$ 100,000.00		\$	95,000.00
City of Marble (Water Tower Project) *see Community Projects	\$ 50,000.00		\$	50,000.00
City of Keewatin Police Department (Replacing Lost Wages & Sick Time)	\$ 6,000.00			
Harris Township (Fire Contracts)	\$ 29,969.00			
Splithand Township (Fire Protection)	\$ 7,910.00			
Wildwood Township (Fire Protection)	\$ 6,700.00			
Blackberry Township (Fire Protection)	\$ 20,000.00			
Spang Township (Fire Protection)	\$ 10,267.00			
Arbo Township (Fire Protection)	\$ 14,039.38			
City of Keewatin (Joint Sewer Project Issue)	\$ 175,000.00		\$	95,000.00
Boys & Girls Clubs of Grand Rapids and Greenway (Equity-Focused Services)	\$ 10,000.00		\$	10,000.00
Let's Go Fishing Itasca (Negative Economic Impacts)	\$ 20,000.00		\$	20,000.00
ElderCircle (Senior and Community Centers)	\$ 40,000.00	\$ 50,000.00		
Blackduck Ambulance	\$ 50,000.00		\$	6,900.00
Itasca County 4-H (Oven & Wiring)	\$ 1,900.00		\$	1,900.00
City of Bovey (Business Park Site Prep & Infrastructure)	\$ 50,000.00		\$	50,000.00
Greenway Joint Recreation Association (Facility Upgrades)	\$ 50,000.00		\$	50,000.00
Subtotal	\$ 2,894,442.38	\$ 50,000.00	\$	1,225,550.00
Broadband - 3/28/22 Allocated \$750,000		Allocated Amount Remaining:		\$ 173,671.77
Broadband Infrastructure	\$ 750,000.00		\$	-
Subtotal	\$ 750,000.00	\$ -	\$	-
Other - 3/28/22 Allocated \$710,500		Allocated Amount Remaining:		\$ (115,000.00)
Nashwauk-Keewatin ISD 319 (Pre K-12 School Building)	\$ 1,000,000.00	\$ 500,000.00	\$	500,000.00
Greenway ISD 316 (Building Projects)	\$ 330,000.00		\$	350,000.00
Grand Rapids ISD 318 (Facility Renovations)	\$ 50,000.00		\$	50,000.00
Itasca County Family YMCA (Negative Economic Impacts)	\$ 50,000.00		\$	50,000.00
Kootasca Community Action (Weatherization Services)	\$ 35,235.00	\$ 35,235.00		
Mt. Itasca	\$ 25,000.00	\$ 25,000.00		
Warba Feeley Youth Baseball Program (Donation for Uniforms, Equip, Etc)	\$ 500.00		\$	500.00
IEDC				
Innovation Center (IEDC Airport Building)	\$ 250,000.00	\$ 150,000.00		
Tourism	\$ 80,000.00		\$	80,000.00
goMARTI Autonomous Vehicle Project	\$ 300,000.00		\$	300,000.00
Itasca Area Summit	\$ 50,000.00	\$ 50,000.00		
Bigfork Project	\$ 49,500.00	\$ 49,500.00		
Northern Minnesota Historical Mine Tour (VGR)	\$ 65,000.00	\$ 65,000.00		
IEDC e2ip Building	\$ 200,000.00		\$	200,000.00
Go Forward (2023 Provider Requests)	\$ -		\$	15,000.00
Northland Counseling Center (2023 Provider Requests)	\$ -		\$	40,000.00
North Homes (2023 Provider Requests)	\$ -		\$	50,000.00
Ross Resources (2023 Provider Requests)	\$ -		\$	10,000.00
Subtotal	\$ 2,485,235.00	\$ 874,735.00	\$	1,645,500.00

	Requested	Encumbered (2021)	Encumbered (2022)
County - 3/28/22 Allocated \$1,000,000	Allocated Amount Remaining:	\$	(344,980.00)
Message Boards	\$ 5,000.00	\$	5,000.00
Remaining Decontamination Trailer Items	\$ 1,500.00	\$	1,500.00
EOC IT	\$ 22,135.42	\$	22,135.00
Correctional Facility (Intercept Body Scanner)	\$ -		
Wellness Court	\$ 150,000.00	\$	100,000.00
Court Process Review	\$ 40,000.00	\$	40,000.00
Courthouse Server and Backup IT	\$ -		
Pictometry	\$ -		
EOC HVAC	\$ 100,000.00	\$	100,000.00
I.T. Related Costs	\$ 750,000.00	\$	575,000.00
Personal Protective Equipment (PPE)	\$ -		
Power DMS Software	\$ 21,562.83	\$	21,563.00
Dispatch Upgrades (Appliances and Decontamination Shower)	\$ -		
Emergency Response Items	\$ 13,249.24	\$	10,000.00
Land Department			
Fairgrounds			
Campgrounds	\$ 220,000.00	\$ 220,000.00	\$ 150,000.00
Grand Stands	\$ 16,000.00	\$ 16,000.00	
Water Line Replacement	\$ 15,000.00	\$ 15,000.00	
Driveway Replacement	\$ 20,000.00		
Security Lighting	\$ 8,000.00		
Commercial Building	\$ 10,000.00		
Crackseal Parking Lots	\$ 14,000.00		
Construction/Design of Food Court	\$ 150,000.00		
Gunn Park			
ADA Inclusive Playset	\$ 50,000.00		
ADA Inclusive Dock	\$ 13,000.00		
Crackseal Parking Lots	\$ 13,000.00		
New Signs & Kiosk	\$ 15,000.00	\$ 15,000.00	
Bass Lake Park			
New Campsites	\$ 51,930.00	\$ 51,930.00	
Electric	\$ 62,850.00	\$ 62,850.00	
Maintenance	\$ 25,000.00	\$ 25,000.00	
Amenities	\$ 60,000.00	\$ 60,000.00	
Project Frontier / Huber - Prepaid Tax Abatement	\$ 2,000,000.00	\$ 2,000,000.00	
Highway 169 Cross Range Expressway	\$ 36,500.00	\$ 36,500.00	\$ 36,500.00
Itasca County Search & Rescue	\$ 60,281.90		\$ 55,282.00
Itasca County HR (Electronic Smart Board)	\$ 10,000.00		\$ 5,000.00
Boardroom Updates (AVI)	\$ 65,000.00		\$ 65,000.00
Radio Invoice for Emergency System	\$ 60,000.00		\$ 60,000.00
2023 MIS Budget	\$ 212,267.00		\$ 212,267.00
Sheriff's Dept (Body Work & Mobile Camera Systems)	\$ 298,000.00		\$ 298,000.00
Itasca County Trail System/Grand Rapids Foundation	\$ 50,000.00		\$ 50,000.00
Subtotal	\$ 4,639,276.39	\$ 2,502,280.00	\$ 1,807,247.00
Total	\$ 11,822,036.90	\$ 4,376,006.90	\$ 4,682,358.23
Remaining (2021)	\$ 6,979.60		
Remaining (2022)			\$ (299,371.73)
Unallocated Amount Remaining			\$ 7,466.10

ARP Funds - Encumbered end of 2024, spent by end of 2026

Amount Received

\$8,765,973.00

Approved Expenditures	Encumbered	Paid	Balance
Itasca IEDC Summit Fall 2021	\$50,000.00	\$50,000.00	\$0.00
Kootasca Community Action	\$35,235.00	\$35,235.00	\$0.00
Northern MN Historical Mine Tour VGR	\$65,000.00	\$65,000.00	\$0.00
APEX - Bigfork Business Recruitment	\$49,500.00	\$49,500.00	\$0.00
IEDC Airport Building	\$150,000.00	\$150,000.00	\$0.00
Bigfork FD	\$140,669.14	\$140,669.14	\$0.00
Cohasset FD	\$124,000.00	\$124,000.00	\$0.00
Deer River FD	\$177,125.76	\$177,125.76	\$0.00
Keewatin FD	\$12,260.00	\$12,260.00	\$0.00
Nashwauk FD	\$135,213.00	\$135,213.00	\$0.00
Warba FD	\$34,016.00	\$34,016.00	\$0.00
Goodland FD	\$50,000.00	\$50,000.00	\$0.00
Trout Lake FD	\$47,656.00	\$47,656.00	\$0.00
Warba FD	\$10,965.00	\$10,965.00	\$0.00
Mount Itasca	\$25,000.00	\$25,000.00	\$0.00
Balsam FD	\$26,587.00	\$26,587.00	\$0.00
Greenway FD	\$65,500.00	\$65,500.00	\$0.00
County Expenditure - Trailer Items	\$1,500.00	\$1,338.06	\$161.94
Elder Circle	\$50,000.00	\$50,000.00	\$0.00
ISD 319 (\$1 million total) payment 1	\$500,000.00	\$500,000.00	\$0.00
Highway 169 Crossing	\$36,500.00	\$36,500.00	\$0.00
Highway 169 Crossing	\$36,500.00	\$19,908.00	\$16,592.00
Boys & Girls Club Grant	\$10,000.00	\$10,000.00	\$0.00
4H Grant	\$1,900.00	\$1,900.00	\$0.00
Itasca County YMCA Grant	\$50,000.00	\$50,000.00	\$0.00
Lets Go Fishing Grant	\$20,000.00	\$20,000.00	\$0.00
Warba Feeley Baseball Grant	\$500.00	\$500.00	\$0.00
Emergency Operations Center Tech Items	\$22,135.00	\$7,355.05	\$14,779.95
Emergency Response Trailer	\$10,000.00	\$6,112.56	\$3,887.44
City of Bigfork (School Enhancement Project)	\$250,000.00	\$250,000.00	\$0.00
EOW VGR Tourism	\$80,000.00	\$80,000.00	\$0.00
ISD 316	\$350,000.00	\$350,000.00	\$0.00
Search and Rescue Grant	\$55,282.00	\$11,989.05	\$43,292.95
Boardroom AVI Updates	\$65,000.00	\$60,874.65	\$4,125.35
Public Health/Emergency Mgmt Message Board	\$5,000.00	\$5,000.00	\$0.00
Human Resource Smart Board	\$5,000.00	\$3,193.35	\$1,806.65
County Radios Grant	\$60,000.00	\$59,000.00	\$1,000.00
Blackduck Ambulance Grant	\$6,900.00	\$6,900.00	\$0.00
French FD Grant	\$4,061.23	\$4,061.23	\$0.00
Land Department Upgrades	\$465,780.00	\$465,780.00	\$0.00
Land Department Upgrades	\$150,000.00	\$150,000.00	\$0.00
City of Calumet (Well Pump)	\$12,500.00	\$12,500.00	\$0.00
Go MARTI	\$300,000.00	\$300,000.00	\$0.00
Go Forward Group Home Grant	\$15,000.00	\$15,000.00	\$0.00

Approved Expenditures	Encumbered	Paid	Balance
North Homes Grant	\$50,000.00	\$50,000.00	\$0.00
Northland Counseling Center Grant	\$40,000.00	\$40,000.00	\$0.00
Ross Resources Grant	\$10,000.00	\$10,000.00	\$0.00
City of Deer River	\$95,000.00	\$95,000.00	\$0.00
City of Nashwauk (Storm Sewer/Water Treatment)	\$142,500.00	\$142,500.00	\$0.00
City of Keewatin (Sewer/Water Treatment)	\$142,500.00	\$142,500.00	\$0.00
ISD 319 (2nd payment)	\$500,000.00	\$500,000.00	\$0.00
ISD 318 (Facility Renovations)	\$50,000.00	\$50,000.00	\$0.00
AXON	\$298,000.00	\$145,000.03	\$152,999.97
City of Marble	\$86,250.00	\$86,250.00	\$0.00
City of Marble	\$50,000.00	\$50,000.00	\$0.00
Greenway Rec	\$50,000.00	\$50,000.00	\$0.00
MIS 2023 Budget	\$212,267.00	\$212,237.00	\$30.00
IT Related Costs	\$575,000.00	\$235,267.84	\$339,732.16
Project Frontier/Huber - Prepaid Tax Abatement	\$2,000,000.00	\$0.00	\$2,000,000.00
Taconite FD	\$125,000.00	\$0.00	\$125,000.00
Warba City (Water & Sewer)	\$80,000.00	\$0.00	\$80,000.00
Bigfork City (Water Tower Repair)	\$95,000.00	\$0.00	\$95,000.00
Taconite City (Water Tower Replacement)	\$95,000.00	\$0.00	\$95,000.00
Effie (Waste Water Treatment/Building Demo, RV Park)	\$35,000.00	\$0.00	\$35,000.00
Effie (Storm Water)	\$3,000.00	\$0.00	\$3,000.00
Bovey City (Business Park)	\$50,000.00	\$0.00	\$50,000.00
Court Process Review	\$40,000.00	\$0.00	\$40,000.00
Wellness Court	\$100,000.00	\$0.00	\$100,000.00
EOC HVAC	\$100,000.00	\$0.00	\$100,000.00
Power DMS Software	\$21,563.00	\$0.00	\$21,563.00
Allocated Broadband	\$173,671.77	\$0.00	\$173,671.77
IEDC e2ip building	\$200,000.00	\$0.00	\$200,000.00
Itasca County Trail System/GR Foundation	\$50,000.00	\$0.00	\$50,000.00
Overspent County	-\$344,980.00		-\$344,980.00
Overspent Other (due to provider payments)	-\$115,000.00		-\$115,000.00
Overspent Cities/Towns (due to Greenway Rec)	-\$13,550.00		-\$13,550.00
Amount Remaining Unallocated 2021	\$6,979.60		\$6,979.60
Amount Remaining Unallocated 2022	\$486.50		\$486.50
Total	\$8,765,973.00	\$5,485,393.72	\$3,280,579.28
Difference	\$0.00	\$0.00	\$0.00

Column A matches Amanda's color codes

FD
Cities/Towns
Broadband
Other
County
Spent After Allocations