

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



REQUEST FOR BOARD ACTION

Requested Board Date:	September 20, 2022	Staff Lead:	Ruth Greenslade
Consent Agenda:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Attachments:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Action Requested:	Approve Statewide Health Improvement Partnership (SHIP) grant project agreement.		

BACKGROUND:

Goodhue County Health and Human Services received Statewide Health Improvement Partnership funds during SHIP 1 from 2009-2011, did not receive funds during SHIP 2, and then again received a SHIP 3 planning grant from 2013-2014 (8 months), and a SHIP 3 implementation grant from 2014-2015 (16 months). In August 2014, our SHIP program officially rebranded as [“Live Well Goodhue County.”](#) This grant through the Minnesota Department of Public Health (MDH) will continue this work. The Minnesota Department of Health approved from 2020-2022 to allow SHIP funding to go towards COVID Response. Year 3, 4 and 5 will resume with the original grant duties.

This grant project agreement covers a 5-year period from November 1, 2022 through October 31, 2027

BUDGET PERIOD

AWARD

Year 1, November 1, 2020 through October 31, 2021	\$177,598.00
Year 2, November 1, 2021 through October 31, 2022	\$177,598.00
Year 3, November 1, 2022 through October 31, 2023	\$177,598.00
Year 4, November 1, 2023 through October 31, 2024	\$177,598.00
Year 5, November 1, 2024 through October 31, 2025	\$177,598.00

*The award amounts for years 3 through 5 are contingent on continued funding from the Minnesota state legislature.

RECOMMENDATION:

HHS staff recommends authorizing approval of the grant project agreement.



Protecting, Maintaining and Improving the Health of All Minnesotans

August 16, 2022

Nina Arneson
 CHS Administrator
 Goodhue County Health and Human Services
 426 West Avenue
 Red Wing, MN 55066

Dear Ms. Arneson:

We are pleased to inform you that the Goodhue County Health and Human Services has been approved for funding by the Minnesota Department of Health (MDH) for the Statewide Health Improvement Partnership (SHIP) grant.

A Grant Amendment for Years 3-5 is attached for signature. An annual budget and work plan must be approved by MDH by November 1 of each year and will be incorporated into the Grant Project Agreement by reference. Funding is contingent on legislative approval each biennium and MDH reserves the right to change funding amounts based on the total appropriated to SHIP each biennium. Please see the funding period and award in the table below:

BUDGET PERIOD	AWARD
Year 1, November 1, 2020 through October 31, 2021	\$177,598
Year 2, November 1, 2021 through October 31, 2022	\$177,598
Year 3, November 1, 2022 through October 31, 2023	\$177,598
Year 4, November 1, 2023 through October 31, 2024	\$177,598
Year 5, November 1, 2024 through October 31, 2025	\$177,598

We look forward to working with you on our mutual goals of supporting community-driven solutions to expand opportunities for active living, healthy eating, commercial tobacco-free living, and well-being.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristine Igo'.

Kristine Igo, Director
 Office of Statewide Health Improvement Initiatives
 85 East Seventh Place, P.O. Box 64882
 St. Paul, Minnesota 55164-0882
www.health.state.mn.us

Enclosure: Grant Amendment



Amendment #2 for Grant Project Agreement # 183590
Between the Minnesota Department of Health and Goodhue County Health and Human Services

Minnesota Department of Health Grant Project Agreement Amendment 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.

DATE: November 1, 2022

ATTACHMENT: Amendment

CONTACT FOR MDH: Fred Ndip, 651-431-2449, fred.ndip@state.mn.us

Grantee SWIFT Information	Grant Project Agreement Information	Funding Information
Name of MDH Grantee: Goodhue County Health and Human Services	Grant /Project Agreement Number: 183590	Total Grant Funds (all funding sources): \$887,990.00
Grantee SWIFT Vendor Number: 0000197327	Period of Performance Start Date: 11/1/2020	Total State Grant Funds: \$887,990.00
SWIFT Vendor Location Code: 001	Period of Performance End Date: 10/31/2025	Total Federal Grant Funds: \$0.00



Minnesota Department of Health Community Health Board Grant Project Agreement Amendment

Grant Project Agreement Start Date:	11/1/2020	Current Project Amendment Amount	\$532,794.00
Original Grant Project Agreement Expiration Date:	10/31/2025	Original Grant Project Agreement Amount:	\$177,598.00
Current Grant Project Agreement Expiration Date:	10/31/2025	Previous Project Amendment(s) Total:	\$177,598.00
Requested Grant Project Agreement Expiration Date:	N/A	Requested Total Grant Project Agreement Amount:	\$887,990.00

This Grant Project Agreement Amendment is between the State of Minnesota, acting through its Commissioner of the Minnesota Department of Health (hereinafter “MDH”) and Goodhue County Health and Human Services, 426 West Ave., Red Wing, MN 55066 (hereinafter “Grantee”).

Recitals

1. MDH has a grant project agreement with Grantee identified as 183590 (“Original Grant Project Agreement”) to address the leading preventable causes of illness and death such as commercial tobacco use or exposure, poor diet, and lack of regular physical activity, and other issues as determined by the commissioner through the statewide health assessment.
2. The Original Grant Project Agreement is being amended to add funding for Years 3 through 5.
3. MDH and Grantee are willing to amend the Original Grant Project Agreement as stated below.

Grant Project Agreement Amendment

Amended or deleted grant project agreement terms will be ~~struck out~~, and the added grant project agreement terms will be underlined.

REVISION 1. Clause 3. “Grantee’s Duties and Responsibilities” is amended as follows:

General. Grantee must:

1. Work with State to finalize Grantee's yearly work plan and budget. The annual budget and work plan must be approved in writing by State by November 1 of each year. The Year 2 work plan will be submitted in two phases: November 1, 2021-April 30, 2022, to be approved by November 1, 2021, and May 1, 2022-October 31, 2022, to be approved by May 1, 2022. If the work plan is not approved by the due date, Grantee cannot perform work under this agreement.
2. Perform the activities in the approved work plan.
3. Grantee will contact State 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, State has the authority to withhold further funds.
4. Designate or hire a full-time SHIP project coordinator or equivalent. The Grantee’s budget must include a minimum of one FTE to coordinate the activities of the grant.
5. Designate a SHIP staff person to facilitate evaluation tasks and communicate with State evaluation staff and contractors.



6. 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.
7. Participate in site visits and grant reconciliation processes with State.
8. Participate in regularly scheduled calls and meetings with State community specialists.
9. Participate in State-sponsored technical assistance calls, webinars and trainings.
10. Attend State-sponsored conferences, meetings and in-person trainings.
11. Comply with State product approval outlined in the *SHIP Communications Guide*.
12. Allow State and others to use any products or materials produced with SHIP funds.

Reporting

1. Participate in all required evaluation activities as outlined in the SHIP Application.
2. Completed progress and evaluation reports will be due quarterly for Years 1-2 (November 1, 2020-October 31, 2022, and biannually for Years 3-5 (November 1, 2022-October 31, 2025). The schedule for quarterly and biannual reporting is provided below. The State will provide guidance regarding the required content of the reports.

Quarterly Reporting Period	Report Submission Due Date
November 1 – January 31	February 28
February 1 – April 30	May 30
May 1 – July 31	August 30
August 1 – October 31	November 30
<u>Biannual Reporting Period</u>	<u>Report Submission Due Date</u>
<u>November 1 – April 30</u>	<u>May 30</u>
<u>May 1 – October 31</u>	<u>November 30</u>

Financial

1. Adhere to the request and approval process set forth by the State in the *SHIP Financial Guide*.
2. Obtain prior approval from the State for all ~~subcontracts or mini-grants~~ service contracts or community partner awards \$3,000 or more, significant changes in grant activities, changes of more than 10 percent to any budget line item, surveys and out-of-state travel.
3. Act in a fiscally-responsible manner, including following standard accounting procedures, charging the SHIP grant only for the activities stated in the grant agreement, spending grant funds responsibly, properly accounting for how grant funds are spent, maintaining financial records to support expenditures billed to the grant, and meeting audit requirements.
4. Ensure that a local match equaling at least ten percent of the total funding award is provided and documented.
5. Ensure that administrative costs are explained and justifiable. The State will accept up to the Grantee's current federally approved rate. If Grantee does not have a federally approved indirect cost rate, the State will accept an indirect rate of up to 10 percent of the total grant award.
6. Report to the State other funding sources, including grants from other sources, that are directed toward commercial tobacco, obesity and well-being, and have accounting systems in place to track SHIP-funded activities separately from activities funded through other sources.
7. Comply with the Minnesota Government Data Practices Act as it applies to all data created, gathered, generated, or acquired under the grant agreement.
8. Ensure SHIP funding does not supplant work funded through other sources. Use SHIP funds to develop new activities, expand or modify current activities that work to reduce commercial tobacco use and exposure, prevent obesity and increase well-being, and/or replace discontinued funds from the State, the federal government, or another third party previously used to reduce commercial tobacco use and exposure, prevent obesity and increase well-being. The Grantee may not use SHIP funds to



replace federal, state, local, or tribal funding Grantee currently uses to reduce commercial tobacco use and exposure, prevent obesity or increase well-being.

9. Adhere to the guidance set forth by MDH in the *Incentive Guidelines for MDH Grantees*. The Grantee may use grant funds to purchase incentive instruments in order to aid in meeting the goals and objectives of the grant agreement. The Grantee must have written effective policies and procedures on file before purchasing any incentive instruments. The Grantee is required to monitor and track incentive instruments. MDH reserves the right to inspect and review incentive instruments purchased and distributed, and related documents, as part of its monitoring oversight.

Lobbying

Ensure funds are not used for lobbying, which is defined as attempting to influence legislators or other public officials on behalf of or against proposed legislation. Providing education about the importance of policies as a public health strategy is allowed with SHIP funds. Education includes providing facts, assessment data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community. Lobbying restrictions do not apply to internal or non-public policies.

REVISION 2. Clause 4 (4.1a and 4.1b). “Consideration and Payment” is amended as follows:

(a) *Compensation*. The Grantee will be paid monthly, on a reimbursement basis for services performed and acceptance of such services by the State’s Authorized Representative, except the State reserves the right not to honor invoices that are submitted more than 30 days after the submission date specified.

Budget periods for the five years are as follows:

Year 1: November 1, 2020 – October 31, 2021	\$177,598.00
Year 2: November 1, 2021 – October 31, 2022	\$177,598.00
Year 3: November 1, 2022 – October 31, 2023	\$177,598.00 To Be Determined
Year 4: November 1, 2023 – October 31, 2024	\$177,598.00 To Be Determined
Year 5: November 1, 2024 – October 31, 2025	\$177,598.00 To Be Determined

(b) *Total Obligation*. The total obligation of the State for all compensation and reimbursements to the Grantee under this grant project agreement will not exceed \$887,990.00. ~~\$355,196.00~~.

REVISION 3. Clause 7 (7.1). “Authorized Representatives” is amended as follows:

7.1 State’s Authorized Representative. The State’s Authorized Representative for purposes of administering this grant project agreement is Fred Ndip, Supervisor, Community Initiatives Unit, Kristine Igo, Director, Office of Statewide Health Improvement Initiatives, 85 East Seventh Place, P.O. Box 64882, St. Paul, MN, 55164-0882, 651-431-2449, fred.ndip@state.mn.us, 651-201-5809, kris.igo@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee’s performance and the final authority to accept the services provided under this grant project agreement. If the services are satisfactory, the State’s Authorized Representative will certify acceptance on each invoice submitted for payment.

Except as amended herein, the terms and conditions of the Original Grant Project Agreement and all previous amendments remain in full force and effect. The Original Grant Project Agreement, and all previous amendments, are incorporated by reference into this amendment.



APPROVED:

1. State Encumbrance Verification

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

Signature: Charlotte Paulson Digitally signed by Charlotte Paulson
Date: 2022.08.16 11:01:31 -05'00'

SWIFT Contract & Initial PO: 183590/3-96569

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: _____

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 agreement.



Incentive Guidelines for MDH Grantees

Applicability:

This guidance applies to any MDH Grantee that has MDH approval to purchase and/or distribute incentives as part of its MDH grant activities. This applies to grants funded with State and/or Federal dollars.

This guidance also applies to any subgrants the Grantee enters into and the Grantee is responsible for monitoring its subgrantee in accordance with this guidance.

This guidance does not apply to any non-MDH funding the grantee may receive.

Rationale:

If a grantee is going to purchase and distribute incentives defined below, as part of its grant activities, it will be required to have written effective policies and procedures addressing the purchasing, distributing and security of incentives. The grantee must safeguard these incentives and ensure they are only used for authorized purposes. Incentives may be in various forms, including but not limited to, pre-paid gift cards, water bottles, stress balls, give-away items, and other reasonable items that can be associated with the programmatic goals and objectives of the project. Pre-paid gift cards are the same as having cash on hand and must be treated as such. The costs of incentives are to be reasonable¹ and in compliance with any grant agreement restrictions, terms, and conditions.

Definitions:

It's important to understand the difference between an incentive and a stipend. MDH differentiates the two as follows:

Incentives. Items purchased with grant funds; used to encourage participating in the specific grant program in order for the grantee to adequately fulfill the goals and objectives of the grant program.

Stipends. Payment given to an individual who provides work or service for the program itself, which benefits others. For example, a stipend given to advisory board members who spend two

¹ A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the grantee is predominantly federally funded. In determining reasonableness of a given cost, see 2 CFR 200.404.

INCENTIVES GUIDELINES FOR GRANTEES

hours/month per year helping develop and/or guide the program. Another example would be a peer mentor who goes out into the community to teach others about HIV/AIDS transmission and protection.

Roles and Responsibilities:

Grantee:

- Grantees must follow their current purchasing policies and procedures.
- Grantees must have, and follow, an asset tracking policy and procedure. Incentives are considered assets.
- Grantees must provide MDH with a copy of their purchasing and asset tracking policy and procedures before purchasing any incentives.
- Grantees must train grantee staff on purchasing and asset tracking policies and procedures.
- The grantee's asset tracking policy and procedure must include proper separation of duties:
 - More than one grantee staff person must be involved in the handling of the incentives.
 - The person authorizing the purchase of the incentives cannot have physical access to the incentives.
 - The people who will have physical access to the incentives cannot have access to modify records.
 - Unused incentive instruments must be safeguarded at all times.
- Grantees must use a tracking system that will document purchased and disbursed incentives. Tracking system can be kept electronically or in paper form, as long as it is compliant with these requirements. **The tracking system cannot contain any identifying and or private participant data.** The tracking system, provided by the MDH Grant Manager, must record the following:
 - Number of incentives on hand, including starting balance and any additional incentives purchased,
 - description of the incentive,
 - quantity of incentive(s) received by each participant,
 - identifying information of the incentive
 - if a gift card is used, include the last four digits of the card number,
 - if a gift card is not used, include, if possible, any other identifying information for each incentive, such as a serial number,
 - value/amount,
 - a unique non-identifiable data point for each participant (e.g. case number, file number),

INCENTIVES GUIDELINES FOR GRANTEES

- date participant received incentive(s), and
- signature of grantee staff member providing incentive(s) to participant. Grantees can determine how to capture staff signature on tracking form.
- Whenever possible at least two grantee staff must reconcile the incentives at least quarterly. This reconciliation confirms and certifies, through their signature, the purchasing, distribution, and on-hand inventory is correct. Grantees must submit the signed tracking form of incentives to MDH after each quarterly reconciliation.
- In the event purchased incentives cannot be fully distributed during the grant award period, the Grantee has two options, both of which must be discussed with their MDH Grant Manager prior to implementing either option:
 - Option A: Grantee can contact the vendor from whom the incentives were purchased to inquire about returning unused incentives for a refund or a credit to be used for future incentives purchases. Grantee should talk through this option with their MDH grant manager as the funding and/or an upcoming end date of the grant might not allow for a credit. Any credit must be used during the same grant agreement.
 - Option B: Grantee can refund MDH the value of any non-distributed incentives. Those incentives can then be used by the grantee in any way the grantee wants with no ties or responsibilities to MDH.
 - For example: Grantee has \$100 worth of Visa gift cards that were not distributed in the time frame allowed. Grantee wants to keep the incentives and use them for other activities not related to the MDH grant. Grantee must repay MDH the \$100 they were already reimbursed for those incentives and then the incentives become property of the Grantee who is free to use them for whatever they want.
- Option C: If MDH purchased incentives for the grantee to distribute, and there are incentives not yet distributed at the end the grant agreement, the grantee must return the remaining incentives to MDH within 30 days of the end of the grant agreement.

MDH:

- Informing grantees of any special restrictions, limitations or conditions that relate to the use of incentives in the grant agreement. Examples: including specific logos, not surpassing nominal value(s), ineligible incentives.
- Ensuring grantee followed their policies and procedures regarding purchasing and asset tracking.
- Reviewing, and monitoring, grantees use and tracking of the incentives. This includes ensuring grantee has completed quarterly incentive reconciliations.
- Taking appropriate action for non-compliance, which may include but not limited to, withholding grantee payment.

INCENTIVES GUIDELINES FOR GRANTEES

Related Information

1. Uniform Administrative Requirements, Cost Principles located at 2 CFR Part 200
2. Minnesota Office of Grants Management Policies
3. MDH Grant Agreement/Amendments

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 if and when the grantee provides documentation to MDH that it has written effective policies and procedures in place. Grantees who do not comply with these guidelines may be subject to increased monitoring and will be offered technical assistance. MDH also reserves the right to terminate a grant agreement.

Questions:

Questions regarding this guidance should be directed to your MDH Grant Manager.

Minnesota Department of Health
625 Robert Street N
PO Box 64975
St. Paul, MN 55164-0975

www.health.state.mn.us

To obtain this information in a different format, please send request to your MDH Grant Manager.

Certificate Of Completion

Envelope Id: 9307629384BB4612A7FB76AA7B5EDE19	Status: Sent
Subject: Please DocuSign: 183590-REQ_6513-AMD#2-Goodhue Co	
Source Envelope:	
Document Pages: 25	Signatures: 0
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Rhonda Bauer
Time Zone: (UTC-06:00) Central Time (US & Canada)	625 Robert St. N
	PO Box 64975
	St. Paul, MN 55164
	Rhonda.Bauer@state.mn.us
	IP Address: 156.98.136.27

Record Tracking

Status: Original	Holder: Rhonda Bauer	Location: DocuSign
8/23/2022 11:50:48 AM	Rhonda.Bauer@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	Sent: 8/23/2022 11:59:07 AM
nina.arneson@co.goodhue.mn.us	Viewed: 8/23/2022 12:02:14 PM
HHS Director	
Security Level: Email, Account Authentication (None)	
Electronic Record and Signature Disclosure:	
Not Offered via DocuSign	

MDH FiM with Delegated Authority to Execute Grants/Contracts

Signing Group: MDH FiM with Delegated Authority to Execute Grants/Contracts
 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

MDH FiM Encumbrance Office
 Health.FM-Grants-Contracts@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
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	8/23/2022 11:59:07 AM
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Payment Events	Status	Timestamps
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