

**GOODHUE COUNTY
HEALTH & HUMAN SERVICES (GCHHS)**



REQUEST FOR BOARD ACTION

Requested Board Date:	October 21, 2025	Staff Lead:	Ruth Greenslade
Consent Agenda:	☒ Yes ☐ No	Attachments:	☒ Yes ☐ No
Action Requested:	Approve Statewide Health Improvement Partnership grant project agreement.		

BACKGROUND:

Minnesota lawmakers created the Statewide Health Improvement Partnership (SHIP) grant in 2008 to invest in preventing chronic diseases, part of a bipartisan effort to control future health care costs.

The activities required by Minnesota Department of Health (MDH) are shown in the attachment, in Exhibit A: these funds can be used to “plan, implement and evaluate effective, sustainable, community-driven policy, system, and environmental change strategies that promote Commercial Tobacco-Free Living, Healthy Eating, Active Living, and Mental Wellbeing.”

Note, GCHHS aims to align substance use prevention strategies across funding. For example, a public health educator position is funded .80 FTE SHIP and 0.20 FTE from the new Cannabis and Substance Use Prevention (CSUP) grant in Year 1. SHIP funding is limited by statute to commercial tobacco, while CSUP funds are more flexible, allowing this staff member to address both nicotine and cannabis in schools.

This agreement covers a 5-year period from November 1, 2026 through October 31, 2030.

BUDGET PERIOD

Year 1, November 1, 2025 through October 31, 2026
Year 2, November 1, 2026 through October 31, 2027
Year 3, November 1, 2027 through October 31, 2028
Year 4, November 1, 2028 through October 31, 2029
Year 5, November 1, 2029 through October 31, 2030

AWARD

\$172,481.00
To be listed in funding letter
To be listed in funding letter
To be listed in funding letter
To be listed in funding letter

RECOMMENDATION:

HHS staff recommends authorizing approval of the grant project agreement.

Minnesota Department of Health

Grant Project Agreement Cover Sheet

You have received a Grant Project Agreement from the Minnesota Department of Health (MDH). 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: Fred Ndip, Office of Statewide Health Improvement Initiatives, Community Initiatives Supervisor, fred.ndip@state.mn.us.

CHB SWIFT Information	Grant Project Agreement Information	Program & Funding Information
Name of CHB: (as it appears in SWIFT): Goodhue County Health and Human Services	SWIFT Contract Number: 276779	MDH Program Name: SHIP
SWIFT Vendor Number: 0000197327 SWIFT Vendor Location Code: 001	Effective Date: November 1, 2025, OR the date all signatures are collected, and the agreement is fully executed, whichever is later. Expiration Date: October 31, 2030	Total State Grant Funds: \$172,481.00 Total Grant Funds (<i>all funds</i>): \$172,481.00

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](#), [144.0742](#) and [145.986](#).
2. MDH and Grantee have entered into Master Grant Agreement number 12-700-00074 (“Master Grant Agreement”) effective January 1, 2025, or subsequent Master Grant Agreements, 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.

Grant Project Agreement

1. Incorporation of Master Grant Agreement

All terms and conditions of the Master Grant Agreement are hereby incorporated by reference into this Grant Project Agreement.

2. Term of Agreement

2.1 *Effective date*

November 1, 2025, 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. No costs may be incurred prior to the Grant Project Agreement being fully executed.

2.2 *Expiration date*

October 31, 2030, 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. Award and Payment

MDH will award funds to Grantee for activities performed in accordance with this Grant Project Agreement.

4.1 ***Grant Award***

Reimbursement will be in accordance with the agreed-upon budget contained in Exhibit B, which is attached and incorporated into this Grant Project Agreement.

4.2 ***Administrative Costs***

Grantee agrees that administrative costs must be necessary and reasonable as a condition of this Grant Project Agreement pursuant to [Minn. Stat. § 16B.98](#), subd 1. Administrative costs will be reimbursed in accordance with the agreed upon budget.

4.3 ***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 listed under "Total Obligation."

4.4 ***Total Obligation***

The total obligation of MDH for all compensation and reimbursements to Grantee under this Grant Project Agreement will not exceed the amount listed in Exhibit B, plus amounts listed in future funding letters sent to Grantee for this grant agreement.

4.5 ***Terms of Payment***

4.5.1 ***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.

4.5.2. **Matching Requirements**

Grantee certifies that the following matching requirement, for the grant, will be met by Grantee: A local match of ten percent of the total SHIP funding allocation must be provided and documented. Grantee shall record the match on their monthly invoices. Grantee is required to send source documentation of the local match on their first invoice containing recorded local match.

5. **Conditions of Payment**

All activities performed by Grantee pursuant to this Grant Project Agreement must be performed in accordance with the terms of this Grant Project 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. Applicable state laws include, but are not limited to, the Minnesota Human Rights Act ([Minn. Stat. ch. 363A](#)) which prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, gender, identity, sexual orientation, age, marital status, public assistance status, familial status, and disability. MDH will not pay Grantee for work that MDH determines is noncompliant with the terms and conditions of this Grant Project Agreement or performed in violation of federal, state, or local law, ordinance, rule, or regulation.

6. **Requirements for Other Legal Agreements**

- 6.1 Grantee must utilize a formal legal agreement if it engages with another party to carry out a portion of the activities listed in this Grant Project Agreement. Grantee must provide timely notice to MDH of any such agreement prior to the other party/ies performing work under this Grant Project Agreement. Such notice must include the name of the other party; description of the activities to be performed; dates activities will be performed; and the total budget.
- 6.2 Grantee must monitor the activities of the other party/ies to ensure funds are used for authorized purposes; is in compliance with the terms and conditions of the legal agreement, [Minn. Stat. § 16B.97](#), subd. 4(a)(1), and other relevant statutes and regulations; and that performance goals are achieved.
- 6.3 If MDH becomes aware of unsatisfactory performance and or noncompliance, MDH reserves the right to require Grantee to terminate the legal agreement with the other party.
- 6.4 No legal agreement with any other party shall terminate or in any way affect the legal responsibility of the Grantee to MDH for timely and satisfactory performance of the Grant Project Agreement.
- 6.5 Grantee and the other party must not enter into a legal agreement with vendors who are suspended or debarred by the State of Minnesota or the federal government. The list of debarred vendors in Minnesota is available at: [Suspended/Debarred Vendors \(https://mn.gov/admin/osp/government/suspended-debarred/\)](#). The list of suspended and debarred entities by the federal government is available at [www.sam.gov](#).

7. **Authorized Representatives**

7.1 **MDH's Authorized Representative**

MDH's Authorized Representative for purposes of administering this Grant Project Agreement is Fred Ndip, Office of Statewide Health Improvement Initiatives, Community Initiatives Supervisor, 625 Robert Street N, PO Box 64975, St. Paul, MN, 55164-0975, fred.ndip@state.mn.us, 651-431-2449, 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, 426 West Avenue, Red Wing, MN, 55066, 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. Ownership of Equipment and Supplies

8.1 ***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 \$10,000. 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 Project Agreement, Grantee must contact MDH's Authorized Representative for further instruction regarding the disposition of Equipment.

8.2 ***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 \$10,000 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.

9. Publicity

Any publicity given to the program, publications, or activities performed from this Grant Project Agreement, including, but not limited to, websites, social media platforms, 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.

10. Clerical Error

Notwithstanding the Master Grant 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. Incentives

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

11.1 *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 provisions outlined in this section.

11.2 *Separation of duties*

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

11.3 *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 Project Agreement.
- e) If MDH provided the grantee with the incentives, the return of undistributed incentives to MDH must occur in person with MDH'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.

11.4 *Incentive tracking documentation*

The tracking documentation the Grantee is required to 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).

11.5 ***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 MDH's Authorized Representative no less than two weeks after each reconciliation.

11.6 ***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.

11.7 ***Lost or stolen incentives***

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

11.8 ***Invoicing***

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

11.9 ***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 Project Agreement for failure to comply with these requirements.

12. Suspension for Insufficient Funding.

In the event of temporary lack of funding or appropriation, MDH may suspend its obligations under this Grant Project Agreement without terminating it. This suspension will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Project Agreement. MDH will not be assessed any penalty if the Grant Project Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

- 12.1 Grantee will be notified in writing of the temporary suspension, and Grantee's ability to perform under the Grant Project Agreement will be suspended during this period. MDH will provide reasonable notice to Grantee of the lack of funding or appropriation and shall notify Grantee once funding is restored or appropriated, and at MDH's discretion, performance under the Grant Project Agreement may resume.
- 12.2 MDH may convert the suspension for insufficient funding to termination under clause 14.3. upon written notice to Grantee.
- 12.3 Grantee may reject MDH's suspension for insufficient funding by written response to the notice of suspension. If Grantee rejects suspension, the notice of suspension shall be effective as a notice of termination under clause 14.3 with the same effective date as was provided for the suspension.

13. Termination

13.1 *Termination by MDH or Grantee*

MDH or Grantee may terminate this Grant Project Agreement without cause, with at least 21 calendar days' written notice (i.e., by mail, email, or both) to the other party. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed.

13.2 *Termination for Cause*

MDH may immediately terminate this Grant Project Agreement if MDH finds there has been a failure to comply with the provisions of this Grant Project Agreement, that timely progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled. MDH 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.

13.3 *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 sources; 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; i.e., 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 Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

13.4 ***Termination by Commissioner of Administration***

The Commissioner of Administration may immediately and unilaterally terminate this Grant Project Agreement if further performance under the agreement would not serve MDH's purposes or performance under the Grant Project Agreement is not in the best interests of the State of Minnesota.

Exhibits

The following Exhibits are attached and incorporated into this Grant Project Agreement. In the event of a conflict between the terms of this Grant Project Agreement and its Exhibits, or between Exhibits, the order of precedence is first the Grant Project Agreement, and then in the following order:

1. Exhibit A – Grantee's Activities / Scope of Work
2. Exhibit B – Grantee's Budget

[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: Rachel LeBlanc Digitally signed by Rachel LeBlanc
Date: 2025.09.18 13:13:48 -05'00'

SWIFT Contract & Initial PO: 276779/3000127343/REQ 2297_30

2. Grantee

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

Signature: _____ Signature: _____

Title: HHS Director Title: _____

Date: _____ Date: _____

Signature: _____ Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

1. 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: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:

All parties on the DocuSign envelope will receive a copy of the fully executed Grant Project Agreement.

Exhibit A – Grantee’s Activities / Scope of Work

Grantee is expected to perform the following activities. Modifications to Exhibit A must be discussed with MDH. MDH will communicate, in writing, with Grantee as to whether modifications are approved or require a formal grant amendment.

Activity/Work Plan	Responsible Position	Completion Date
In compliance with the work plan requirements by funding Tier listed in the SHIP Implementation Guide, Grantee will plan, implement and evaluate effective, sustainable, community-driven policy, system, and environmental change strategies that promote Commercial Tobacco-Free Living, Healthy Eating, Active Living, and Mental Wellbeing in the SHIP settings (Active Living in Community Settings, Food Access in Community Settings, Commercial Tobacco-Free in Community Settings, Healthcare, Workplace, Schools, Child Care) to advance health equity and reduce chronic disease risks in their communities.	Local Public Health SHIP Staff	November 1, 2025 - October 31, 2030
Grantee shall develop an annual Work Plan in accordance with the SHIP requirements by funding Tier. Work Plan shall include, but is not limited to, the components listed in the Work Plan template provided by MDH in the SHIP Information System (SIS). Grantee shall submit work plan and any modifications, to MDH, as specified by MDH, for review and approval by MDH prior to the utilization or dissemination of Work Plan.	Local Public Health SHIP Staff	Initial Work Plan due to state by November 1, 2025, and then sent as a component of the Biannual report due April 30 and October 1 each grant year.
Grantee shall develop an annual Budget in accordance with the SHIP requirements by funding Tier. Budget shall include, but is not limited to, the components listed in the Budget template provided by MDH, for review and approval by MDH prior to the utilization or dissemination of grant funds.	Local Public Health SHIP Staff	November 1, 2025, and then as a component of the Biannual report due April 30 and October 1 each grant year.
Grantee is required to adhere to guidance and requirements listed in the SHIP Implementation Guide.	Local Public Health SHIP Staff	Ongoing

Activity/Work Plan	Responsible Position	Completion Date
Grantee will contact MDH if Grantee is no longer able to fulfill a work plan activity and Grantee must request approval before pursuing any additional activities not described in the original work plan. If Grantee fails to complete grant deliverables in a satisfactory manner, MDH has the authority to withhold further funds.	Local Public Health SHIP Staff	Ongoing
Grantee will designate or hire a SHIP project coordinator at .75 FTE or equivalent for Tier I Grantees and 1.00 FTE or equivalent for Tier 3 Grantees.	Local Public Health SHIP Staff	Ongoing
Designate a SHIP staff person to facilitate evaluation tasks and communicate with MDH evaluation staff and contractors.	Local Public Health SHIP Staff	Ongoing
Grantee will designate, hire, or contract project, fiscal, and administrative staff with the appropriate training and experience to implement all SHIP activities and to fulfill payroll, accounting, and administrative functions.	Local Public Health SHIP Staff	Ongoing
Grantee will participate in regularly scheduled calls and meetings with community specialists.	Local Public Health SHIP Staff	Ongoing
Grantee will participate in MDH-sponsored technical assistance calls, webinars and trainings.	Local Public Health SHIP Staff	Ongoing
Grantee will attend MDH-sponsored conferences, meetings and in-person trainings.	Local Public Health SHIP Staff	Ongoing
Grantee will comply with MDH product approval outlined in the SHIP Communications Guide.	Local Public Health SHIP Staff	Ongoing
Grantee will allow MDH and others to use any products or materials produced with SHIP funds	Local Public Health SHIP Staff	Ongoing
In accordance with Minn. Stat. § 16B.98, subd. 5(d), Grantee must clearly post on Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees this Grant Project Agreement on behalf of the Grantee.	Local Public Health SHIP Staff	Ongoing

Activity/Work Plan	Responsible Position	Completion Date
Any digital materials created, and shared outside of the grantee's organization, Grantee is required to comply with State of Minnesota's Digital Accessibility Standard. This requirement flows down to any subcontractors and or any third-party entity the Grantee may utilize and compensate with MDH grant funds. The statewide Standard can be viewed online at Accessibility Policies & Standards / Minnesota IT Services	Local Public Health SHIP Staff	Ongoing

Grantee is subject to a variety of compliance activities, as outlined below.

Report Type	Reporting Period / Frequency	Due to MDH
Progress Report(s)	Bi-annual reports due April 30 and October 1 of each grant year. Annual Report due November 30 of each grant year. Components of reports will be communicated to Grantees.	April 30, October 1, November 30 of each grant year
Assessment and Prioritization	Adhere to Assessment and Prioritization requirements listed in the SHIP Implementation Guide.	November 1, 2025/May 1, 2027
Invoice(s)	Submit invoices monthly, Invoices are due 45 calendar days after the last day of the month being invoiced. *June Invoices are due 30 days after the last day of the month	45 calendar days after the end of the reporting period*
Monitoring/On-Site Visit(s)	Grantee will participate in the annual monitoring site visit in compliance with <u>MDH Office of Grants Management Policy 08-10.</u>	MDH will contact Grantee with additional information.
Future Work Plans	Grantee shall submit future Work Plans to MDH in the SHIP Information System (SIS), subject to review and written approval by MDH.	A component of Biannual reports due April 30 and October 1 of each grant year

Report Type	Reporting Period / Frequency	Due to MDH
Future Budgets	Grantee shall submit future Budgets in the SHIP Information System (SIS), subject to review and written approval by MDH.	A component of Biannual reports due April 30 and October 1 of each grant year
Reporting Required 10% Local Match	Ensure that a local match equaling at least ten percent of the total funding award is provided and documented on the monthly invoice. Source documentation must accompany the first invoice that contains a recording of local match.	Ongoing
Supplanting	Ensure SHIP funding does not supplant work funded through other sources. Grantees must use funds to develop new activities, expand or modify current activities or replace discontinued state, federal or third-party funds that work to reduce commercial tobacco use and exposure, poor diet and inactivity.	Ongoing

Exhibit B – Grantee’s Budget

The budget shown below is for reference only and is non-binding.

Category	Year 1 November 1, 2025 – October 31, 2026
Salary/Fringe	\$ 150,005.00
Equipment	\$0.00
Supplies	\$ 50.00
Travel	\$ 802.16
Contractual	\$ 10,000.00
Other	\$ 1,125.00
Subtotal	\$ 161,982.16
Indirect (if allowed)	\$ 10,498.84
Total	\$ 172,481.00

Grantee’s Indirect Cost Rate for this Grant Project Agreement is as follows. MDH will notify Grantee, in writing, if the rate allowed changes and the effective date of such change.

☒ Indirect costs are allowed by Funder (select ONE):

☒ Grantee requesting to use other rate, not to exceed the federal de minimis rate:

Rate: 6.48%

Future Budget Period Date(s)	Budget Amount
<i>November 1, 2026 – October 31, 2027</i>	<i>To be listed in funding letter</i>
<i>November 1, 2027 – October 31, 2028</i>	<i>To be listed in funding letter</i>
<i>November 1, 2028 – October 31, 2029</i>	<i>To be listed in funding letter</i>
<i>November 1, 2029 – October 31, 2030</i>	<i>To be listed in funding letter</i>

Grantee shall reference annual funding letter from MDH indicating future budget period(s) and awarded amount(s).

Match Funds

A local match of 10% is required for SHIP funding awards.

Year 1 SHIP Match \$17,248.10

Future Budget Period Date(s)	Match Amount
<i>November 1, 2026 – October 31, 2027</i>	<i>To be listed in funding letter</i>
<i>November 1, 2027 – October 31, 2028</i>	<i>To be listed in funding letter</i>
<i>November 1, 2028 – October 31, 2029</i>	<i>To be listed in funding letter</i>
<i>November 1, 2029 – October 31, 2030</i>	<i>To be listed in funding letter</i>

Certificate Of Completion

Envelope Id: 2DA46D40-5CC5-4475-A729-C87F015B5253

Status: Sent

Subject: REQ 2297_30 GA SHIP Grant Agreement with Goodhue County

Source Envelope:

Document Pages: 16

Signatures: 0

Envelope Originator:

Certificate Pages: 2

Initials: 0

Diane M Lauren

AutoNav: Enabled

625 Robert St. N

Envelopeld Stamping: Enabled

PO Box 64975

Time Zone: (UTC-06:00) Central Time (US & Canada)

St. Paul, MN 55164

Diane.Lauren@state.mn.us

IP Address: 156.98.136.30

Record Tracking

Status: Original

Holder: Diane M Lauren

Location: DocuSign

9/24/2025 8:47:34 AM

Diane.Lauren@state.mn.us

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Department of Health

Location: Docusign

Signer Events

Signature

Timestamp

Nina Arneson

nina.arneson@co.goodhue.mn.us

HHS Director

Security Level: Email, Account Authentication
(None)

Sent: 9/24/2025 8:54:37 AM

Viewed: 10/3/2025 12:11:37 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

MDH Delegated

Health.delegated_signature@state.mn.us

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Diane M Lauren

Diane.Lauren@state.mn.us

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via Docusign

MDH Encumbrance

health.encumbrance@state.mn.us

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/24/2025 8:54:37 AM
Payment Events	Status	Timestamps