



Date: April 25, 2020 - 11:30 a.m.

To: Legislative Advisory Commission Members

Senator Paul Gazelka
Senate Majority Leader

Representative Melissa Hortman
Speaker of the House

Senator Julie Rosen, Chair
Senate Finance Committee

Representative Lyndon Carlson, Sr., Chair
Ways and Means Committee


Senator Michelle Benson, Chair
HHS Finance Committee

Representative Tina Liebling, Chair
HHS Finance Committee

Senator Jim Abeler, Chair
Human Services Reform Committee

Representative Frank Hornstein, Chair
Transportation Finance Committee

Senator Scott Newman, Chair
Transportation Finance Committee

From: Myron Frans, Secretary Legislative Advisory Commission 

Subject: Urgent Review of Federal Funds – **TIME SENSITIVE REQUESTS**

I am contacting you today for two reasons:

First, we are requesting your immediate review and response of six requests for federal awards so that these federal funds can be distributed as soon as possible to support community needs in order to avoid waiting ten days for distribution.

Second, we want to schedule an opportunity to brief the legislature next week concerning other federal grants that require our attention and action in order to be deployed for their purposes as soon as possible.

The Coronavirus Aid, Relief and Economic Security Act (CARES Act), as well as other coronavirus related federal legislation, included several specific grant increases and new grant programs that will be distributed through state government agencies. These grants are in addition to the \$1.87 billion state award for the Coronavirus Relief Fund. Some of these targeted grants are primarily formula driven with local uses specified by the federal grant. State agencies are beginning to receive notice of these awards and we would like to deploy these resources to support the community as quickly as possible. We will work to arrange a time next week to provide a briefing to legislators about the various federal grants directed to the state of Minnesota.

Today I am submitting six requests to the Legislative Advisory Commission (LAC) for federal awards that we want to deploy quickly to support community needs under the provisions of Minnesota Statute 3.3005, subdivisions 4

and 5 and Laws 2020, Chapter 66, section 2. Below is a link to the federal funds review request submission, which includes a summary table of the requests by bill area, agency and federal grant and a federal fund review request form for each grant. I have attached to this email for summary purposes a descriptive list of the six requests.

<https://mn.gov/mmb-stat/documents/budget/lac/2020-federal-fund-lac-10-day-review-1-submission.pdf>

The LAC review forms provide information about the amount of the federal award, the timeline for spending, the proposed uses of the funds and the requirements associated with accepting the funding.

Procedure for LAC review: We are requesting LAC members respond to the review request directly by email. Please identify the requests to which you are submitting your recommendations and if you are submitting your recommendation for all six requests, please note that in your recommendation. If all LAC review recommendations are received immediately, we may proceed with the distribution instead of waiting the 10-day period.

cc: Bill Marx, House Fiscal Analysis Department
Eric Nauman, Senate Lead Fiscal Analyst

Federal Funds for Legislative Advisory Commission (LAC) Review April 25th, 2020

Health

Small Rural Hospital Improvement (SHIP) - COVID-19 Supplement

Amount: \$7.251 million FY20

Urgency: Urgent to provide funding for cash flow shortages for rural hospitals

Summary:

The CARES Act provides supplemental funding to rural hospitals at \$84,317 per 86 eligible hospitals. Funding can be used to protect patients and staff, lab testing and hospital staffing, alternation of physical space, purchase equipment and supplies.

Emerging Infections Program: COVID-19 Surveillance and Reporting

Amount: \$2.650 million FY20

Urgency: Yes. Surveillance of COVID is considered critical to properly isolating sick and slowing the progress of the disease.

Summary: Funding allows for greater analysis of Minnesota data on infections and hospitalizations, and informing national models and recommendations. MN is part of a collaboration with other states to provide population based tracking to inform the spread of infectious disease.

DHS/Board of Aging

Families First Coronavirus Response Act, Older Americans Act Title III: Home-Delivered Meals

Amount: \$878 thousand FY20 and \$1.756 million in FY 21

Urgency: Urgent to provide food to seniors. The shelter in place order has increased demand for home delivered meals.

Summary:

Provides home-delivered pre-packaged meals to low-income seniors who depend on their Senior Nutrition programs in the communities in response to Coronavirus.

Families First Coronavirus Response Act, Older Americans Act Title III: Congregate Meals

Amount: \$878 thousand FY20 and \$439 thousand in FY 21

Urgency: Urgent to provide food to seniors. The shelter in place order has increased demand for home delivered meals.

Summary:

Provides congregate meals to low-income seniors who depend on their Senior Nutrition programs in the communities in response to Coronavirus.

Transportation

MnDOT – Airport Improvement Program

Amount: \$80 million FY20; \$80 million FY21

Urgency: Consistent with Congressional intent, these funds should be distributed to support continued operations and provide financial support for these entities.

Summary: The Airport Improvement Program (AIP) is an existing federal grant program. The CARES Act included \$160 million for Minnesota airports through the AIP. MSP Int'l will receive \$125M of the \$160M total; 96 smaller airports across the state will receive the remainder of the funds. MnDOT serves as the fiscal agent for airports. Award amounts are prescribed by formula and passed through from MnDOT to airports. MnDOT does not have authority to direct spending. Airports can use AIP funds broadly, including for ongoing maintenance and operations and to reduce the economic impacts of the COVID-19 pandemic. There is no non-federal match required. Funds are available until expended and for expenses incurred beginning on January 20, 2020.

MnDOT – Formula Grants for Rural Transit

Amount: \$10 million FY20; \$45 million FY21

Urgency: Consistent with Congressional intent, these funds should be distributed to support continued operations and provide financial support for these entities.

Summary: Formula Grants for Rural Area Transit is an existing federal grant program. The CARES Act included \$55 million for rural transit systems in Minnesota. MnDOT serves as the fiscal agent for rural transit systems. Award amounts are prescribed by formula and passed through from MnDOT to 20+ rural transit authorities. MnDOT does not have authority to direct spending. Funding will reimburse rural public transit agencies for operating costs to maintain service and lost revenue due to the coronavirus public health emergency, including the purchase of personal protective equipment and paying administrative leave of operations personnel due to reduction in service. Separate from funding passed through MnDOT, Minnesota tribes will receive a total of \$1.6 million directly from the Federal Transit Authority. There is no non-federal match required. Funds are available until expended and for expenses incurred beginning on January 20, 2020.

**Legislative Advisory Commission
10-day Review of Federal Funds
April 25, 2020**

Bill/Agency/Grant Title	FY 2020	FY 2021
Health and Human Services	11,657,481	2,195,276
Health	9,901,262	-
Emerging Infections Program: COVID19 Surveillance and Reporting	2,650,000	-
Small Rural Hospital Improvement (SHIP) - COVID-19 Supplement (CARES Act)	7,251,262	-
Human Services	1,756,219	2,195,276
Families First Coronavirus Response Act, Older Americans Act Title III - Congregate Meals	878,109	439,056
Families First Coronavirus Response Act, Older Americans Act Title III - Home Delivered Meals	878,110	1,756,220
Transportation	90,000,000	125,000,000
Transportation	90,000,000	125,000,000
Airport Improvement Program (CARES Act)	80,000,000	80,000,000
Rural Formula (Section 5311) Transit Systems Funding (CARES Act)	10,000,000	45,000,000
Grand Total	\$101,657,481	\$127,195,276

Part Three – Grant Description

Narrative Description of the Federal Award

The Minnesota Department of Health is one of ten Emerging Infections Programs in the United States, a federally funded, cooperative agreement program led by the Centers for Disease Control and Prevention (CDC). This collaboration allows for population-based tracking on the spread of infectious diseases and special studies on emerging infectious disease. Along with CDC and other sites--California, Colorado, Connecticut, Georgia, Maryland, New Mexico, New York, Oregon and Tennessee--the network provides an important resource to understand the national incidence of infections. Epidemiological studies and data from the network can explain risk factors for infectious diseases and inform prevention strategies.

On March 6, 2020, the Preparedness and Response Supplemental Appropriations Act was signed into law. The legislation provides supplemental federal funding to address the COVID-19 public health emergency. Supplemental funding for the Minnesota Department of Health via the Emerging Infections Program puts the state at the forefront of epidemiology on COVID-19, allowing for greater analysis of Minnesota data on infections and hospitalizations, and informing national models and recommendations.

Further reading:

Centers for Disease Control and Prevention, Emerging Infections Programs
<https://www.cdc.gov/ncezid/dpei/eip/eip-about.html>

10-Day Urgent Request – Describe the nature of the urgency.

The department is seeking approval under the Laws of 2020, chapter 66, section 2, and Minnesota Statutes, chapter 3.3005, subdivision 4. The supplemental appropriation is intended to accelerate COVID-19 planning, operational preparedness, and response. The department recently received the notice-of-award letter and would like to ensure timely use of the available funds.

20-Day Review - Describe any implications if the spending authorization is delayed.

Part Four – Short and Long-Term Commitments

Provide a narrative description of the short and long-term commitments.

The short-term commitments will be to fulfill requirements of a work plan and meet the terms of the grant. There are no long-term commitments beyond the project period. Pre-award costs dating back to January 20, 2020—when CDC first activated its Emergency Operations Center (EOC)—and directly related to the COVID-19 outbreak response are allowable within the scope of the approved work plan.

Maintenance of Effort (MOE)

Does the award contain a maintenance of effort requirement? Yes No

If yes, please provide the following:

FY	FUND	AppropID	FinDeptID	Amount

Narrative description of MOE including the program and budget activity from where cash originates, **length of MOE, and** consequences if MOE is not met

Match requirement:

Is a hard (cash contributions) or soft (in-kind contributions) match required? Yes No

If yes, please provide the following:

1. An estimate of the total project amount by state fiscal year for each year of the award; also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the award runs longer than two years, include information for each additional year.

State FY	Federal portion	Hard match	Soft match	Total project amount
				\$ 0
				\$ 0
				\$ 0
				\$ 0

2. Account information: FY _____ FUND _____ AppropID _____ FinDeptID _____
 FY _____ FUND _____ AppropID _____ FinDeptID _____
 FY _____ FUND _____ AppropID _____ FinDeptID _____

3. Description of the program and budget activity from where cash contributions will originate.

[Empty text area for description of program and budget activity]

FTE

How many FTE(s) are needed to carry out this project/proposal? TBD _____ New TBD _____ Existing _____

Is the continuation of positions a condition of receiving the federal award? Yes No
 If yes, please describe.

[Empty text area for describing conditions of receiving the federal award]

Indirect Costs

Are indirect costs included in the proposal? Yes No

1. If yes, indicate the rate. If this rate is different from the agency's approved rate, explain why.
2. If no, provide justification and supporting documentation for not including it.
3. To what base is the indirect cost rate applied?
4. How much of the grant is indirect costs?

Please use the space below to respond to the questions above as they apply to your proposal.

The department's indirect rate of 21.78% is applied to relevant expenses such as salary, supplies, and operating costs. Indirect costs are not applied to the portion of contracts and grants above \$25,000 and equipment with a value of \$5,000 and a useful life of longer than one year. Indirect costs will depend on the approved budget plan.

Part-Five – Signatures

Brian Awsumb Digitally signed by Brian Awsumb
 Date: 2020.04.17 09:08:23 -05'00'

Agency Finance Director's Signature

04/17/2020

 Date

Margaret Kelly Digitally signed by Margaret Kelly
 Date: 2020.04.21 10:11:37 -05'00'

Department Head's Signature

04/21/2020

 Date

Joshua Riesen Digitally signed by Joshua Riesen
 Date: 2020.04.21 17:03:15 -05'00'

Executive Budget Officer's Signature

04/21/2020

 Date

Part One – Basic Federal Award Information

Review Request Type: Fall 20-Day Review 20-Day Session Review Urgent 10-Day Review

State Agency: Minnesota Department of Health

State Legal Authority: Minnesota Statutes, chapter 144, section 74

Federal Agency: Health Resources and Services Administration (HRSA)

CFDA#: 93.301

Federal Award Title:

Small Rural Hospital Improvement (SHIP) - COVID-19 Supplement

Federal Legislation Authorizing the Grant:

Coronavirus Aid, Relief, and Economics Security Act (P.L. 116-136)

Application Status: Pre-Application Application Negotiation Award

Start Date: 04/22/2020

End Date: 12/31/2020

Total Federal Award Amount: \$ 7,251,262

Part Two – Award Type Information

New Award

Amount requiring approval in the current biennium:
\$7,251,262

State FY: 2020 Amt: \$ 7,251,262

State FY: 2021 Amt: \$ _____

Anticipated federal grant expenditures in the
planning years (next biennium)

State FY: 2022 Amt: \$ _____

State FY: 2023 Amt: \$ _____

Increase in Award Amount (includes continuation and increase in award amount)

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

State FY: 2020 Amt: \$ _____

State FY: 2021 Amt: \$ _____

Anticipated federal grant expenditures in the
planning years (next biennium):

State FY: 2022 Amt: \$ _____

State FY: 2023 Amt: \$ _____

Amount originally approved + Incremental amount requested = New total current
for the current biennium biennium amount
\$ 0

Change in Fiscal Years Spending Authority Only

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

State FY: 2020 Amt: \$ _____

State FY: 2021 Amt: \$ _____

Anticipated federal grant expenditures in the
planning years (next biennium):

State FY: 2022 Amt: \$ _____

State FY: 2023 Amt: \$ _____

Amount originally approved + Incremental amount requested = New total current
for the current biennium biennium amount
\$ 0

Part Three – Grant Description

Narrative Description of the Federal Award

The Coronavirus Aid, Relief, and Economic Security Act provides a \$150 million supplement to 1,779 participants of the federal Small Rural Hospital Improvement Program to address financial and workforce needs during the COVID-19 public health emergency. In Minnesota, the health department manages and oversees sub-awards to rural hospitals on behalf of the sponsoring agency. The supplement provides the state, based on a formula, with \$84,317 per the 86 eligible hospitals, for a total of \$7,251,262.

According to the Health Resources and Services Administration, rural hospitals may use money to:

- Ensure patient and hospital personnel safety and otherwise minimize COVID-19 exposure.
- Address emergent COVID-19 issues, including testing and laboratory services, and patient and community education.
- Restore, sustain, and strengthen hospital capacity and staffing levels by reinstating and reassigning providers, hiring new providers or contractors, and/or increasing staff time to respond to coronavirus and continue hospital operations.
- Complete minor alteration and renovation activities to adapt and improve physical infrastructure to maximize isolation precautions, facilitate the use of telehealth, and reconfigure space as needed.
- Purchase equipment, including health information technology and telehealth equipment, vehicles, triage tents, and mobile medical units.
- Purchase supplies, including COVID-19 therapeutics and vaccines, when available.

Further reading:

Health Resources and Services Administration, Small Rural Hospital Improvement Grant Program
<https://www.ruralcenter.org/ship/ta/faq#questions-basics>

10-Day Urgent Request – Describe the nature of the urgency.

The department is seeking approval under the Laws of 2020, chapter 66, section 2, and Minnesota Statutes, chapter 3.3005, subdivision 4. The supplemental appropriation is intended help rural hospitals meet workforce and financial challenges. The department expects a formal notice-of-award letter the week of April 22, and would like to ensure sub-awards quickly reach rural hospitals.

20-Day Review - Describe any implications if the spending authorization is delayed.

[Empty text area for 20-Day Review]

Part Four – Short and Long-Term Commitments

Provide a narrative description of the short and long-term commitments.

The short-term commitments will be to award funding to 86 participating rural hospitals and oversee sub-grant money. There are no long-term commitments beyond the project period.

Maintenance of Effort (MOE)

Does the award contain a maintenance of effort requirement? Yes No

If yes, please provide the following:

FY	FUND	AppropID	FinDeptID	Amount

Narrative description of MOE including the program and budget activity from where cash originates, **length of MOE, and** consequences if MOE is not met

[Empty text area for MOE narrative description]

Match requirement:

Is a hard (cash contributions) or soft (in-kind contributions) match required? Yes No

If yes, please provide the following:

1. An estimate of the total project amount by state fiscal year for each year of the award; also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the award runs longer than two years, include information for each additional year.

State FY	Federal portion	Hard match	Soft match	Total project amount
				\$ 0
				\$ 0
				\$ 0
				\$ 0

2. Account information: **FY** _____ **FUND** _____ **AppropID** _____ **FinDeptID** _____
FY _____ **FUND** _____ **AppropID** _____ **FinDeptID** _____
FY _____ **FUND** _____ **AppropID** _____ **FinDeptID** _____

3. Description of the program and budget activity from where cash contributions will originate.

FTE

How many FTE(s) are needed to carry out this project/proposal? TBD **New** TBD **Existing**

Is the continuation of positions a condition of receiving the federal award? **Yes** **No**
If yes, please describe.

Indirect Costs

Are indirect costs included in the proposal? **Yes** **No**

1. If yes, indicate the rate. If this rate is different from the agency’s approved rate, explain why.
2. If no, provide justification and supporting documentation for not including it.
3. To what base is the indirect cost rate applied?
4. How much of the grant is indirect costs?

Please use the space below to respond to the questions above as they apply to your proposal.

The department's indirect rate of 21.78% is applied to relevant expenses such as salary, supplies, and operating costs. Indirect costs are not applied to the portion of contracts and grants above \$25,000 and equipment with a value of \$5,000 and a useful life of longer than one year. Indirect costs will depend on the approved budget plan.

Part-Five – Signatures

Brian Awsumb Digitally signed by Brian Awsumb
Date: 2020.04.17 15:11:22 -05'00'

04/17/2020
Date

Margaret Kelly Digitally signed by Margaret Kelly
Date: 2020.04.21 10:12:24 -05'00'

04/21/2020
Date

Joshua Riesen Digitally signed by Joshua Riesen
Date: 2020.04.21 14:32:12 -05'00'

04/21/2020
Date

Part One – Basic Federal Award Information

Review Request Type: Fall 20-Day Review 20-Day Session Review Urgent 10-Day Review

State Agency: Minnesota Board on Aging

State Legal Authority: Minnesota Statutes, Section 4.07, Subdivision 3

Federal Agency: Administration for Community Living (ACL)

CFDA#: 93.045

Federal Award Title:

Families First Coronavirus Response Act, Older Americans Act Title III - Congregate Meals

Federal Legislation Authorizing the Grant:

Families First Coronavirus Response Act for activities authorized under Subparts 1 and 2 of Part C, of Title III of the Older Americans Act of 1965, as amended through P.L. 114-144, enacted April 19, 2016.

Application Status: Pre-Application Application Negotiation Award

Start Date: 03/20/2020 End Date: 09/30/2021 Total Federal Award Amount: \$1,317,165

Part Two – Award Type Information

New Award

Amount requiring approval in the current biennium:

State FY: 2020 Amt: \$878,109

State FY: 2021 Amt: \$439,056

Anticipated federal grant expenditures in the planning years (next biennium)

State FY: Amt: \$

State FY: Amt: \$

Increase in Award Amount (includes continuation and increase in award amount)

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

State FY: Amt: \$

State FY: Amt: \$

Anticipated federal grant expenditures in the planning years (next biennium):

State FY: Amt: \$

State FY: Amt: \$

Amount originally approved + Incremental amount requested = New total current biennium amount
\$ 0

Change in Fiscal Years Spending Authority Only

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

State FY: Amt: \$

State FY: Amt: \$

Anticipated federal grant expenditures in the planning years (next biennium):

State FY: Amt: \$

State FY: Amt: \$

Amount originally approved + Incremental amount requested = New total current biennium amount
\$ 0

Part Three – Grant Description

Narrative Description of the Federal Award

This is a supplemental award from Administration for Community Living (ACL) to provide additional congregate meals to low-income older adults who depend on the Senior Nutrition programs in their communities in response to the Coronavirus.

This funding will provide meals to low-income older adults:

- who are home-bound;
- who have disabilities;
- who have multiple chronic illnesses; and
- caregivers for older adults who are home-bound.

ACL's Senior Nutrition grants are provided to States, territories, and eligible tribal organizations and serve more than 2.4 million individuals annually. The Minnesota Board on Aging is allowed to use up to 5% of the grant for program administration. Ninety-five percent of the funds are awarded to the 7 Minnesota area agencies on aging who will contract directly with nutritional providers around the state to provide the meals for seniors and, in some cases, their caregivers.

10-Day Urgent Request – Describe the nature of the urgency.

The Administration for Community Living (ACL) has awarded additional funds to the state units on aging to pass through additional funds for congregate meals to older adults especially for those who are lower income.

20-Day Review - Describe any implications if the spending authorization is delayed.

Part Four – Short and Long-Term Commitments

Provide a narrative description of the short and long-term commitments.

The state must fund 25 percent of the administrative costs of this grant. Those costs are outlined in the match section below and can be funded with existing appropriations.

Maintenance of Effort (MOE)

Does the award contain a maintenance of effort requirement? Yes No

If yes, please provide the following:

FY	FUND	AppropID	FinDeptID	Amount

Narrative description of MOE including the program and budget activity from where cash originates, **length of MOE, and consequences if MOE is not met**

Match requirement:

Is a hard (cash contributions) or soft (in-kind contributions) match required? Yes No

If yes, please provide the following:

1. An estimate of the total project amount by state fiscal year for each year of the award; also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the award runs longer than two years, include information for each additional year.

State FY	Federal portion	Hard match	Soft match	Total project amount
2020	\$ 21,954	\$ 7,318	\$ 0	\$ 29,272
2021	\$ 43,904	\$ 14,635	\$ 0	\$ 58,539
2022			\$ 0	\$ 0
				\$ 0

2. Account information: FY 2020 FUND 1000 AppropID 1191 FinDeptID 31065
FY 2021 FUND 1000 AppropID 1191 FinDeptID 31065
FY 2022 FUND 1000 AppropID 1191 FinDeptID 31065

3. Description of the program and budget activity from where cash contributions will originate.

The Minnesota Board on Aging has existing general fund appropriations that are not currently being used as match and will be available to use as match for this grant. The federal match noted above is only for the allowable 5% administrative cost for the Board. The total match is calculated as follows: \$1,317,165*.05 = \$65,858 for the total federal share. The total amount available for administrative costs is \$87,811 and the state share is 25% of that total is \$21,953.

Table 1 reflects only administrative costs and match. No match required on program expenditures

FTE

How many FTE(s) are needed to carry out this project/proposal? _____ **New** .12 **Existing**

Is the continuation of positions a condition of receiving the federal award? **Yes** **No**

If yes, please describe.

Indirect Costs

Are indirect costs included in the proposal? **Yes** **No**

1. If yes, indicate the rate. If this rate is different from the agency's approved rate, explain why.
2. If no, provide justification and supporting documentation for not including it.
3. To what base is the indirect cost rate applied?
4. How much of the grant is indirect costs?

Please use the space below to respond to the questions above as they apply to your proposal.

The current indirect cost rate is 10%. It is applied to everything except pass-through grants and contracts. MBA's administrative share of the grant is 5%; indirect charges will be applied to that 5%.

Part-Five – Signatures

David Greeman

Digitally signed by David Greeman
Date: 2020.04.10 08:53:05 -05'00'

Agency Finance Director's Signature

04/10/2020

Date

Ahna Minge

Digitally signed by Ahna Minge
Date: 2020.04.09 13:18:47 -05'00'

Department Head's Signature

04/09/2020

Date

Joshua Pleser

Executive Budget Officer's Signature

4-15-2020

Date

Part One – Basic Federal Award Information

Review Request Type: Fall 20-Day Review 20-Day Session Review Urgent 10-Day Review

State Agency: Minnesota Board on Aging

State Legal Authority: Minnesota Statutes, Section 4.07, Subdivision 3

Federal Agency: Administration for Community Living(ACL)

CFDA#: 93.045

Federal Award Title:

Families First Coronavirus Response Act, Older Americans Act Title III - Home-Delivered Meals

Federal Legislation Authorizing the Grant:

Families First Coronavirus Response Act for activities authorized under Subparts 1 and 2 of Part C, of Title III of the Older Americans Act of 1965, as amended through P.L. 114-144, enacted April 19, 2016.

Application Status: Pre-Application Application Negotiation Award

Start Date: 03/20/2020 End Date: 09/30/2021 Total Federal Award Amount: \$ 2,634,330

Part Two – Award Type Information

New Award

Amount requiring approval in the current biennium:

State FY: 2020 Amt: \$ 878,110

State FY: 2021 Amt: \$ 1,756,220

Anticipated federal grant expenditures in the planning years (next biennium)

State FY: _____ Amt: \$ _____

State FY: _____ Amt: \$ _____

Increase in Award Amount (includes continuation and increase in award amount)

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

State FY: _____ Amt: \$ _____

State FY: _____ Amt: \$ _____

Anticipated federal grant expenditures in the planning years (next biennium):

State FY: _____ Amt: \$ _____

State FY: _____ Amt: \$ _____

Amount originally approved + Incremental amount requested = New total current biennium amount
 _____ + _____ = \$ 0

Change in Fiscal Years Spending Authority Only

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

State FY: _____ Amt: \$ _____

State FY: _____ Amt: \$ _____

Anticipated federal grant expenditures in the planning years (next biennium):

State FY: _____ Amt: \$ _____

State FY: _____ Amt: \$ _____

Amount originally approved + Incremental amount requested = New total current biennium amount
 _____ + _____ = \$ 0

Part Three – Grant Description

Narrative Description of the Federal Award

This is a supplemental award from Administration for Community Living (ACL) to provide additional home-delivered and pre-packaged meals to low-income seniors who depend on the Senior Nutrition programs in their communities in response to the Coronavirus.

This funding will provide meals to low-income seniors:

- who are home-bound;
- who have disabilities;
- who have multiple chronic illnesses; and
- caregivers for seniors who are home-bound.

ACL's Senior Nutrition grants are provided to States, territories, and eligible tribal organizations and serve more than 2.4 million individuals annually. The Minnesota Board on Aging is allowed to use up to 5% of the grant for program administration. Ninety-five percent of the funds are awarded to the 7 Minnesota area agencies on aging who will contract directly with nutritional providers around the state to provide meals for older adults and, in some cases, their caregivers.

10-Day Urgent Request – Describe the nature of the urgency.

The Administration for Community Living (ACL) has awarded additional funds to the state units on aging to pass through additional funds for home-delivered meals to older adults. Because Minnesotans have been advised to shelter-in-place and not congregate in large settings, more older adults need meals delivered to their homes.

20-Day Review - Describe any implications if the spending authorization is delayed.

Part Four – Short and Long-Term Commitments

Provide a narrative description of the short and long-term commitments.

The state must fund 25 percent of the administrative costs of this grant. Those costs are outlined in the match section below and can be funded with existing appropriations.

Maintenance of Effort (MOE)

Does the award contain a maintenance of effort requirement? Yes No

If yes, please provide the following:

FY	FUND	AppropID	FinDeptID	Amount

Narrative description of MOE including the program and budget activity from where cash originates, **length of MOE, and consequences if MOE is not met**

Match requirement:

Is a hard (cash contributions) or soft (in-kind contributions) match required? Yes No

If yes, please provide the following:

1. An estimate of the total project amount by state fiscal year for each year of the award; also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the award runs longer than two years, include information for each additional year.

State FY	Federal portion	Hard match	Soft match	Total project amount
2020	\$ 43,904	\$ 14,636	\$ 0	\$ 58,540
2021	\$ 87,812	\$ 29,272	\$ 0	\$ 117,084
2022			\$ 0	\$ 0
				\$ 0

2. Account information: FY 2020 FUND 1000 AppropID 1191 FinDeptID 31065
FY 2021 FUND 1000 AppropID 1191 FinDeptID 31065
FY 2022 FUND 1000 AppropID 1191 FinDeptID 31065

3. Description of the program and budget activity from where cash contributions will originate.

The Minnesota Board on Aging has existing general fund appropriations that are not currently being used as match and will be available to use as match for this grant. The federal match noted above is only for the allowable 5% administrative cost for the Board. The total match is calculated as follows: \$2,634,330*.05 = \$131,716 for the total federal share. The total amount available for administrative costs is \$175,624 and the state share is 25% of that total is \$43,908. Tabel 1 reflects only administrative costs and match. No match required on program expenditures

FTE

How many FTE(s) are needed to carry out this project/proposal? _____ **New** .12 **Existing**

Is the continuation of positions a condition of receiving the federal award? **Yes** **No**
 If yes, please describe.

Indirect Costs

Are indirect costs included in the proposal? **Yes** **No**

1. If yes, indicate the rate. If this rate is different from the agency's approved rate, explain why.
2. If no, provide justification and supporting documentation for not including it.
3. To what base is the indirect cost rate applied?
4. How much of the grant is indirect costs?

Please use the space below to respond to the questions above as they apply to your proposal.

The current indirect cost rate is 10%. It is applied to everything except pass-through grants and contracts. MBA's administrative share of the grant is 5%; indirect charges will be applied to that 5%.

Part-Five – Signatures

David Greeman

Digitally signed by David Greeman
 Date: 2020.04.10 11:45:28 -05'00'

Agency Finance Director's Signature

Date

Ahna Minge

Digitally signed by Ahna Minge
 Date: 2020.04.09 13:38:00 -05'00'

04/09/2020

Department Head's Signature

Date

Joshua Eisen

4-15-2020

Executive Budget Officer's Signature

Date

Part One – Basic Federal Award Information

Review Request Type: Fall 20-Day Review 20-Day Session Review Urgent 10-Day Review

State Agency: Minnesota Department of Transportation

State Legal Authority: Minnesota Statute 360.016

Federal Agency: Federal Aviation Administration (FAA)

CFDA#: 20.106

Federal Award Title:

Coronavirus Aid, Relief, and Economic Security (CARES) Act

Federal Legislation Authorizing the Grant:

CARES Act

Application Status: Pre-Application Application Negotiation Award

Start Date: 01/20/2020 End Date: _____ Total Federal Award Amount: \$ 160,000,000

Part Two – Award Type Information

New Award

Amount requiring approval in the current biennium:
160,000,000

State FY: 2020 Amt: \$ 80,000,000

State FY: 2021 Amt: \$ 80,000,000

Anticipated federal grant expenditures in the
planning years (next biennium)

State FY: _____ Amt: \$ _____

State FY: _____ Amt: \$ _____

Increase in Award Amount (includes continuation and increase in award amount)

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

State FY: _____ Amt: \$ _____

State FY: _____ Amt: \$ _____

Anticipated federal grant expenditures in the
planning years (next biennium):

State FY: _____ Amt: \$ _____

State FY: _____ Amt: \$ _____

Amount originally approved + Incremental amount requested = New total current
for the current biennium biennium amount
\$ 0

Change in Fiscal Years Spending Authority Only

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

State FY: _____ Amt: \$ _____

State FY: _____ Amt: \$ _____

Anticipated federal grant expenditures in the
planning years (next biennium):

State FY: _____ Amt: \$ _____

State FY: _____ Amt: \$ _____

Amount originally approved + Incremental amount requested = New total current
for the current biennium biennium amount
\$ 0

Part Three – Grant Description

Narrative Description of the Federal Award

On March 27, 2020, the President signed the CARES Act into law. The CARES Act provides emergency assistance and health care responses for individuals, families, and businesses affected by the COVID-19 pandemic and provides emergency appropriations to support Executive Branch agency operations during this pandemic. The Act includes funding for economic relief to 97 eligible Minnesota airports affected by the prevention of, preparation for, and response to the COVID-19 pandemic.

The CARES Act directs funds to commercial service airports and public-owned general aviation airports by formula. Minnesota airports will receive approximately \$160M distributed as follows: \$125M for Minneapolis St Paul International Airport, \$30M for the other 8-commercial service airports, and \$3M for 88-general aviation airports.

Recipients may use funds for any purpose for which airport revenues may be lawfully used, including for the ongoing maintenance and operations of their airport to reduce the adverse impacts of the current public health emergency. Funding will be provided at 100 percent federal share, with no local match required. Funds are available until expended and for expenses incurred beginning on January 20, 2020.

10-Day Urgent Request – Describe the nature of the urgency.

This request is being submitted as urgent to ensure continued operation of airports throughout the state. On Thursday, April 16, 2020, FAA notified MnDOT of the availability of CARES Act funding to Minnesota airports. These 97 grants will be issued yet this month.

20-Day Review - Describe any implications if the spending authorization is delayed.

Part Four – Short and Long-Term Commitments

Provide a narrative description of the short and long-term commitments.

MnDOT is partnering closely with airport throughout Minnesota during this unprecedented time. There is commitment by both the agency and airports to continue operations of airports during the COVID-19 pandemic. MnDOT will manage the financial transactions as required by state law from initiation to close out.

Maintenance of Effort (MOE)

Does the award contain a maintenance of effort requirement? Yes No

If yes, please provide the following:

FY	FUND	AppropID	FinDeptID	Amount

Narrative description of MOE including the program and budget activity from where cash originates, **length of MOE, and** consequences if MOE is not met

Match requirement:

Is a hard (cash contributions) or soft (in-kind contributions) match required? Yes No

If yes, please provide the following:

1. An estimate of the total project amount by state fiscal year for each year of the award; also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the award runs longer than two years, include information for each additional year.

State FY	Federal portion	Hard match	Soft match	Total project amount
				\$ 0
				\$ 0
				\$ 0
				\$ 0

2. Account information: FY _____ FUND _____ AppropID _____ FinDeptID _____
 FY _____ FUND _____ AppropID _____ FinDeptID _____
 FY _____ FUND _____ AppropID _____ FinDeptID _____

3. Description of the program and budget activity from where cash contributions will originate.

FTE

How many FTE(s) are needed to carry out this project/proposal? _____ New⁹ _____ Existing _____

Is the continuation of positions a condition of receiving the federal award? Yes No
 If yes, please describe.

Indirect Costs

Are indirect costs included in the proposal? Yes No

1. If yes, indicate the rate. If this rate is different from the agency's approved rate, explain why.
2. If no, provide justification and supporting documentation for not including it.
3. To what base is the indirect cost rate applied?
4. How much of the grant is indirect costs?

Please use the space below to respond to the questions above as they apply to your proposal.

Part-Five – Signatures

Josh Knatterud-Hubinger Digitally signed by Josh Knatterud-Hubinger
Date: 2020.04.20 17:48:52 -05'00'

Agency Finance Director's Signature

Date

Kristi Schroedl Digitally signed by Kristi Schroedl
Date: 2020.04.21 09:05:05 -05'00'

Department Head's Signature

Date

Elizabeth C Dobson Digitally signed by Elizabeth C Dobson
Date: 2020.04.21 10:42:38 -05'00'

Executive Budget Officer's Signature

Date

Part One – Basic Federal Award Information

Review Request Type: Fall 20-Day Review 20-Day Session Review Urgent 10-Day Review

State Agency: Minnesota Department of Transportation (MnDOT)

State Legal Authority: Minnesota Statute 161.36

Federal Agency: Federal Transit Administration (FTA)

CFDA#: 20.509

Federal Award Title:

Coronavirus Aid, Relief, and Economic Security (CARES) Act - 5311 Formula Funding

Federal Legislation Authorizing the Grant:

CARES Act

Application Status: Pre-Application Application Negotiation Award

Start Date: 01/20/2020 **End Date:** 12/31/2021 **Total Federal Award Amount:** \$ 55,000,000

Part Two – Award Type Information

New Award

Amount requiring approval in the current biennium:
\$55,000,000

State FY: 2020 **Amt:** \$ 10,000,000

State FY: 2021 **Amt:** \$ 45,000,000

Anticipated federal grant expenditures in the
planning years (next biennium)

State FY: **Amt:** \$

State FY: **Amt:** \$

Increase in Award Amount (includes continuation and increase in award amount)

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

State FY: **Amt:** \$

State FY: **Amt:** \$

Anticipated federal grant expenditures in the
planning years (next biennium):

State FY: **Amt:** \$

State FY: **Amt:** \$

Amount originally approved + Incremental amount requested = New total current
for the current biennium biennium amount
\$ 0

Change in Fiscal Years Spending Authority Only

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

State FY: **Amt:** \$

State FY: **Amt:** \$

Anticipated federal grant expenditures in the
planning years (next biennium):

State FY: **Amt:** \$

State FY: **Amt:** \$

Amount originally approved + Incremental amount requested = New total current
for the current biennium biennium amount
\$ 0

Part Three – Grant Description

Narrative Description of the Federal Award

On March 27, 2020, the President signed the CARES Act into law. The CARES Act provides emergency assistance and health care responses for individuals, families, and businesses affected by the COVID-19 pandemic and provides emergency appropriations to support Executive Branch agency operations during this pandemic. This includes funding for transit providers in greater Minnesota.

CARES funding will be disbursed through the Federal Transit Administration (FTA) apportionments to its Rural Formula (Section 5311) programs. Funding will be provided at 100 percent federal share, with no local match required, and will be available to support operating, capital, and other expenses generally eligible under the program, and incurred beginning on January 20, 2020, to prevent, prepare for, and respond to COVID-19. The Section 5311 program supports transit systems in small and large urban areas and in rural areas outside of the seven-county Twin Cities metropolitan area. Eligible applicants include operators of public transportation services, tribal governments, state or local governments, private nonprofit organizations, and private operators of public transportation services.

10-Day Urgent Request – Describe the nature of the urgency.

This request is being submitted to ensure continued operation of rural transit during the COVID-19 pandemic. The CARES Act provides emergency assistance to reimburse public transit agencies for costs incurred beginning on January 20, 2020, to prevent, prepare for, and respond to COVID-19.

20-Day Review - Describe any implications if the spending authorization is delayed.

Part Four – Short and Long-Term Commitments

Provide a narrative description of the short and long-term commitments.

MnDOT is partnering closely with public transit operators throughout greater Minnesota during this unprecedented time. There is commitment by both the agency and transit providers to continue operations of transit services during the COVID-19 pandemic and to be able to incur expenses such as operating costs and paying for administrative leave for transit personnel due to reduced operations during this emergency.

Maintenance of Effort (MOE)

Does the award contain a maintenance of effort requirement? Yes No

If yes, please provide the following:

FY	FUND	AppropID	FinDeptID	Amount

Narrative description of MOE including the program and budget activity from where cash originates, **length of MOE, and** consequences if MOE is not met

Match requirement:

Is a hard (cash contributions) or soft (in-kind contributions) match required? Yes No

If yes, please provide the following:

1. An estimate of the total project amount by state fiscal year for each year of the award; also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the award runs longer than two years, include information for each additional year.

State FY	Federal portion	Hard match	Soft match	Total project amount
				\$ 0
				\$ 0
				\$ 0
				\$ 0

2. Account information: **FY** _____ **FUND** _____ **AppropID** _____ **FinDeptID** _____
FY _____ **FUND** _____ **AppropID** _____ **FinDeptID** _____
FY _____ **FUND** _____ **AppropID** _____ **FinDeptID** _____

3. Description of the program and budget activity from where cash contributions will originate.

FTE

How many FTE(s) are needed to carry out this project/proposal? _____ **New** 10 **Existing**

Is the continuation of positions a condition of receiving the federal award? **Yes** **No**
If yes, please describe.

Indirect Costs

Are indirect costs included in the proposal? **Yes** **No**

1. If yes, indicate the rate. If this rate is different from the agency’s approved rate, explain why.
2. If no, provide justification and supporting documentation for not including it.
3. To what base is the indirect cost rate applied?
4. How much of the grant is indirect costs?

Please use the space below to respond to the questions above as they apply to your proposal.

Yes, indirect costs are 17.17% of salary and benefits (this approved rate expires June 30, 2021). The rate is applied to administrative activities which include salaries, benefits, and travel expenses up to a maximum 10% of appropriated funds. The maximum for indirect costs will be 17.17% of the \$5.5 million for administrative activities, or approximately \$945,000.

Part-Five – Signatures

Josh Knatterud-Hubinger Digitally signed by Josh Knatterud-Hubinger
Date: 2020.04.09 10:26:51 -05'00'

Agency Finance Director’s Signature

Date

Kristi Schroedl Digitally signed by Kristi Schroedl
Date: 2020.04.09 15:33:43 -05'00'

Department Head’s Signature

Date

Elizabeth C Dobson Digitally signed by Elizabeth C Dobson
Date: 2020.04.14 14:28:39 -05'00'

Executive Budget Officer’s Signature

Date