



Grant Award Cover Sheet

DATE: January 9, 2025

This is to notify you of your additional funding award for the Response Sustainability Grant (RSG) FY2024 Funds.

Contact for Grantee: Nina Arneson, CHS Administrator, 651-385-6115, nina.arneson@co.goodhue.mn.us

Contact for MDH: Sandra Hanson, (651) 201-3619, sandra.hanson@state.mn.us

Grantee SWIFT Information	Grant Agreement Information	Funding Information
Name of MDH Grantee: Goodhue County Health and Human Services Address of Grantee: 426 West Avenue Red Wing, MN 55066	Grant Project Agreement Number: 240059	FY2024 Original Award: \$103,871.79 FY2024 Additional Funding Award: \$35,000.00 FY2024 Total Award: \$138,871.79
Grantee SWIFT Vendor Number: 0000197327 SWIFT Vendor Location Code: 001 SWIFT DBA/Fiscal Host: GOODHUE COUNTY TREASURER Remit Address: 426 West Avenue Red Wing, MN 55066	Period of Performance Start Date: December 1, 2023 Period of Performance End Date: June 30, 2025*	

*The Response Sustainability Grant period is **December 1, 2023** through **June 30, 2027**. This Grant Award Cover Sheet includes only the 2024 award.

Minnesota Department of Health

Grant Project Agreement Cover Sheet

You have received a grant project agreement from the Minnesota Department of Health (MDH).

Additional information about the grant project agreement, including funding details, are included below. Contact your MDH Grant Manager if you have questions about this Cover Sheet.

ATTACHMENT: Grant Project Agreement

CONTACT FOR MDH: Sandra Hanson, (651) 201-3619, sandra.hanson@state.mn.us

Grantee SWIFT Information	Grant Project Agreement Information	Program & Funding Information
Name of MDH Grantee (as it appears in SWIFT): Goodhue County Health and Human Services Address of Grantee: 426 West Avenue Red Wing, MN 55066	Grant Project Agreement Number: 240059	MDH Program Name: Emergency Preparedness and Response
Grantee SWIFT Vendor Number: 0000197327 SWIFT Vendor Location Code: 001	Effective Date: 12/01/2023 OR the date all signatures are collected and the project agreement is fully executed, whichever is later. Expiration Date: 6/30/2027	Total State Grant Funds: \$103,871.79

Note:

The Response Sustainability Grant period is **December 1, 2023** through **June 30, 2027**.

This Grant Award Cover Sheet only includes the grant award allocation for work to be completed through June 30, 2024. Subsequent funding allocation letters will be sent to Grantee annually.

Minnesota Department of Health

Grant Project Agreement

This grant project agreement, and amendments and supplements, is between the State of Minnesota, acting through its Commissioner of Health (“MDH”) and **Goodhue County Health and Human Services**, an independent organization, not an employee of the State of Minnesota, address 426 West Avenue Red Wing, MN 55066 (“Grantee”).

Recitals

1. MDH is empowered to enter into a grant project agreement under Minn. Stat. §§ [144.05](#) and [144.0742](#), under which MDH is empowered to enter into a contractual agreement for the provision of statutorily prescribed public health services.
2. MDH and Grantee have entered into Master Grant Contract number **12-700-00074** (“Master Grant Contract”) effective January 1, 2020, or subsequent Master Grant Contracts and amendments and supplements thereto;
3. The vision of MDH is for health equity in Minnesota, where all communities are thriving, and all people have what they need to be healthy. Health equity is achieved when every person has the opportunity to attain their health potential. Grantee agrees, where applicable, to perform its work with advancing health equity as a goal.
4. Grantee represents that it is duly qualified and willing to perform all the activities according to the terms of this grant project agreement. Grantee agrees to minimize administrative costs as a condition of this grant project agreement pursuant to [Minn. Stat. § 16B.98](#), subd. 1.

Grant Project Agreement

1. Incorporation of Master Grant Contract

All terms and conditions of the Master Grant Contract are hereby incorporated by reference into this grant project agreement.

2. Term of Agreement

2.1 *Effective date*

December 1, 2023, or the date MDH obtains all required signatures under [Minn. Stat. § 16B.98](#), subd. 5(a), whichever is later. Per [Minn. Stat. § 16B.98](#), subd. 7, no payments will be made to the Grantee until this grant project agreement is fully executed. Grantee must not begin work until this grant project agreement is fully executed and MDH’s Authorized Representative has notified Grantee that work may commence.

2.2 **Expiration date**

June 30, 2027, or until all obligations have been fulfilled to the satisfaction of MDH, whichever occurs first.

3. **Activities**

3.1 **MDH's Activities**

MDH activities, in accordance with the Minnesota Department of Administration's Office of Grants Management's policies and federal regulations, may include but are not limited to financial reconciliations, site visits, programmatic monitoring of activities performed, and grant activity evaluation.

3.2 **Grantee's Activities**

Grantee shall conduct the activities specified in Exhibit A, which is attached and incorporated into this grant project agreement.

4. **Consideration and Payment**

4.1 **Consideration.** MDH will award funds to Grantee for activities performed in accordance with this grant agreement as follows:

- a. State will determine Response Sustainability Grant allocations annually. Grantee will be paid according to the allocated amount determined by MDH each project year.

4.2 **Budget Modifications.** Grantee may modify any line item in the most recently agreed-upon budget by up to 10 percent without prior written approval from MDH. Grantee must notify MDH of any modifications up to 10 percent in writing no later than the next invoice. Grantee must obtain prior written approval from MDH for line-item modifications greater than 10 percent. Grantee's failure to obtain MDH's prior approval may result in denial of modification request, loss of funds, or both. The total obligation of MDH for all compensation and reimbursements to Grantee shall not exceed the total obligation specified in the annual award letter provided to Grantee by MDH.

4.3 **Total Obligation.**

The total obligation of MDH for all compensation and reimbursements to Grantee under this grant agreement will not exceed the amount specified in the annual award letter provided to Grantee by MDH.

4.4 **Terms of Payment**

4.4.1. **Invoices**

MDH will promptly pay Grantee after Grantee presents an itemized invoice for the activities actually performed and MDH's Authorized Representative accepts the invoiced activities. Invoices must be submitted at least quarterly or according to a schedule agreed upon by the Parties. The final invoice is due 30 calendar days after the expiration date of the grant project agreement.

5. Conditions of Payment

All activities performed by Grantee pursuant to this grant agreement must be performed in accordance with the terms of this grant agreement, as determined in the sole discretion of MDH's Authorized Representative. Furthermore, all activities performed by Grantee must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. MDH will not pay Grantee for work that MDH determines is noncompliant with the terms and conditions of this grant agreement or performed in violation of federal, state, or local law, ordinance, rule, or regulation.

6. Ownership of Equipment and Supplies

6.1 **Equipment.** "Equipment" is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000. MDH shall have the right to require transfer of all Equipment purchased with grant funds (including title) to MDH or to an eligible non-State party named by MDH. MDH may require the transfer of Equipment if the grant program is transferred to another grantee. At the end of this grant agreement, grantee must contact MDH's Authorized Representative for further instruction regarding the disposition of Equipment.

6.2 **Supplies.** "Supplies" is defined as all tangible personal property other than those described in the definition of Equipment. Grantee must notify MDH's Authorized Representative regarding any remaining Supplies with an aggregate market value of \$5,000 or more for further instruction regarding the disposition of those Supplies. For the purpose of this section, Supplies includes but is not limited to computers and incentives.

7. Authorized Representatives

7.1 MDH's Authorized Representative

MDH's Authorized Representative for purposes of administering this grant project agreement is **Sandra Hanson, Public Health Emergency Preparedness Section Manager, MN Department of Health**, (651) 201-3619, sandra.hanson@state.mn.us, or their successor, and has the responsibility to monitor Grantee's performance and the final authority to accept the activities performed under this grant project agreement. If the activities performed are satisfactory, MDH's Authorized Representative will certify acceptance on each invoice submitted for payment.

7.2 Grantee's Authorized Representative

Grantee's Authorized Representative is **Nina Arneson, CHS Administrator, 651-385-6115**, nina.arneson@co.goodhue.mn.us, or their successor. Grantee's Authorized Representative has full authority to represent Grantee in fulfillment of the terms, conditions, and requirements of this agreement. If Grantee selects a new Authorized Representative at any time during this grant project agreement, Grantee must immediately notify MDH's Authorized Representative.

8. Termination

8.1 Termination by the MDH or Grantee

MDH or Grantee may cancel this grant project agreement at any time, with or without cause, upon 30 days' written notice (e.g. by mail, email, or both) to the other party.

8.2 Termination for Cause

If Grantee fails to comply with the provisions of this grant project agreement, MDH may terminate this grant project agreement without prejudice to the right of MDH to recover any money previously paid. The termination shall be effective five business days after MDH sends written notice (e.g. mail, email, or both) of termination to Grantee.

8.3 Termination for Insufficient Funding

MDH may immediately terminate this grant project agreement if it does not obtain funding from the Minnesota Legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this grant project agreement. Termination must be by written notice to Grantee; e.g., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available. MDH will not be assessed any penalty if this grant project agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide the Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

8.4 Termination by Commissioner of Administration

The Commissioner of Administration may unilaterally and immediately cancel this grant agreement if, in the Commissioner's sole discretion, further performance does not serve MDH's purposes or is not in the best interests of the State of Minnesota.

9. Publicity

Any publicity given to the program, publications, or activities performed from this grant project agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee or its employees individually or jointly with others, or any subgrantees, must identify MDH as a sponsoring agency. If publicity is not specifically authorized under this grant project agreement, Grantee must obtain prior written approval from MDH's Authorized Representative. As federal funding is being used for this grant project agreement, the federal program must also be recognized.

10. Clerical Error

Notwithstanding the Master Grant Contract Agreement, MDH reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of the Grant Project Agreement without executing an amendment. MDH must inform Grantee of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

11. Voter Registration Services Requirement

If this grant project agreement will disburse any state funds (as indicated on the Award Cover Sheet); AND grantee is a local unit of government, city, county, township, Tribal Nation or non-profit organization, then Grantee is required to comply with [Minn. Stat. § 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

12. Incentives

When included in the approved Work Plan and or Budget, the following language applies.

12.1 **Handling of Incentives.**

Grantee is required to have policies and procedures in place addressing the purchasing, security, distribution, and asset tracking of incentives. All grantee staff involved in the purchase, distribution, security, and reconciling of incentives must be trained on the grantee's policies and procedures prior to the grantee placing any order for incentives. Those policies and procedures must, at a minimum, include the following:

12.2 **Separation of duties**

- a) More than one Grantee staff person must be involved in the management and handling of the incentives.
- b) The Grantee staff who authorizes the purchase of incentives must not have sole physical access to the incentives.
- c) The Grantee staff who will have physical access to the incentives cannot have sole access to modify the incentives records.
- d) Handoff of incentive from one person to another must be documented.

12.3 **Distribution of Incentives** *(incentives may only be used for approved purposes by MDH)*

- a) Only one incentive can be given to an individual per occurrence/event.
- b) Undistributed incentives must always be kept in a secure location. Incentive instruments must never be stored in any personal homes, they must always be securely stored in the grantee's business space.
- c) Grantee will purchase and have on hand no more than three months' worth of incentives at any given time. The three months' worth must be based off the most currently approved workplan. All incentives must be distributed prior to grantee purchasing additional incentives.
- d) Grantee will be responsible for the costs of any incentives that remain undistributed at the end of the grant agreement.
- e) If MDH provided the grantee with the incentives, the return of undistributed incentives to MDH must occur in person with the State's Authorized Representative within 30 calendar days of the grant expiration date. If in-person return is not possible, the grantee must return undistributed incentives via courier or via US Mail that requires signatures and a tracking number within 30 calendar days of the grant expiration date.
- f) The tracking log must be returned separately from the physical cards. Electronic return is the preferred method for the tracking log.

12.4 **Incentive tracking documentation.**

The tracking documentation the Grantee must maintain must not contain any private data.

The tracking system must record the following:

- a) Number of incentives on hand, including starting balance and any additional incentives purchased.
- b) Description of the incentives
- c) Quantity of incentive(s) distributed to each participant.

- d) The last four digits of any pre-paid card number
- e) Value/amount
- f) A unique non-identifiable data point for each participant (e.g. case number, file number),
- g) Date participant received incentive(s), and
- h) Signature of Grantee staff member providing incentive(s) to participant(s)

12.5 Reconciliation.

At least two different Grantee staff must reconcile the incentives at least quarterly. The Grantee staff conducting the reconciliation must not also be the handlers of the incentives. The reconciliation must include the dates and signature of the two people who perform the reconciliation. Grantee must submit the reconciliation documentation to the State's Authorized Representative no less than two weeks after each reconciliation.

12.6 Subcontracting/Subgranting.

The Grantee must communicate and verify that their subcontracts/subgrants will only use incentives for MDH approved purposes. The Grantee will be responsible for monitoring, oversight, and reconciliation of any incentives that its subcontractors or subgrantees purchase and distribute and will include this same language in any of its subgrants or subcontracts that it enters as part of its work for MDH.

12.7 Lost or stolen incentives.

The Grantee bears all financial responsibility for any unaccounted for, lost, or stolen incentives.

12.8 Invoicing.

If the Grantee purchased the incentives themselves, the Grantee must only invoice MDH for the incentives after they've been distributed.

12.9 Failure to Comply.

For grantees who do not have effective written policies and procedures in place before purchasing incentives, MDH reserves the right to withhold payment and or request reimbursement in the amount equal to the unallowable costs. Withheld payments will be released when the grantee provides documentation to MDH that it has written effective policies and procedures in place. Grantees who do not comply with this requirement may be subject to increased monitoring and will be offered technical assistance. MDH also reserves the right to terminate a grant agreement for failure to comply with these requirements.

[Signatures on following page]



APPROVED:

1. State Encumbrance Verification

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


Signature: Christina Mish Digitally signed by Christina Mish
 Date: 2023.12.06 13:20:59 -06'00'

Signature: _____
 240059/3-108782/REQ 10151

SWIFT Contract & Initial PO: _____

2. Grantee

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

Signature:  Signature: _____
DocuSigned by: BDDCC885466E478...
 Title: HHS Director Title: _____
 Date: 12/20/2023 | 9:42:45 AM CST Date: _____

Signature: _____ Signature: _____
 Title: _____ Title: _____
 Date: _____ Date: _____

3. Minnesota Department of Health

Grant agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§ [16A.15](#) and [16C.05](#).

Signature: Paula Naughton Digitally signed by Paula Naughton
 (with delegated authority) Date: 2023.12.20 08:51:00 -08'00'

Signature: _____
 Title: Director, Office of Grants and Contracts Title: _____
 Date: 12/20/2023 | 8:51:00 AM PST Date: _____

Distribution:

All parties on the DocuSign envelope will receive a copy of the fully executed grant agreement.

Exhibit A – Grantee’s Activities/ Scope of Work:

1. The purpose of this funding is to support a robust response to emergencies through planning, training, exercises, and response at the local level. Grant activities will align with the approved areas of focus:
 - **Workforce Capacity.** This could include, but is not limited to, increasing staff capacity, expanding disciplines working in preparedness, workforce training on response roles and use of the Incident Command System, staff-focused Mental and Behavioral Health, and staff training related to community engagement/community organizing.
 - **Sustainability.** This could include, but is not limited to, developing MOUs, MOAs, or Mutual Aid; reviewing, updating, or developing policies and plans, developing policies for regularly updating contact lists, expanding use of technology platforms to support public health emergency preparedness, response, and recovery, relationship development with community partners, community engagement, and engaging new Mental and Behavioral Health Partners.
 - **Health Equity.** This could include, but is not limited to, assessment of preparedness health equity planning, developing a Health Equity Action Plan, health equity related trainings for staff, and including health equity in preparedness, response, and recovery plans and engaging new partners.
 - **Communication.** This could include, but is not limited to, plans addressing risk communication and social media, communication pathways and other communication strategies; training and conducting exercises for managing misinformation and the Public Information Officer role and responsibilities, and community engagement.
2. Grantee shall complete, and update as necessary, a detailed workplan including planned activities for MDH approval. Any changes made to the original proposal must be reviewed and approved by MDH.
3. Grantee shall complete a proposed budget by the date provided by MDH. Any revisions to the original budget must be reviewed and approved by MDH.
4. Grantee shall provide requested financial and programmatic reporting information by the dates provided by MDH.]