



**Date:** August 3, 2020  
**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 Carla Nelson, Chair E-12 Finance and Policy	Representative Jim Davnie, Chair Education Finance Division
Senator Michelle Benson, Chair Health and Human Services Finance and Policy Committee	Representative Tina Liebling, Chair Health and Human Services Finance Division

**From:** Myron Frans, Secretary Legislative Advisory Commission



**Subject:** Urgent Review of Federal Funds

We are requesting your review and response on federal awards received by the Minnesota Department of Education and Department of Human Services 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.

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. As state agencies receive notice of these awards, we would like to deploy these resources to support the community as quickly as possible.

These grants are separate from and in addition to the \$1.87 billion state award for the Coronavirus Relief Fund.

Today I am submitting four requests to the Legislative Advisory Commission (LAC) for federal review under the provisions of Minnesota Statute 3.3005, subdivisions 4 and 5. I have attached to this email for summary purposes a descriptive list of the four requests and the federal funds review request forms for each grant award.

Agency	Federal Grant Award	FY 2021
Education	Improving Student Health through Nutrition, Physical Activity and the Management of Chronic Conditions in Schools	\$333,333
Human Services	Emergency Solutions Grants – CARES Act	\$15,253,281
Human Services	Refugee Support Services Program	\$319,235
Human Services	Title IV-B Subpart 1 Stephanie Tubbs Jones Child Welfare Services- CARES Act	\$720,287

The LAC review form provides 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: LAC members have until Thursday, August 13 to provide a recommendation. To expedite the LAC review process, LAC members may respond to this review request directly by email, recommending their approval or request for further review. Please identify the requests to which you are submitting your recommendation and if you are submitting your recommendation for all 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. The Minnesota Department of Education and the Department of Human Services have notified their committee chairs about these federal grant awards.

cc: Bill Marx, House Chief Fiscal Analyst  
Eric Nauman, Senate Lead Fiscal Analyst  
Nancy Conley, Committee Administrator, House Ways and Means  
Jessica Young, Committee Administrator, Senate Finance

# Federal Funds for Legislative Advisory Commission (LAC) Review

## August 3, 2020

### Education

#### Improving Student Health through Nutrition, Physical Activity and the Management of Chronic Conditions in Schools

**Amount:** \$333,333

**Urgency:** Funds must be expended by June 30, 2021 for the purpose of providing support to schools as they prepare for the 2020-21 school year.

**Flexibility:** Funds supplement a current CDC grant and must be used to support return-to-school activities post COVID-19 closure.

**Summary:** Funds communications infrastructure, professional development, and technical assistance to LEAs, schools and out-of-school time providers on the implementation of CDC's school-based COVID-19 guidance.

### Human Services

#### Emergency Solutions Grants (ESG-CV) - CARES Act

**Amount:** FY 2021 - \$15,253,281

**Urgency:** Urgent to provide shelter to homeless during the COVID-19 pandemic

**Flexibility:** State is required to subgrant these dollars to fund shelter and resources

**Summary:** The Emergency Solutions Grants Program is an existing federal program. The CARES Act provided additional funding for this program. This is a second award from the federal appropriation in the CARES Act. These funds (1) improve the number and quality of emergency shelters for homeless individuals and families; (2) help operate these shelters; (3) provide essential social services to shelter residents; and (4) prevent families and individuals from becoming homeless.

#### Refugee Support Services Program

**Amount:** FY 2021 - \$319,235

**Urgency:** Urgent to provide emergency services

**Flexibility:** State must spend award on refugee services

**Summary:** Refugee Support Services Program is an existing federal program. This additional award will provide flexibility to allow the state to provide additional services including transitional housing and emergency services. The state will also use these funds to provide equipment and supplies to support a client's virtual or remote learning or training.

#### Title IV-B Subpart 1 Stephanie Tubbs Jones Child Welfare Services- CARES Act

**Amount:** FY 2021 - \$720,287

**Urgency:** Urgent to protect the wellbeing of children and family in child welfare system

**Flexibility:** State must spend award on children and families in the child welfare system

**Summary:** This supplemental award was authorized by the CARES Act. This award will provide assistance to families in the child welfare system, such as purchasing food or arranging food delivery, obtaining household supplies, or paying utilities and rent. This award will enhance agency telecommunications hardware, software, and service infrastructure to support telework and remote participation by agency employees in caseworker visits, family team meetings, and court hearings. This award will allow the purchase of sanitation supplies and equipment for child protective service investigators and caseworkers to minimize exposure to coronavirus when conducting critical child protective service investigations or in-home caseworker visits.

## 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 Education (MDE)

**State Legal Authority:** M.S. 4.07 3

**Federal Agency:** Centers for Disease Control and Prevention (CDC)

**CFDA#:** 93.981

**Federal Award Title:**

Improving Student Health through Nutrition, Physical Activity and the Management of Chronic Conditions in Schools (CDC-RFA-DP18-1801)

**Federal Legislation Authorizing the Grant:**

Section 301(a) and 317(b)(k)(2) of the Public Health Service Act (PHS Act), 42 U.S.C. 247(b)(k)(2)

**Application Status:**       Pre-Application       Application       Negotiation       Award

**Start Date:** 06/30/2020      **End Date:** 06/29/2021      **Total Federal Award Amount:** \$ 333,333

## Part Two – Award Type Information

### New Award

Amount requiring approval in the current biennium:

**State FY:** 2020      **Amt:** \$ 0

**State FY:** 2021      **Amt:** \$ 0

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?  
Governor's 2020-21 Biennial Budget  
Incremental amount requiring approval in the current biennium

**State FY:**      **Amt:** \$

**State FY:** 2021      **Amt:** \$ 333,333

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

**State FY:**      **Amt:** \$

**State FY:**      **Amt:** \$

Amount originally approved for the current biennium	+	Incremental amount requested	=	New total current biennium amount
\$ 387,000		\$ 333,333		\$ 720,333

### 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 for the current biennium	+	Incremental amount requested	=	New total current biennium amount
				\$ 0

## Part Three – Grant Description

### Narrative Description of the Federal Award

Additional funding was made available to current CDC-RFA-DP18-1801 recipients to support return to school activities post COVID-19 closure.

Minnesota will provide statewide support to school districts, charter schools, and their community partners providing out-of-school time programming as they develop contingency plans for the 2020-2021 school year.

To do this we will focus our work around three strategies:

1. Infrastructure development that supports the creation and dissemination of a statewide re-opening plan for schools;
2. Providing professional development and training to LEAs, schools, and out-of-school time providers on CDC's schoolbased COVID-19 guidance (social distancing, physical education and physical activity, meals and snacks, social-emotional learning supports, and more);
3. Providing statewide technical assistance and support to LEAs and schools on the implementation of CDC's schoolbased COVID-19 guidance.

Key activities include:

- Establish a school health taskforce with members representing the Minnesota Departments of Education (MDE) and Health (MDH).
- Establish a cross-divisional team charged with developing plans to support schools as they reopen.
- Utilize a learning management system to house training and professional development resources intended to help LEAs, schools, and out-of-school time programs implement school-based COVID-19 guidance.
- Provide technical assistance state-wide to communities and schools.

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

This funding opportunity was announced on May 20, 2020 and was due June 19, 2020. The performance and budget period begins June 30, 2020 and expires one year later. This is one-time funding, and funds must be spent/expended within the performance and budget period. There is no provision for the payment of unliquidated obligations following the last day of the budget/performance period.

**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.**

There is no long term commitment required.

**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** .85 **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 application was submitted on June 19th with MDE's current approved rate of 18.3%. On June 22nd, MDE received a new approved rate of 17.5%. The budget will be updated accordingly if funded.

\_\_\_\_\_

**Part-Five – Signatures**

**Andre E. Prah**

Digitally signed by Andre E. Prah  
Date: 2020.06.22 14:25:57 -05'00'

Agency Finance Director's Signature

06/22/2020

Date

**Denise M. Anderson**

Digitally signed by Denise M. Anderson  
Date: 2020.06.22 14:51:35 -05'00'

Department Head's Signature

06/22/2020

Date

**Marina Balleria**

Digitally signed by Marina Balleria  
Date: 2020.07.29 14:19:13 -05'00'

Executive Budget Officer's Signature

07/29/2020

Date

## Part One – Basic Federal Award Information

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

State Agency: Department of Human Services

State Legal Authority: Minnesota Statute 4.07

Federal Agency: U.S. Department of Housing and Urban Development

CFDA#: 14.231

Federal Award Title:

Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Emergency Solutions Grants- ESG-CV

Federal Legislation Authorizing the Grant:

Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 ESG-CV. Subtitle B of Title IV of the McKinney-Vento Homeless Act, 42 U.S.C. 11371 et seq.

Application Status:  Pre-Application  Application  Negotiation  Award

Start Date: 04/01/2020 End Date: 09/30/2022 Total Federal Award Amount: \$ 15,253,281

## Part Two – Award Type Information

### New Award

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: \$ \_\_\_\_\_

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

Date the current biennium amount was originally approved?  
5/28/2020

Incremental amount requiring approval in the current biennium

State FY: 2021 Amt: \$ 15,253,281

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
for the current biennium			
\$ 7,590,148	\$ 15,253,281		\$ 22,843,429

### 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
for the current biennium			
			\$ 0



## Part Three – Grant Description

### Narrative Description of the Federal Award

The State has been awarded an additional Emergency Solutions Grants (ESG) Program funds from HUD of \$15,253,281, as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136. These special ESG-CV2 funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19. These funds will complement the current existing State Emergency Services Grant Program which provides homeless persons essential services and emergency shelter in safe, sanitary, and decent facilities under MS 256E.36. The grant program helps eligible organizations improve the quality of existing shelters, make available other emergency housing, meet the operating and maintenance costs of shelters, and provide essential services. These funds will also complement the current ESG-CV funds under CARES Act as well as the existing Federal Emergency Solutions Grant Program (ESG) which provides funding to: (1) improve the number and quality of emergency shelters for homeless individuals and families; (2) help operate these shelters; (3) provide essential social services to shelter residents; and (4) prevent families and individuals from becoming homeless. The Emergency Solution Grants Program is designed to assist homeless individuals and families, and subpopulations within this group, such as victims of domestic violence, youth, people with mental illness, families with children and veterans. Emergency Shelter Grants Program funds can also be used to aid people who are at imminent risk of becoming homeless. Eligible Emergency Shelter Grants Program recipients generally consist of metropolitan cities, urban counties, territories, and states. Metropolitan cities, urban counties, and territories may provide Emergency Shelter Grants Program funds for projects operated by local government agencies and private nonprofit organizations. ESG Program that is funded by HUD The CARES Act allows ESG funds to be expended for all of the same activities as Emergency Solutions Grant Program(ESG). Therefore, the State plans to use these funds the same way as the current Federal ESG funds. The State will subgrant 95% of the CARES Act Emergency Solutions Grant- CV award to units of general purpose local government and/or private nonprofit organizations. The state Emergency Solutions Grant Program funds provided directly to nonprofit organizations must have the approval of the local government in which the project is located. \$1.8 million will be awarded immediately to the American Indian Community Development Center (AICDC), for operating expenses for a shelter project. The State will keep 5% of the award for administrative costs.

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

CARES ESG-CV funds need to be distributed quickly. Because HUD regulation requires that these funds be awarded to sub-recipient within 60 days of the award date.

**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.**

Short and long-term commitment of receiving ESG-CV funds include:

- 2. Make grant awards to ESG-CV sub-recipients within 60 days of receiving the award agreement.
- 3. Monitor sub-recipients for compliance.

**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 <sup>2</sup> \_\_\_\_\_ 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.

Indirect rate costs are allocated in accordance with the department's Public Assistance Cost Allocation Plan (PACAP). These costs are limited to 10% percent of direct administrative costs.

**Part-Five – Signatures**

**David Greeman** Digitally signed by David Greeman  
 Date: 2020.07.16 12:42:14 -05'00'

Agency Finance Director's Signature

07/16/2020

Date

 Digitally signed by Ahna Minge  
 Date: 2020.07.16 14:06:32 -05'00'

Department Head's Signature

\_\_\_\_\_

Date

**Joshua Riesen** Digitally signed by Joshua Riesen  
 Date: 2020.07.17 14:13:24 -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: Department of Human Services (DHS)

State Legal Authority: Minn. Stat. § 4.07

Federal Agency: Administration for Children and Families: Office of Refugee Resettlement

CFDA#: 93.566

Federal Award Title:

Refugee Support Services Program

Federal Legislation Authorizing the Grant:

The Refugee Act of 1980, Public laws 92-212, 97-363, 98-473, 99-605

Application Status:  Pre-Application  Application  Negotiation  Award

Start Date: 10/01/2019 End Date: 09/30/2020 Total Federal Award Amount: \$ 3,800,000

## Part Two – Award Type Information

### New Award

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: \$ \_\_\_\_\_

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

Date the current biennium amount was originally approved?  
Governor's Budget

Incremental amount requiring approval in the current biennium

State FY: 2020 Amt: \$ 0

State FY: 2021 Amt: \$ 319,235

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

State FY: 2022 Amt: \$ 0

State FY: 2023 Amt: \$ 0

Amount originally approved for the current biennium	+	Incremental amount requested	=	New total current biennium amount
\$ 8,170,000		\$ 319,235		\$ 8,489,235

### 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 for the current biennium	+	Incremental amount requested	=	New total current biennium amount
				\$ 0

## Part Three – Grant Description

### Narrative Description of the Federal Award

#### Per the federal Office of Refugee Resettlement's (ORR) Policy Letter 20-04, Section III:

#### **III. Refugee Support Services Funding for Emergency and Other Assistance**

ORR will waive upon request 45 C.F.R. § 400.146 and permit states to use Refugee Support Services (RSS) base funding for additional, immediate, and emergency services, such as transitional housing assistance and emergency payments to cover essential services such as utilities and housing, due to income loss from job disruption or job loss related to COVID-19. For additional guidance on the use of RSS funding for transitional housing assistance under 45 C.F.R. § 400.155(h), please see [PL 16-07](#). States should provide RSS funding strategically. ORR recommends states first determine that the individual seeking assistance has already received all available emergency assistance before providing RSS emergency assistance, in order to maximize funding and services. ORR also authorizes the use of RSS funding for equipment and supplies needed to support a client's virtual or remote learning or training.

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

Due to the COVID-19 pandemic urgent support needs, the faster we can administer these emergency funds to our client populations, the better we are able to provide the practical help needed during these challenging times.

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

N/A

**Part Four – Short and Long-Term Commitments**

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

DHS-RPO intends to monitor and report these emergency funds expenditures separately, and to have an active approval role in distributing these funds to ensure that all federal eligibility standards are observed.

**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? N/A **New** N/A **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.

Indirect costs are allocated in accordance with the Department of Human Services federally approved Public Assistance Cost Allocation Plan. Indirect will be limited to 10% of the administrative cost.

**Part-Five – Signatures**

**David Greeman**

Digitally signed by David Greeman  
Date: 2020.07.16 13:18:28 -05'00'

Agency Finance Director's Signature

07/16/2020

Date



Digitally signed by Ahna Minge  
Date: 2020.07.17 11:40:07 -05'00'

Department Head's Signature

\_\_\_\_\_

Date

**Joshua Riesen**

Digitally signed by Joshua Riesen  
Date: 2020.07.20 12:57:24 -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:** Department of Human Services

**State Legal Authority:** Minnesota Statutes 4.07

**Federal Agency:** United States Dept. of Health and Human Services, Children's Bureau

**CFDA#:** 93.645

**Federal Award Title:**

Title IVB, Subpart 1 Stephanie Tubbs Jones Child Welfare Services CARES Act Supplemental Funding

**Federal Legislation Authorizing the Grant:**

Public Law (P.L.) 116-136, Title VIII of Division B of the Coronavirus Aid, Relief, and Economic Security Act, enacted March 27, 2020; Title IV-B, Subpart 1 of the Act.

**Application Status:**       Pre-Application       Application       Negotiation       Award

**Start Date:** 01/20/2020      **End Date:** 09/30/2021      **Total Federal Award Amount:** \$ 720,287

## Part Two – Award Type Information

**New Award**

Amount requiring approval in the current biennium:

**State FY:** 2021      **Amt:** \$ 720,287

**State FY:** \_\_\_\_\_      **Amt:** \$ \_\_\_\_\_

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

**State FY:** \_\_\_\_\_      **Amt:** \$ 0

**State FY:** \_\_\_\_\_      **Amt:** \$ 0

**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

The CARES Act provides emergency funding under numerous federal programs to respond to COVID-19 including \$45 million in additional appropriations to be used by child welfare agencies to prevent, prepare for, and respond to, child welfare needs arising from the coronavirus pandemic.

The CARES Act funding may also be used to restore amounts, either directly or through reimbursement, for obligations incurred to prevent, prepare for, and respond to coronavirus prior to March 27, 2020 which was the date of enactment.

The Minnesota Department of Human Services, as the state Title IV-B agency, is to use this supplemental funding to ensure the safety, permanency and well-being of children in families involved in the child welfare system during the COVID-19 pandemic. In particular, it is critical that child welfare personnel and service providers have the tools and equipment to be able to safely visit children in their family environments and in their foster homes whenever possible, as well as the technological supports to remain in contact remotely when that is not possible. Examples of allowable use of funds include but are not limited to:

- \* Provide concrete assistance to families, such as purchasing food or arranging food delivery, obtaining household supplies, or paying utilities and rent. Agencies should be careful to ensure that such assistance is not duplicative of other assistance families may be receiving, including supplemental food and utility assistance that was provided by the CARES Act and other COVID-19 response legislation.
- \* Enhance agency telecommunications hardware, software, and service infrastructure to support telework and remote participation by agency employees in caseworker visits, family team meetings, and court hearings. Examples of hardware to support activities include cell phones, tablets, and laptop computers. Examples of software include video conferencing applications, electronic case file applications, or systems for secure electronic document transmission. Services may include software subscription payments, internet service, or cell phone plans.
- \* Purchase cell phones, tablets, laptops, internet service, cell phone plans or other technological tools to ensure that families and youth are able to participate in remote visits, court hearings or access other needed services.
- \* Purchase personal protective equipment (PPE) for child protective service investigators and caseworkers to minimize exposure to coronavirus when conducting critical child protective service investigations or in-home caseworker visits.
- \* Partner with community-based organizations to conduct outreach and offer services and supports to prevent child abuse and neglect.
- \* Offer services and supports to parents, kinship caregivers and at-risk youth to alleviate the effects of social isolation.
- \* Provide respite care services.

Funds for this program are awarded with a **100 percent** Federal Financial Participation (FFP) rate for program costs; therefore, no match (non-federal share) is required.

The Department of Human Services submitted a brief narrative describing the agency's planned use of the CARES Act funds to the Children's Bureau Regional V Office on July 10, 2020.

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

These funds are meant to be used in real time to address immediate needs our families in the child welfare system are experiencing due to the pandemic. Funds are intended to provide necessary protective health care equipment for county and tribal child protection workers on the front line of responding to reports of child maltreatment and providing services to family's during this crisis. Funds will be used to support county and tribal case workers in being able to successfully work remotely with necessary technology.

**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.**

Funds must be used for costs incurred between January 20, 2020 and December 30, 2020. Funds must be obligated by September 30, 2021.

**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? 0 **New** 0 **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**
- If yes, indicate the rate. If this rate is different from the agency's approved rate, explain why.
  - If no, provide justification and supporting documentation for not including it.
  - To what base is the indirect cost rate applied?
  - 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.

Costs will be allocated per the approved Public Assistance Cost Allocation Plan (PACAP). Cost allocated are capped at 10% of the administrative cost costs for the grant

**Part-Five – Signatures**

**David Greeman** Digitally signed by David Greeman  
 Date: 2020.07.17 12:03:36 -05'00'

07/17/2020  
 Date

 Digitally signed by Ahna Minge  
 Date: 2020.07.20 09:13:04 -05'00'

07/20/2020  
 Date

**Joshua Riesen** Digitally signed by Joshua Riesen  
 Date: 2020.07.28 09:09:54 -05'00'

07/28/2020  
 Date