



Dakota County

Community Services Committee of the Whole

Agenda

Tuesday, April 16, 2024

1:00 PM

Conference Room 3A, Administration
Center, Hastings

If you wish to speak to an agenda item or an item not on the agenda, please notify the Clerk to the Board via email at CountyAdmin@co.dakota.mn.us
Emails must be received by 7:30am on the day of the meeting.
Instructions on how to participate will be sent to anyone interested.

1. Call To Order And Roll Call

Note: Any action taken by this Committee of the Whole constitutes a recommendation to the County Board.

2. Audience

Anyone in the audience wishing to address the Committee on an item not on the Agenda or an item on the Consent Agenda may send comments to CountyAdmin@co.dakota.mn.us and instructions will be given to participate during the meeting. Verbal comments are limited to five minutes.

3. Approval Of Agenda (Additions/Corrections/Deletions)

3.1 Approval Of Agenda (Additions/Corrections/Deletions)

4. Consent Agenda

4.1 Approval Of Minutes Of Meeting Held On March 19, 2024

4.2 *Employment and Economic Assistance* - Authorization To Execute Contract With Clarity Solutions Group LLC For Service Delivery Model Design Services

4.3 *Social Services-Adult Services* - Authorization To Amend 2024 Social Services Budget To Add New Adult Protection Grant Funding, Add 3.0 Grant Funded Full-Time Equivalents And Add Purchase Of Services Budget

4.4 *Social Services-Housing & Community Resources* - Authorization To Execute 2024 Federal Transit Administration Annual List Of Certifications And Assurances

4.5 *Social Services-Housing & Community Resources* - Authorization To Execute Contract For Transportation Services With Uber Technologies, Inc.

- 4.6 *Social Services-Housing & Community Resources* - Authorization To Execute Contracts With Guild For Rental Assistance And Housing Stability Services
- 4.7 *Social Services-Children and Family Services* - Authorization To Accept Grant Funds For Family First Prevention Services Act With Minnesota Department Of Human Services, Add 1.0 Grant-Funded, Full-Time Equivalent, And Amend 2024 Social Services Budget
- 4.8 *Social Services-Children and Family Services* - Authorization To Accept Grant Funds For Parent Support Outreach Program With Minnesota Department Of Human Services And Amend 2024 Social Services Budget
- 4.9 *Social Services-Children and Family Services* - Authorization To Execute Joint Powers Agreement For Social Services Access To Minnesota Department Of Public Safety Criminal Justice Data Communications Network

5. Regular Agenda

- 5.1 *Social Services-Housing & Community Resources* - Authorization To Allocate Local Affordable Housing Aid To Emergency Rental Assistance And Apartment Services, Execute Contracts For Related Services, And Amend 2024 Social Services Budget
- 5.2 *Social Services-Housing & Community Resources* - Update On Homeward Path Project Planning
- 5.3 *Social Services-Housing & Community Resources* - Update On Family Resource Center/One-Stop Shop Planning And Authorization To Submit Application For Sauer Family Foundation Grant, Accept Grant Funds, Execute Grant Agreement, And Amend 2024 Social Services Budget
- 5.4 *Employment and Economic Assistance* - Child Support Program Update

6. Community Services Director's Report

7. Future Agenda Items

8. Adjournment

- 8.1 Adjournment

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Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3286

Agenda #: 3.1

Meeting Date: 4/16/2024

Approval Of Agenda (Additions/Corrections/Deletions)



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3287

Agenda #: 4.1

Meeting Date: 4/16/2024

Approval Of Minutes Of Meeting Held On March 19, 2024



Dakota County

Community Services Committee of the Whole

Minutes

Tuesday, March 19, 2024

1:00 PM

Conference Room 3A, Administration
Center, Hastings

1. Call To Order And Roll Call

Present: Commissioner Atkins, Chairperson Halverson, Commissioner Droste,
Commissioner Workman and Commissioner Holberg

Excused: Commissioner Hamann-Roland

Absent: Commissioner Slavik

Commissioner Mary Hamann-Roland was present via Zoom but was not part of the voting quorum.

Also in attendance were Matt Smith, County Manager; Lucie O'Neill, Assistant County Attorney; Marti Fischbach, Community Services Division Director; Colleen Collette, Administrative Coordinator.

The meeting was called to order at 1:00 p.m. by the Chair, Commissioner Laurie Halverson.

The audio of this meeting is available upon request.

2. Audience

Chair, Commissioner Laurie Halverson, asked if there was anyone in the audience who wished to address the Community Services Committee on an item not on the agenda or an item on the consent agenda. No one came forward and no comments were submitted to CountyAdmin@co.dakota.mn.us.

3. Approval Of Agenda (Additions/Corrections/Deletions)

3.1 Approval Of Agenda (Additions/Corrections/Deletions)

Motion: Joe Atkins

Second: William Droste

Chair, Commissioner Laurie Halverson, requested that the agenda be amended to remove item 5.1: *Update On Truancy Reduction Program*.

Commissioner Joe Atkins requested item 4.7: *Authorization To Execute Joint Powers Agreements With Cities In Dakota County To Support Eligible Opioid Settlement Activities And Amend 2024 Non-Departmental Budget* be pulled from the Consent agenda and moved to the Regular agenda for discussion.

On a motion by Commissioner Atkins, seconded by Commissioner Droste, the amended agenda was unanimously approved. The motion carried unanimously.

Ayes: 5

Excused: 1

4. Consent Agenda

On a motion by Commissioner Droste, seconded by Commissioner Atkins, the amended consent agenda, with item 4.7 (Authorization To Execute Joint Powers Agreements With Cities In Dakota County To Support Eligible Opioid Settlement Activities And Amend 2024 Non-Departmental Budget) pulled, was unanimously approved as follows:

4.1 Approval Of Minutes Of Meeting Held On February 20, 2024

Motion: William Droste

Second: Joe Atkins

4.2 Authorization To Execute Contract With Collaborative Safety, LLC For Safety Training

Motion: William Droste

Second: Joe Atkins

WHEREAS, promoting the safety and well-being of staff and the people we serve is a priority for the Community Services Division (CSD); and

WHEREAS, to support this work, the CSD seeks approval to contract with Collaborative Safety, LLC in a total not to exceed amount of \$204,000, for the period upon date of execution through December 31, 2025; and

WHEREAS, Collaborative Safety, LLC will provide a series of structured trainings and coaching to CSD staff and leaders aimed at building and maintaining a culture of safety throughout the division using the Collaborative Safety Model; and

WHEREAS, founded in Safety Science, the Collaborative Safety Model helps organizations move away from using reactionary approaches to fix things that go wrong because evidence suggests such approaches may make people and organizations less safe; and

WHEREAS, instead, the Collaborative Safety Model emphasizes the importance of understanding and addressing underlying systemic issues that contribute to poor outcomes or safety incidents; and

WHEREAS, it focuses on understanding how staff make decisions in an organizational setting as well as understanding how managers and supervisors shape employee performance to achieve successful outcomes; and

WHEREAS, Collaborative Safety, LLC is the only vendor staff was able to identify that offers comprehensive training on the application of safety science within human services organizations; and

WHEREAS, the proposed contract with Collaborative Safety, LLC is being pursued as a single source procurement with pricing determined to be fair and reasonable through validation with the Minnesota Department of Health and other Minnesota county agencies that have contracted with the same vendor for similar scope; and

WHEREAS, if approved, the contract with Collaborative Safety, LLC will support a series of trainings and ongoing technical assistance for approximately 125 CSD supervisors, managers and senior leaders who will champion the shift toward a culture of safety across the CSD and help support and sustain it going forward through the application of safety science and specialized techniques such as system mapping and systemic critical incident reviews; and

WHEREAS, additionally, a sub-set of this group will be coached by experts from Collaborative Safety, LLC through the process of designing and implementing a more robust approach to supporting staff after they experience critical safety incidents in the course of their work; and

WHEREAS, this is a particularly important and timely investment because of the increasing volume of safety concerns expressed by CSD staff who are regularly exposed to potentially threatening or traumatic incidents due to the nature of their work.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract with Collaborative Safety, LLC for a total not to exceed amount of \$204,000, for the period upon date of execution through December 31, 2025, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contract, consistent with the amount budgeted, to alter the contract amount and the contract term up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contract shall contain a provision that allows the County to immediately terminate the contract in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amount(s) due.

This item was approved and recommended for action by the Board of Commissioners on 3/26/2024.

4.3 Authorization To Execute Joint Powers Agreement For Community Corrections Access To Minnesota Department Of Public Safety Criminal Justice Data Communications Network

Motion: William Droste

Second: Joe Atkins

WHEREAS, the Minnesota Public Safety Bureau of Criminal Apprehension (BCA) is authorized by law to maintain systems and tools and has access to other systems and tools that are useful to criminal and non-criminal justice agencies in the performance of official duties; and

WHEREAS, the BCA has established the Criminal Justice Data Communications Network (CJDN) for the purpose of enabling agencies across the State of Minnesota to access such systems and tools; and

WHEREAS, by Resolution No. 19-042 (January 22, 2019), the Dakota County Board of Commissioners authorized execution of a joint powers agreement (JPA) with the BCA to utilize CJDN from date of execution for a period of five years at a total annual cost of \$3,720; and

WHEREAS, Community Corrections recommends renewing the JPA to enable the use of the systems and tools available over the State's CJDN for which Community Corrections is eligible; and

WHEREAS, the JPA would provide Community Corrections with access to such systems and tools that benefit criminal justice agencies in performing their duties; and

WHEREAS, the JPA further provides the ability to add, modify, and delete connectivity, systems and tools for a period of five years from the date of execution at a total annual cost of \$3,720.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a joint powers agreement with the Minnesota Department of Public Safety Bureau of Criminal Apprehension for access to Minnesota Department of Public Safety Criminal Justice Data Communications Network from the date of execution for a period of five years at a total annual cost of \$3,720, or until completion by the parties of their respective obligations under the joint powers agreement, whichever occurs first, unless earlier terminated by law or according to the provisions of the joint powers agreement, substantially as presented to the Community Services Committee of the Whole on March, 19, 2024, subject to approval by the County Attorney's Office as to form.

This item was approved and recommended for action by the Board of Commissioners on 3/26/2024.

4.4 Ratification To Accept Funds For Minnesota Family Investment Program With Minnesota Department Of Human Services, And Authorization To Execute Biennial Service Agreement And Approve Public Comment Process

Motion: William Droste

Second: Joe Atkins

WHEREAS, Minn. Stat. §256J.626, subd.4, requires counties to have an approved service agreement to receive consolidated funds; and

WHEREAS, the primary purpose of this service agreement is to assess statewide efforts toward the goal of “economic stability for low-income families” under the Minnesota Family Investment Program (MFIP); and

WHEREAS, the agreement assesses the ongoing needs of families and children within program areas, the resources available to address these needs, budgeting of allocated resources, and community participation and review in the planning and development of the service agreement; and

WHEREAS, staff presented an initial overview of the plan to the Workforce Investment Board Executive Committee; and

WHEREAS, the 2024-2025 Service Agreement builds upon existing efforts by counties to serve the needs of families and children, and to assess how well current efforts are leading to better outcomes for Minnesota families; and

WHEREAS, counties use MFIP Consolidated Fund to administer MFIP financial assistance, the Diversionary Work Program, deliver Minnesota Family Investment Program and Divisionary Work Program employment services, and provide emergency assistance; and

WHEREAS, as required by DHS, Employment and Economic Assistance provided an opportunity for public comment through an online public posting on Dakota County’s website, available for comment for thirty days prior to the submission of the agreement; and

WHEREAS, Dakota County did not receive any public comments as a result and the announcement closed for comments on March 9, 2024.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners ratifies acceptance of funds from the Minnesota Family Investment Program with the Minnesota Department of Human Services in an amount not to exceed \$9,045,450 for the period of January 1, 2024 through December 31, 2025; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute the Biennial Service Agreement in an amount not to exceed \$9,045,450 for the period of January 1, 2024 through December 31, 2025, subject to approval by the County Attorney’s Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby approves the process for public comment, as required by DHS; and

BE IT FURTHER RESOLVED, That unless the grant program requirements change, the Community Services Director is hereby authorized to amend the grant to extend the grant term up to two years after initial expiration date, accept additional grant funds, and continue grant-funded full-time equivalents, consistent with County contracting policies, and inclusion of grant funds in future yearly Recommended and Approved Budgets, subject to approval by the County Attorney's Office as to form.

This item was approved and recommended for action by the Board of Commissioners on 3/26/2024.

4.5 Authorization To Accept Grant Funds From Minnesota Department Of Health For Foundational Public Health Responsibilities Grant, Execute Grant Agreement, Add 1.0 Grant-Funded, Full-Time Equivalent And Amend 2024 Public Health Budget

Motion: William Droste

Second: Joe Atkins

WHEREAS, pursuant to Minn. Stat. § 375A.04, the Dakota County Board of Commissioners is, and performs the duties and exercises the powers of, a community health board under Minn. Stat. ch. 145A, and is required to govern and administer those functions as fully as other Dakota County functions, including the responsibility to prevent disease and to promote and protect the public health of Dakota County residents; and

WHEREAS, in 2023, the Minnesota Department of Health (MDH) adopted the Public Health Accreditation Board (PHAB) National Framework for Foundational Public Health Services
<<https://phaboard.org/center-for-innovation/public-health-frameworks/the-foundational-public-health-services/>>, which outlines the unique responsibilities of governmental public health and defines a minimum package of capabilities and programs that must be available in every community; and

WHEREAS, this framework will allow Public Health to explain the vital role of governmental public health in a thriving community, identify capacity and resource gaps, determine the cost for assuring foundational activities, and justify funding needs; and

WHEREAS, these recommendations are the minimum capabilities and services; however, to best serve our community, additional services may be required; and

WHEREAS, a comprehensive cost and capacity assessment was completed across Minnesota to understand the gaps in the public health services and capabilities and the assessment showed significant disparities between local health departments in promoting, protecting, and preventing disease; and

WHEREAS, during the 2023 session, the Minnesota Legislature allocated funds to local community health boards to fulfill foundational public health

responsibilities; and

WHEREAS, this ongoing, annual funding is a legislative component of the Local Public Health Grant (LPHG) defined by Minn. Stat. §145A.131 but is to be used specifically to strengthen local and tribal public health departments; and

WHEREAS, Dakota County Public Health (PH) was awarded \$146,832 from January 1, 2024 through December 31, 2024, for foundational public health responsibilities; and

WHEREAS, community health boards must provide a match of at least 75 percent of the new foundational public health responsibilities funding, as is required for the Local Public Health Grant (LPHG) and Dakota County is currently meeting this requirement at no additional funding required; and

WHEREAS, PH plans to utilize this funding to add a 1.0 grant-funded full-time equivalent (FTE) Environmental Health Supervisor to create infrastructure to support an environmental health program that can respond to the increasing needs of our population as suggested in the April 2023 Office of Planning and Analysis (OPA) Environmental Health Program review; and

WHEREAS, additional capacity will also be used to create a strategic approach to the partnership between Environmental Health and Environmental Resources.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept the grant funds from the Minnesota Department of Health (MDH) for the Foundational Public Health Responsibilities grant in the amount of \$146,832 for the period of January 1, 2024 through December 31, 2024; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute the grant agreement for the period of January 1, 2024 through December 31, 2024, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That unless the grant program requirements change, the Community Services Director is hereby authorized to amend the grant to extend the grant term up to two years after initial expiration date, accept additional grant funds, and continue grant-funded full-time equivalents, consistent with County contracting policies, and inclusion of grant funds in future yearly Recommended and Approved Budgets, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to add a 1.0 grant-funded, full-time equivalent Environmental Health Supervisor; and

BE IT FURTHER RESOLVED, That the 2024 Public Health budget is hereby amended as follows:

Revenue

MDH Grant Revenue \$146,832

Total Revenue **\$146,832**

Expense

Staff Expense \$146,832

Total Expense **\$146,832**

This item was approved and recommended for action by the Board of Commissioners on 3/26/2024.

4.6 Authorization To Execute Joint Powers Agreement With City Of Farmington For Wellness Initiatives Funded Through Minnesota Department of Health Statewide Health Improvement Partnership

Motion: William Droste

Second: Joe Atkins

WHEREAS, pursuant to Minn. Stat. § 375A.04, the Dakota County Board of Commissioners is, and performs the duties and exercises the powers of, a community health board under Minn. Stat. ch. 145A, and is required to govern and administer those functions as fully as other Dakota County functions, including the responsibility to prevent disease and to promote and protect the public health of Dakota County residents; and

WHEREAS, the Statewide Health Improvement Partnership (SHIP), which invests in preventing chronic disease, is overseen by the Minnesota Department of Health (MDH) and is administered by local public and tribal health partners; and

WHEREAS, Dakota County Public Health receives an annual grant allocation through MDH to coordinate and fund SHIP strategies; and

WHEREAS, human milk is an infant's first source of healthy nutrition, which supports lifelong positive public health outcomes for both mother and child and an employer is an important support system in achieving sustained lactation goals; and

WHEREAS, adequate lactation accommodations via an employer are a federal legal requirement, but limited resources exist to support employers in accessing technical assistance and other resources to meet this mandate; and

WHEREAS, this initiative with the City of Farmington will support the development of two lactation spaces for Farmington Fire and Rescue employees and other residents that may need to utilize a lactation space; and

WHEREAS, the initiative will include technical assistance in policy, systems, and environmental change to better serve the needs of new parents; and

WHEREAS, SHIP supports community-driven solutions to achieve four main goals including increasing physical activity, improving access to healthy foods, improving mental wellbeing, and reducing the use of, and exposure to, tobacco; and

WHEREAS, SHIP specifically supports and funds community neighborhood organizations, school districts and childcare organizations, health care settings, and other government worksites in wellness policy, systems, and environmental change initiatives; and

WHEREAS, for the past several years, grants have been awarded through a contract process with grantees and this year Dakota County will enter into a JPA for wellness initiatives via the SHIP grant with City of Farmington for Farmington Fire & Rescue Worksite Wellness Lactation Support.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a joint powers agreement with the City of Farmington for worksite wellness lactation support, for the term upon execution of the joint powers agreement through October 31, 2025, with a total agreement amount not to exceed \$4,000, subject to approval by the County Attorney's Office as to form.

This item was approved and recommended for action by the Board of Commissioners on 3/26/2024.

4.8 Authorization To Accept Additional Grant Funds For Local Homeless Prevention Aid With Minnesota Department Of Revenue, Execute Contract Amendment For Prevention Activities And Amend 2024 Social Services Budget

Motion: William Droste

Second: Joe Atkins

WHEREAS, the purpose of Local Homeless Prevention Aid (LHPA), a new funding source that began in July 2023, is to help local governments ensure no child is homeless by keeping families from losing housing and helping those experiencing homelessness find housing; and

WHEREAS, funding is distributed to counties as an allocation from the Minnesota Department of Revenue (MDR), with the first allocation on July 20, 2023; and

WHEREAS, funding is designated for five years and the annual amount is subject to change; and

WHEREAS, Dakota County was notified that it will receive \$144,163 in

additional funds for year one; and

WHEREAS, by Resolution No. 23-279 (June 20, 2023), the Dakota County Board of Commissioners authorized acceptance of LHPA grant funds and execution of contracts with The Link and 360 Communities; and

WHEREAS, staff requests authorization to accept additional funds from MDR in the amount of \$144,163 and execute a contract amendment with 360 Communities to add an additional \$144,163 for a new total not to exceed contract amount of \$649,000 for the term upon execution through June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept Local Homeless Prevention Aid (LHPA) grant funds in the amount of \$144,163 from the Minnesota Department of Revenue for the term upon execution through June 30, 2025; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract amendment with 360 Communities for Local Homeless Prevention Aid services to add \$144,163 for a total not to exceed contract amount of \$649,000 for the term upon execution through June 30, 2025, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contract, consistent with the amount budgeted, to alter the contract amount and the contract term up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contract shall contain a provision that allows the County to immediately terminate the contract in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amount due; and

BE IT FURTHER RESOLVED, The 2024 Social Services Budget is hereby amended as follows:

Expense

Social Services Budget \$144,163

Total Expense **\$144,163**

Revenue

LHPA Grant Funds \$144,163

Total Revenue	\$144,163
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This item was approved and recommended for action by the Board of Commissioners on 3/26/2024.

4.9 Authorization To Execute Contract Amendment For Street Outreach Services With Ally Supportive Services, LLC

Motion: William Droste

Second: Joe Atkins

WHEREAS, the Housing section of Social Services provides both in-house and contracted services across the services continuum; and

WHEREAS, the contracted services include street outreach, intake and assessment, emergency shelter, transitional housing, permanent supportive housing, and housing search and stability services for people experiencing homelessness in Dakota County; and

WHEREAS, by Resolution No. 23-471 (October 24, 2023), the Dakota County Board of Commissioners authorized execution of a street outreach contract with Ally Supportive Services, LLC in the amount of \$102,000 for the period of January 1, 2024 through December 31, 2025; and

WHEREAS, the Minnesota Department of Human Services (DHS) funding for street outreach for adults experiencing homelessness decreased significantly starting in the third quarter of 2023 due to the elimination and/or reduction of current Community Living Infrastructure (CLI) grants by DHS, even as the number of people experiencing homelessness has remained at historic highs; and

WHEREAS, to continue street outreach services, staff recommends amending the contract with Ally Supportive Services, LLC to increase the contract amount by \$100,000 for a new total not to exceed contract amount of \$202,000 through December 31, 2025.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract amendment for street outreach services with Ally Supportive Services, LLC to increase the contract amount by \$100,000 for a new total not to exceed contract amount of \$202,000 through December 31, 2025; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contract, consistent with the amount budgeted, to alter the contract amount and the contract term up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contract shall contain a provision that

allows the County to immediately terminate the contract in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amount due.

This item was approved and recommended for action by the Board of Commissioners on 3/26/2024.

4.10 Authorization To Execute Contract Amendment With Behavioral Dimensions Inc. For In-Home And Community-Based Services

Motion: William Droste

Second: Joe Atkins

WHEREAS, the work of Children and Family Services requires access to in-home and community-based services for children, youth, and families, whether in addressing child protection issues, children's mental health needs, truancy, or youth transitioning from the foster care system; and

WHEREAS, the Minnesota Comprehensive Children's Mental Health Act, specifically Minn. Stat. § 245.4874, subd. 1, requires county boards to develop a system of affordable and locally available children's mental health services based on a local service delivery system detailed in Minn. Stat. § 245.4875, subd. 2; and

WHEREAS, Behavioral Dimensions Inc. currently provides Intensive Behavioral Specialist programming for Dakota County children who meet Severe Emotional Disturbance (SED) eligibility, up to age 18, who have frequent behavioral health crises and are unable to access most services due to frequent and/or severe episodes of unsafe behavior; and

WHEREAS, Behavioral Dimensions Inc. has also recently agreed to provide a limited number of crisis diagnostic assessments for children who are boarding in hospital emergency rooms; and

WHEREAS, this additional service will help move children out of hospital emergency rooms much more quickly and get them the services they need sooner; and

WHEREAS, the Behavioral Dimensions Inc. contract was effective on January 1, 2023 and will expire on December 31, 2024; and

WHEREAS, staff is requesting a contract amendment to increase the not to exceed amount from \$75,000 to \$200,000.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract amendment with Behavioral Health Inc. for In-Home and Community-Based Services to increase the not to exceed amount to \$200,000, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contract, consistent with the amount budgeted, to alter the contract amount and the contract term up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contract shall contain a provision that allows the County to immediately terminate the contract in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amounts due.

This item was approved and recommended for action by the Board of Commissioners on 3/26/2024.

4.11 Ratification Of Grant Application To Minnesota Housing Finance Agency For Family Homelessness Prevention And Assistance Program Funds And Authorization To Accept Grant Funds, Execute Grant Agreement And Related Contracts, And Amend 2024 Social Services Budget

Motion: William Droste

Second: Joe Atkins

WHEREAS, the Minnesota Legislature established the Family Homeless Prevention and Assistance Program (FHPAP) in 1993 to assist families with children, youth and single adults who are homeless or are at imminent risk of homelessness; and

WHEREAS, FHPAP grant funding may be administered by counties in the metro area who, in turn, may sub-grant some or all funds to other entities; and

WHEREAS, funding is awarded through a competitive grant application process with predetermined criteria in four categories: planning, project design, program capacity/performance and need; and

WHEREAS, an advisory committee was established to assist in preparing the project proposal and the design, implementation, and evaluation of the project; and

WHEREAS, the Dakota County Affordable Housing Coalition (AHC) acts as the FHPAP Advisory Committee and a community-based subcommittee has been established by the AHC to help inform project direction and priorities; and

WHEREAS, for the 2023-2025 biennium, a request for proposals for subcontractors was issued on February 7, 2023, as required by county procurement policies; and

WHEREAS, three responses were received and three subgrantees, Scott-Carver-Dakota Community Action Partnership Agency (CAP Agency), 360 Communities, and the Young Men's Christian Association (YMCA) were selected to serve homeless and at-risk families, single adults and youth; and

WHEREAS, by Resolution No. 23-164 (April 25, 2023), the Dakota County Board of Commissioners authorized submission of the FHPAP grant application, acceptance of grant funds, and execution of grant agreement and related contracts; and

WHEREAS, for the upcoming biennium, staff requests ratification to submit another grant application to the Minnesota Housing Finance Agency for the FHPAP grant in the amount up to \$3,000,000; and

WHEREAS, this amount includes up to \$3,000,000 for the three recommended contracted subgrantees, and up to 15 percent for administrative costs for the contract term beginning upon contract execution through September 30, 2025; and

WHEREAS, if awarded, staff recommends execution of contracts with the CAP Agency, 360 Communities, and the YMCA for a combined total amount not to exceed \$3,000,000 for the contract term beginning upon contract execution through September 30, 2025.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby ratifies the submission of the Family Homelessness Prevention and Assistance Program (FHPAP) grant application to the Minnesota Housing Finance Agency for up to \$3,000,000 with contract terms beginning upon contract execution through September 30, 2025; and

BE IT FURTHER RESOLVED, That, if awarded, the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept grant funds and execute a grant agreement with the Minnesota Housing Finance Agency in the amount awarded for the grant term beginning upon grant execution through September 30, 2025, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That, if awarded, the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute contracts with Scott-Carver-Dakota Community Action Partnership Agency, 360 Communities, and the Young Men's Christian Association for a combined amount not to exceed \$3,000,000 for the contract terms beginning upon contract execution through September 30, 2025, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contracts, consistent with the amount budgeted, to alter the contracts amount and the contract terms up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contracts shall contain a provision that allows the County to immediately terminate the contracts in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amounts due; and

BE IT FURTHER RESOLVED, That, if awarded, the 2024 Social Services Budget is hereby amended as follows:

Expense

Social Services Budget	<u>\$3,000,000</u>
Total Expense	\$3,000,000

Revenue

FHPAP Grant	<u>\$3,000,000</u>
Total Revenue	\$3,000,000

This item was approved and recommended for action by the Board of Commissioners on 3/26/2024.

5. Regular Agenda

4.7 Authorization To Execute Joint Powers Agreements With Cities In Dakota County To Support Eligible Opioid Settlement Activities And Amend 2024 Non-Departmental Budget

Motion: Mary Liz Holberg

Second: William Droste

This item was pulled from the Consent agenda for discussion.

Coral Ripplinger, Public Health Director presented on this item and stood for questions. Ryan Garcia, South St. Paul City Administrator, also contributed to the discussion.

WHEREAS, on October 3, 2023, Dakota County Public Health held a board workshop to discuss next steps related to the opioid response and as a part of that meeting, Public Health requested the consideration of up to \$195,000 for cities in Dakota County with populations between 10,000 and 30,000 to support eligible activities in accordance with the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement (MOA) funded through the National Opioid Settlement Funds; and

WHEREAS, in accordance with the MOA, Dakota County will draw from special revenue funds as follows:

1. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of

time.

2. The budget or resolution must (i) indicate that it is an authorization for expenditures of opioid settlement funds; (ii) state the specific strategy or strategies the county or city intends to fund, using the item letter and/or number in Exhibit A to identify each funded strategy, if applicable; and (iii) state the amount dedicated to each strategy for a stated period of time

; and

WHEREAS, in accordance with the MOA Section III. D, Dakota County may grant Opioid Settlement Funds to another entity for that entity to fund one or more strategies stated in the MOA Exhibit A; and

WHEREAS, Dakota County is ultimately responsible for monitoring and tracking the use of the funds it grants to satisfy its reporting obligations; and

WHEREAS, staff requests authorization to enter into joint powers agreements (JPA)s with the cities of Farmington, Hastings, Mendota Heights, Rosemount, South St. Paul, and West St. Paul, for terms effective upon execution of each JPA through July 1, 2026; and

WHEREAS, staff requests authorization to allocate up to \$195,000 of opioid settlement funds from the 2024 Non-Departmental Budget for reimbursement for eligible activities in accordance with the MOA; and

WHEREAS, city Funding Totals are based on U.S. Census data estimations on July 1, 2019, and distributions are as follows:

City of Farmington	\$36,742
City of Hastings	\$36,417
City of Mendota Heights	\$18,049
City of Rosemount	\$40,110
City of South St. Paul	\$31,920
City of West St. Paul	\$31,762

; and

WHEREAS, Dakota County will disburse the funds upon receiving documentation of the cost, authorized opioid remediation use, and a resolution from the applicable city council specifically identifying the remediation strategy(ies) and associated item letter/number from MOA Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute joint powers agreements with the cities of Farmington, Hastings, Mendota Heights, Rosemount, South St. Paul, and West St. Paul to support eligible

activities in accordance with the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement funded through the National Opioid Settlement Funds for a combined total amount of up to \$195,000, for terms effective upon execution of each joint powers agreement through July 1, 2026, subject to approval by the County Attorney's Office as to form, with total not to exceed amounts as follows:

City of Farmington	\$36,742
City of Hastings	\$36,417
City of Mendota Heights	\$18,049
City of Rosemount	\$40,110
City of South St. Paul	\$31,920
City of West St. Paul	\$31,762

; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes an amendment to the 2024 Non-Departmental Budget to allocate up to \$195,000 of opioid settlement funds for reimbursement to cities with populations between 10,000 and 30,000 for eligible activities in accordance with the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement, for terms effective upon execution of each joint powers agreement through July 1, 2026; and

BE IT FURTHER RESOLVED, That Dakota County will disburse the Opioid Settlement Funds only upon receiving documentation of the cost, authorized opioid remediation use, and a resolution from the applicable city council specifically identifying the remediation strategy(ies) and associated item letter/number from the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement Exhibit A; and

BE IT FURTHER RESOLVED, That the 2024 Non-Departmental budget is hereby amended as follows:

Expense

Eligible City Expenses	<u>\$195,000</u>
Total Expense	\$195,000

Revenue

Opioid Settlement Funds	<u>\$195,000</u>
Total Revenue	\$195,000

This item was approved and recommended for action by the Board of Commissioners on 3/26/2024.

Ayes: 4

Chairperson Halverson, Commissioner Droste, Commissioner Workman and Commissioner Holberg

Nay: 1

Commissioner Atkins

Excused: 1

Commissioner Hamann-Roland

5.1 Update On Truancy Reduction Program

This item was removed from the Agenda; therefore, there was no presentation.

5.2 Update On Task Force Final Report On Priority Admissions To State-Operated Treatment Programs

Emily Schug, Deputy Director, Social Services - Adult Services, and Sheriff Joe Leko, County Sheriff's Office, presented on this item and stood for questions. This item was on the agenda for informational purposes only. No staff direction was given.

Information only; no action requested.

5.3 Approval To Submit Community Corrections 2023-2027 Comprehensive Plan To Minnesota Department Of Corrections

Motion: Joe Atkins

Second: William Droste

Suwana Kirkland, Community Corrections Director, and Jim Scovil, Community Corrections Deputy Director, presented on this item and stood for questions.

WHEREAS, the Community Corrections Act, passed by the Minnesota State Legislature in 1973, authorizes the Commissioner of the Minnesota Department of Corrections (DOC) to issue subsidy funding to assist counties in the development, implementation and operation of community-based correctional services; and

WHEREAS, the Community Corrections Act requires participating counties to submit a comprehensive plan to the DOC for approval; and

WHEREAS, the purpose of the Comprehensive Plan is first, to demonstrate to the Commissioner of Corrections compliance with the standards established by the Community Corrections Act, and policies and procedures governing the services prescribed by the Commissioner and second, to demonstrate to the Dakota County Board of Commissioners the efforts of the Community Corrections Department to meet its mission to transform lives, promote equity and increase community safety; and

WHEREAS, by Resolution No. 21-585 (December 14, 2021), the Dakota County Board of Commissioners approved the 2022-2025 Community Corrections Comprehensive Plan for submission to the DOC; and

WHEREAS, since then, changes to funding resulted in the DOC requiring all counties to submit a new plan, in a new (reduced) format for the years 2023-2027, aligning plan dates for all counties; and

WHEREAS, the data required in the plan is through 2022 and was already reported and approved by the Board in the last Comprehensive Plan submission; and

WHEREAS, the 2023-2027 Comprehensive Plan, created from portions of the previous plan, updates the DOC on the programs and services of the Dakota County Community Corrections department, and outlines the goals and strategies for 2023 through 2027 for correctional services; and

WHEREAS, the Dakota County Community Corrections 2023-2027 Comprehensive Plan, which has been preliminarily reviewed by the DOC, will be submitted to the Commissioner of DOC upon approval by the Dakota County Board of Commissioners; and

WHEREAS, the final copy will be on file with the Clerk to the Board.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves the 2023-2027 Community Corrections Comprehensive Plan for submission to the Minnesota Department of Corrections and Commissioner of Corrections; and

BE IT FURTHER RESOLVED, That the Community Corrections Department shall make the Plan available, upon request, to the residents of Dakota County.

This item was approved and recommended for action by the Board of Commissioners on 3/26/2024.

Ayes: 5

Excused: 1

5.4 Update On Aspen House And Authorization To Execute Contract Amendment

Motion: Joe Atkins

Second: Mary Liz Holberg

Suwana Kirkland, Community Corrections Director; Sarah Reetz, Community Corrections Deputy Director; and Karen Sanness, Social Services - Children & Family Services Director, presented on this item and stood for questions.

WHEREAS, by Resolution No. 22-105 (March 8, 2022), the Dakota County Board of Commissioners authorized the purchase and renovation of a property

in Mendota Heights to be used as a children's residential facility providing short term housing and supportive services; and

WHEREAS, by Resolution No. 22-110 (March 22, 2022), the Dakota County Board of Commissioners approved Nexus Family Healing, a non-profit with nearly 50 years of experience providing mental health and residential services to children and families, to operate this facility; and

WHEREAS, this project began in 2019, when Washington and Dakota counties partnered to address the gap in services created when Harbor Shelter closed its Hastings youth shelter; and

WHEREAS, the counties sought to replace this resource for children and families in crisis and enhance the therapeutic programming provided at the facility; and

WHEREAS, the purchase and remodeling of the Aspen House property was funded by approximately \$2,150,000 in American Rescue Plan funds with \$1,750,000 from Dakota County and \$400,000 from Washington County; and

WHEREAS, Aspen House, which opened in October 2022, provides short-term housing for up to 90 days for up to 12 residents, ages 12-18; and

WHEREAS, county mobile crisis response, juvenile justice, child protection, and children's mental health teams utilize this program when youth temporarily need a safe place to stay away from home while service professionals (social workers, probation officers, therapists) work on reunification or longer-term solutions for the family; and

WHEREAS, the services and programming at Aspen House include family engagement, maintaining family and cultural connections, family therapy, transition planning, and psychoeducation; and

WHEREAS, educational services are provided on-site in partnership with Independent School District 197; and

WHEREAS, Nexus Family Healing is requesting an additional reimbursement for year one expenditures in the amount of \$181,000 for items that were not covered in the initial per diem rate; and

WHEREAS, this includes added food cost, new hire expenses, building and grounds maintenance, and outpatient therapy services that were incurred in 2023; and

WHEREAS, the additional reimbursement amount is being proposed to our partner, Washington County Social Services, to pay one third of the cost, which would be the following payment if agreed upon:

- Dakota County Social Services: \$60,333.50
- Dakota County Community Corrections: \$60,333.50
- Washington County Social Services (if agreed upon): \$60,333.00

; and

WHEREAS, a contract amendment is requested to the Nexus Family Healing contract adding an additional reimbursement payment of \$181,000 and increasing the per diem rate by \$102.68 beginning January 1, 2024 increasing the rates to the following:

- Dakota County and Washington County: \$481.08
- Other Counties (+35%): \$649.46

; and

WHEREAS, the current not to exceed amount for the full term of the contract, July 1, 2022 through December 31, 2024, is \$2,196,908, which is sufficient to cover the requested amendments noted above.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute an amendment to the Nexus Family Healing contract adding an additional reimbursement payment of \$181,000 and increasing the per diem rate by \$102.68 beginning January 1, 2024; and

BE IT FURTHER RESOLVED, That the contract shall contain a provision that allows the County to immediately terminate the contract in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amount due.

This item was approved and recommended for action by the Board of Commissioners on 3/26/2024 with the removal of the following resolution clause: BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contract, consistent with the amount budgeted, to alter the contract amount and the contract term up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form.

Ayes: 5

Excused: 1

6. Community Services Director's Report

Marti Fischbach, Community Services Division Director, referred the Committee to the written report that was provided, pointing out the information on next steps in Housing planning. She also mentioned that she was part of a group that did a modernization technology

demonstration at the State, hosted by Representative Clardy and in attendance were Commissioners Atkins and Droste. There is a recording and she would also be willing to do a demo for any interested Commissioners. Ms. Fischbach then referred to the Board Planning Calendar, which was also provided, and indicated that April has a big agenda and the presenters for the Truancy Update are not available, so staff will consider presenting the item to the Committee in May. Ms. Fischbach then stood for questions.

County Manager, Matt Smith, mentioned that the Cyber Security Update at the General Government and Policy meeting on March 26 will be a closed session with an estimated 45 minute discussion.

7. Future Agenda Items

Chair, Commissioner Laurie Halverson, asked the Committee if anyone had a topic they would like to hear more about at an upcoming Community Services Committee of the Whole meeting. No topics were brought forth.

8. Adjournment

8.1 Adjournment

Motion: Joe Atkins

Second: William Droste

On a motion by Commissioner Joe Atkins, seconded by Commissioner William Droste, the meeting was adjourned at 2:32 p.m.

Ayes: 5

Excused: 1

Respectfully submitted,

Colleen Collette, Administrative Coordinator
Community Services Division



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3204

Agenda #: 4.2

Meeting Date: 4/16/2024

DEPARTMENT: Employment and Economic Assistance

FILE TYPE: Consent Action

TITLE

Authorization To Execute Contract With Clarity Solutions Group LLC For Service Delivery Model Design Services

PURPOSE/ACTION REQUESTED

Authorize execution of a contract with Clarity Solutions Group LLC for Service Delivery Model Design Services.

SUMMARY

The Dakota County Community Services Division's mission is to partner with individuals, families, and communities to build healthy, stable, and vibrant lives. Efforts are guided by a strategic framework that reflects the division's vision of "Healthy, Safe and Thriving Communities". Dakota County residents face an urgent need to access public assistance, such as medical, food, cash assistance, employment and other benefits. The Employment and Economic Assistance (EEA) Department issued a solicitation on September 22, 2023, (Attachment: Solicitation Summary) to understand options for Service Delivery Model Design Services.

Four proposals were received and evaluated based on programmatic approach, expertise in Service Delivery Model Design, knowledge of and experience with government business operations and public human services and other criteria.

The purpose of the solicitation was to find an individual or organization to provide consultation, implementation, and support to enable EEA to improve its service delivery model. This work will provide consultation to identify and improve performance indicators, provide consultation on development of business intelligence tools where visualizations can be built for performance indicators, maximize use of technology and integrated eligibility solutions, reduce technological debt and provide recommendations to divisional leadership on strategies to consider in preparing for and implementing a future refresh of the service delivery model that includes broad engagement from a breadth of diverse stakeholders.

After a thorough review and demonstrations, Clarity Solutions Group LLC was selected by the panel members based on the above-mentioned evaluation criteria. Authorization is requested from the Dakota County Board of Commissioners to execute a contract with Clarity Solutions Group LLC for Service Delivery Model Design services from the date of contract execution through December 31, 2025, in an amount not to exceed \$500,000.

RECOMMENDATION

Staff recommends authorization to execute a contract with Clarity Solutions Group LLC for Service Delivery Model Design services from the date of contract execution through December 31, 2025, in an amount not to exceed \$500,000.

EXPLANATION OF FISCAL/FTE IMPACTS

Funding is included in the 2024 EEA Budget. The contract shall contain a provision that allows the County to terminate the contract immediately in the event sufficient funds from the county, state, or federal sources are no longer available at a level sufficient to continue services.

☐ None ☒ Current budget ☐ Other
☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

WHEREAS, the Dakota County Community Services Division's mission is to partner with individuals, families, and communities to build healthy, stable, and vibrant lives with efforts guided by a strategic framework that reflects the vision of "Healthy, Safe and Thriving Communities"; and

WHEREAS, Dakota County residents face an urgent need to access public assistance, such as medical, food, cash assistance, employment and other benefits; and

WHEREAS, the Employment and Economic Assistance (EEA) Department issued a solicitation on September 22, 2023, to understand options for Service Delivery Model Design Services; and

WHEREAS, four proposals were received and evaluated based on programmatic approach, expertise in Service Delivery Model Design, knowledge of and experience with government business operations and public human services, and other criteria; and

WHEREAS, the purpose of the solicitation was to find an individual or organization to provide consultation, implementation, and support to enable EEA to improve its service delivery model; and

WHEREAS, this work will provide consultation to identify and improve performance indicators, provide consultation on development of business intelligence tools where visualizations can be built for performance indicators, maximize use of technology and integrated eligibility solutions, reduce technological debt and provide recommendations to divisional leadership on strategies to consider in preparing for and implementing a future refresh of the service delivery model that includes broad engagement from a breadth of diverse stakeholders; and

WHEREAS, after a thorough review and demonstrations, Clarity Solutions Group LLC was selected by the panel members based on the above-mentioned evaluation criteria.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract with Clarity Solutions Group LLC for Service Delivery Model Design services from the date of contract execution through December 31, 2025, in an amount not to exceed \$500,000, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend

said contract, consistent with the amount budgeted, to alter the contract amount and the contract term up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contract shall contain a provision that allows the County to immediately terminate the contract in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amount(s) due.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment: Solicitation Summary

BOARD GOALS

- | | |
|---|--|
| <input type="checkbox"/> A Great Place to Live | <input type="checkbox"/> A Healthy Environment |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input checked="" type="checkbox"/> Excellence in Public Service |

CONTACTS

Department Head: Nadir Abdi

Author: Nadir Abdi

Service Delivery Model Design Services Solicitation Summary

Date of Solicitation: September 22, 2023

Number of Proposals Received: 4

Review Team Agencies: Dakota County (Nadir Abdi, Daren Nyquist, Tiffinie Miller, Scott Jara, Lynn Carr, Mark Jacobs, Sheng Thor)

Services Description: Dakota County Community Services Division (CSD) includes five departments comprised of over 900 staff that administer programs and services in the areas of Social Services, Employment and Economic Assistance, Public Health, Community Corrections, and Veterans Services. The division also includes an administration department responsible for the coordination of division-wide administrative operations, data management, compliance and quality assurance, contract and vendor management, performance measurement as well as project management.

Working collectively, the division's mission is to partner with individuals, families, and communities to build healthy, stable, and vibrant lives. Our efforts are guided by a strategic framework that reflects our vision of "Healthy, Safe and Thriving Communities". Dakota County residents face an urgent need to access public assistance, such as medical, food, cash assistance, employment and other benefits.

The Employment and Economic Assistance (E&EA) Department is looking to understand options for Service Delivery Model Design Services.

Primary Deliverables: The purpose of this Request for Information (RFI) is to find an individual or organization to support E&EA with the following scope of work:

1. Provide consultation, implementation, and support to enable E&EA to improve its service delivery model
 - a. This project would initially focus on Public Assistance – Cash, Food, and Medical benefits
 - b. It is expected that this engagement will bring both consultative services and software solutions
2. Provide consultation to identify and improve performance indicators. Some examples include:
 - a. Decrease response time for public assistance services, while decreasing overall number of interactions
 - i. Understand the customer journey for the different types of programs and identify client pain points within that journey
 - ii. Map current state application workflow and recommend future state changes
 - b. Increase same-day eligibility determinations
 - i. Focus on efforts to facilitate one-call resolution to client inquiries
 - ii. Increase consistency at all points of customer contact and triage

- c. Provide consultative services to review department administrative structure to properly govern and maintain recommended solutions
- 3. Provide consultation and recommendations on business intelligence tools where visualizations can be built for performance indicators, such as:
 - a. Application time in queue
 - b. Status in queue
 - c. Output by individual staff
 - d. Others to be determined
- 4. Maximize use of technology and integrated eligibility solutions – reduce bloat

Solicitation Selection Criteria:

- 1. Programmatic approach/model/curriculum to provide Service Delivery Model Design Services
- 2. Expertise in Service Delivery Model design, implementation and sustaining new eligibility practices for government agencies
- 3. Knowledge of and experience with government business operations
- 4. Knowledge of and experience with public human services
- 5. Proposed staffing plan to deliver Service Delivery Model Design services
- 6. Experience defining and leveraging data needed to support key performance indicators
- 7. Knowledge and experience with electronic content management systems and the design of workflows to improve efficiencies in the management of required case documentation

Evaluation Results:

After a thorough review, the review panel recommended to award a contract with Clarity Solutions Group.

Rationale of Recommended Vendor:

Clarity Solution Group was chosen based on agency's demonstration of project understanding, proposed project approach, project team and expertise of key personnel, performance on similar projects, and best value. This vendor has extensive knowledge with Dakota County systems, E&EA processes and would be able to provide services quickly, accurately and efficiently.



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3126

Agenda #: 4.3

Meeting Date: 4/16/2024

DEPARTMENT: Social Services-Adult Services

FILE TYPE: Regular Action

TITLE

Authorization To Amend 2024 Social Services Budget To Add New Adult Protection Grant Funding, Add 3.0 Grant Funded Full-Time Equivalents And Add Purchase Of Services Budget

PURPOSE/ACTION REQUESTED

Authorize an amendment to the 2024 Social Services Budget to add grant funds, addition of 3.0 grant-funded full-time equivalents (FTE), and purchase of services budget.

SUMMARY

Under the Vulnerable Adult Act, Minn. Stat. § 626.557 and Minnesota Administrative Rule 955.7100 to 955.7600, counties have responsibility for responding to reports alleging abuse, neglect, and exploitation of vulnerable adults.

As a lead agency, Dakota County provides Adult Protection Services (APS) including emergency protective services, report screening, assessment, investigation, and protective service coordination. Numbers of APS screenings, assessments, and investigations have increased in recent years, as has the complexity of service coordination. See Attachment: Adult Protection Services Summary.

State funding for adult protection services, in the amount of \$3,000,000 is allocated annually to support counties in delivering APS. Dakota County's State Fiscal Year (SFY) 2024 base Adult Protection allocation is \$278,423, which is an increase of \$93,511 from SFY 2022. By Resolution No. 22-394 (September 20, 2022), the Dakota County Board of Commissioners approved the Dakota County's SFY 2022 spending plan.

The Department of Human Services (DHS) allocated Minnesota counties additional one-time grant funding for APS for SFYs 2024-2027 (July 1, 2023 - September 30, 2027). Funding was made available in Chapter 61, Article 2 Section 7 2023 Regular Session. Dakota County's one-time allocation for SFYs 2023-2027 is \$365,175, annually.

The statutory formula for both county APS allocations is based 25 percent on the number of adults referred by the Minnesota Adult Abuse Reporting Center (MAARC) in the calendar year and 75 percent on the number of adults referred by the MAARC and accepted by the county for APS.

The base allocation and additional one-time grant funds are required to be spent by counties to expand, not supplant, county expenditures for APS programs. Counties are advised the majority of this funding is one-time funding for allocation over four (4) SFYs. Current base state grant funding dedicated to APS of \$5.65 million allocated through the Vulnerable Child and Adult Act and Adult

Protection State Grant Allocation will be increased by \$866,000 following SFY 2027.

Using APS grant funds not already budgeted, staff recommends adding 2.0 FTE Social Workers and a 1.0 FTE Coordinator to respond to increased volume and complexity of reports, assessments, and investigations. Additional staffing will increase capacity for follow-up on reports, timely case assignments, service coordination, assessment, case management, eligibility determination and system coordination. New FTE will be added in mid-2024 and continued as grant funds are available to cover position costs, which is anticipated to be 2027 but could be longer with carryover funds. Staff recommends the remainder of APS grant funds be budgeted for purchase of services to address the health and well-being of vulnerable adults. Some examples of purchased service needs are personal hygiene supplies, home modifications, home-delivered meals, security deposit, support for caregivers and specialized transportation.

OUTCOMES

See Attachment: Adult Protection Services Summary, for more detailed information.

How much?

- In Calendar Year (CY) 2022, Dakota County received and screened 2066 lead agency reports; 999 reports screen in (48%).
- In CY 2023, Dakota County received and screened 2,610 lead agency reports; 1,148 reports screened in (estimate pending final numbers from DHS)

How well?

- Dakota County has a high volume of referrals from the MAARC and high “screen in” rate for investigation and services as compared to the statewide average. These factors drive the funding formula.

Is anyone better off?

- DHS is required to establish performance outcomes for county grant recipients. DHS will undertake these activities in coordination with the counties.
- Outcomes established for grant funds will support core principles and stakeholder goals for equity and consistency in outcomes for APS.

RECOMMENDATION

Staff recommends authorization to add 3.0 FTE for Adult Protection and amend the 2024 Social Services Budget.

EXPLANATION OF FISCAL/FTE IMPACTS

There is a \$0 net County cost anticipated as a result of this action. The 2024 Social Services Budget is requested to be amended to reflect additional adult protection grant dollars in the amount of \$365,175. APS grant funds and expenditures will be included in future year budgets. These grant dollars will cover the costs of 3.0 new FTE in 2024-2027. These positions are contingent upon the availability of grant funding. Unspent budget will be requested for carryover to future budget years consistent with State requirements that funds be spent on APS program expansion.

- | | | |
|---|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Current budget | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Amendment Requested | | <input checked="" type="checkbox"/> New FTE(s) requested |

RESOLUTION

WHEREAS, under the Vulnerable Adult Act, Minn. Stat. § 626.557 and Minnesota Administrative Rule 955.7100 to 955.7600, counties have responsibility for responding to reports alleging abuse, neglect, and exploitation of vulnerable adults; and

WHEREAS, as a lead agency, Dakota County provides Adult Protection Services (APS) including emergency protective services, report screening, assessment, investigation, and protective service coordination; and

WHEREAS, numbers of APS screenings, assessments, and investigations have increased in recent years, as has the complexity of service coordination; and

WHEREAS, state funding for adult protection services, in the amount of \$3,000,000 is allocated annually to support counties in delivering APS; and

WHEREAS, Dakota County's State Fiscal Year (SFY) 2024 base Adult Protection allocation is \$278,423, which is an increase of \$93,511 from SFY 2022; and

WHEREAS, by Resolution No. 22-394 (September 20, 2022), the Dakota County Board of Commissioners approved the Dakota County's SFY 2022 spending plan; and

WHEREAS, the Department of Human Services (DHS) allocated Minnesota counties additional one-time grant funding for APS for SFYs 2024-2027 (July 1, 2023 - September 30, 2027); and

WHEREAS, funding was made available in Chapter 61, Article 2 Section 7 2023 Regular Session; and

WHEREAS, Dakota County's one-time allocation for SFYs 2023-2027 is \$365,175, annually; and

WHEREAS, the statutory formula for both county APS allocations is based 25 percent on the number of adults referred by the Minnesota Adult Abuse Reporting Center (MAARC) in the calendar year and 75 percent on the number of adults referred by the MAARC and accepted by the County for APS; and

WHEREAS, the base allocation and additional one-time grant funds are required to be spent by counties to expand, not supplant, county expenditures for APS programs; and

WHEREAS, counties are advised the majority of this funding is one-time funding for allocation over four (4) SFYs; and

WHEREAS, current base state grant funding dedicated to APS of \$5.65 million allocated through the Vulnerable Child and Adult Act and Adult Protection State Grant Allocation will be increased by \$866,000 following SFY 2027; and

WHEREAS, using APS grant funds not already budgeted, staff recommends adding 2.0 full-time equivalent (FTE) Social Workers and a 1.0 FTE Coordinator to respond to increased volume and complexity of reports, assessments, and investigations; and

WHEREAS, additional staffing will increase capacity for follow-up on reports, timely case assignments, service coordination, assessment, case management, eligibility determination and

system coordination; and

WHEREAS, new FTE will be added in mid-2024 and continued as grant funds are available to cover position costs, which is anticipated to be 2027 but could be longer with carryover funds; and

WHEREAS, staff recommends the remainder of APS grant funds be budgeted for purchase of services to address the health and well-being of vulnerable adults; and

WHEREAS, some examples of purchased service needs are personal hygiene supplies, home modifications, home-delivered meals, security deposit, support for caregivers and specialized transportation.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to add 3.0 grant-funded full-time equivalents; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby amends the 2024 Social Services budget as follows:

Expense

3.0 full-time equivalents (6 months)	\$ 207,658
Purchase of services budget	<u>\$157,515</u>
Total Expense	\$365,175

Revenue

State Fiscal Year 2024 Adult Protection One	<u>\$365,175</u>
Total Revenue	\$365,175

PREVIOUS BOARD ACTION

22-394; 9/20/22

ATTACHMENTS

Attachment: Adult Protection Services Summary

BOARD GOALS

- | | |
|---|---|
| <input checked="" type="checkbox"/> A Great Place to Live | <input type="checkbox"/> A Healthy Environment |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input type="checkbox"/> Excellence in Public Service |

CONTACTS

Department Head: Evan Henspeter
Author: Emily Schug



Adult Protection Services Summary

Background

"Minnesota's Adult Protective Services exists so that adults who are vulnerable to abuse, neglect, or exploitation are supported to live in safety and dignity, consistent with their own culture, values, and goals, and so people concerned about them have resources for support. Goals of APS are to improve the safety, dignity, and quality of life as defined by the adult who is vulnerable, through trauma informed, person-centered engagement, assessment, safety planning and service interventions to stop, reduce risks and prevent maltreatment reoccurrence." (Minnesota Adult Protection Policy Manual Revised September 2023).

Statewide Reporting System

Minnesota Adult Abuse Reporting Center (MAARC) is the designated statewide single common entry point (CEP) for accepting reports of suspected maltreatment of adults who are vulnerable under MN Statute 626.555 Subd. 9. The statewide common entry point was implemented July 1, 2015.

County Role – Lead Investigative Agency (LIA)

County Social Services is the LIA for all reports alleging a vulnerable adult (VA) has been maltreated (abused, neglected or financially exploited) and the person alleged responsible was not the provider or employee of a facility or service/program required to be licensed by the Minnesota Department of Health or Department of Human Service. Responsibilities of the county as the LIA include:

- Respond to Emergency Adult Protective Services (EPS) reports
- Make initial disposition (screening decision) within 5 business days of report
- Respond to the reports screened in for assessment, within 24 to 72 hours after initial disposition
- Coordinate with other system partners including law enforcement, service providers, family members, hospitals, the court system, guardians, etc.
- Complete assessment within 60 calendar days
- Coordinate adult protective services for the adult who is vulnerable; may continue past the 60-day time frame.

Legal Authority

Minnesota Statute 626.557 Vulnerable Adult Act

Minnesota Statute 626.5572 Definitions Minnesota Statute 626.5571

Policy Guidance

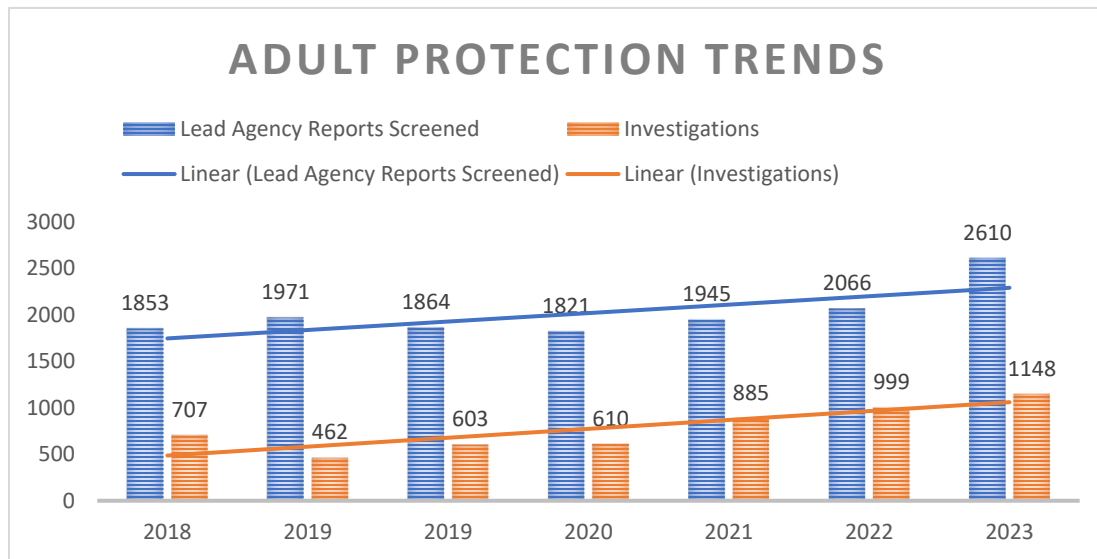
Counties' roles and responsibilities for delivering APS services are laid out in a 93-page [Adult Protection Manual](#).

Trends

How much?

Volume and complexity of Adult Protection cases continues to increase with aging population, direct care workforce shortages and lasting impacts of the pandemic (see **Figure 1** below). To further illustrate growth trends, in 2013 there were 602 lead agency reports and 216 investigations.

Figure 2. LIA Reports and Assessments/Investigations, Dakota County



How well?

- In CY 2022, 90% of initial screening dispositions completed in 5 days or less (Goal: 100%)
- In CY 2022, 82% of assessments/investigations completed in 60 days (Goal: 80%)
- Exceeding peer county rate of cases screened in for assessment
- Achieving equitable screening decisions based on race, ethnicity, and disability status.

Figure 2. Screen In Percentage for Assessments, as Compared to Peer Counties

Dakota County's higher screen in rate indicates that more vulnerable adults have access to assessment and service coordination to address maltreatment or risk of abuse, neglect or exploitation.

County	% of Total Screened In, CY 2022
Dakota	48%
Anoka	28%
Scott	14%

Washington	27%
Ramsey	12%

Is anyone better off?

- 99% of vulnerable adults with maltreatment determinations who have no subsequent determinations of the same type within 6 months
- 87% of cases closed where the VA is considered safe or conditionally safe at the time of case closure

Dakota County Adult Protection Team

Dakota County's Adult Protection team currently consists of 1.0 FTE Supervisor and 9.0 FTE Social Workers which is not sufficient to handle the increasing volume of work in areas of screening, case assignment, assessment, investigation, consultation and arranging of protective services.

County Funding for APS

Vulnerable Adult and Child Act (VCAA) Funding

The VCAA grant includes both state and federal XX funds. The funds are allocated to each county based on a formula, with one factor being the number of vulnerable adults that are subject of reports under Minnesota Statute.

Adult Protection Grants

In recognition of growing need, increasing demand and mandates on counties to provide Adult Protection investigation and protective services, the Department of Human Services (DHS) allocated additional funding to counties that must be used (non-supplanting) to provide increased response. Dakota County's SFY 2024 base allocation is \$278,423 which is slightly less than Dakota County's CY 2023 allocation, and \$93,511 more than Dakota's CY 2022 allocation.

DHS allocated Minnesota counties *additional* one-time grant funding for APS for SFYs 2024-2027 (July 1, 2023 – September 30, 2027). Funding was made available in Chapter 61, Article 2 Section 7 2023 Regular Session. Dakota County's one-time allocation for SFYs 2023-2027 is \$365,175, annually.

The base allocation and additional one-time grant funds are required to be spent by counties to expand, not supplant, county expenditures for APS programs. Counties are advised the majority of this funding is one time funding for allocation over four (4) state fiscal years. Current base state grant funding dedicated to APS of \$5.65 million allocated through VCAA and Adult Protection State Grant Allocation will be increased by \$866,000 following SFY 2027.

Adult Protection Grant Funding Formula

Adult Protective Services funding is allocated on a SFY basis according to the following formula:

- 25% allocated based on the number of reports of suspected vulnerable adult maltreatment under section 626.557 and 626.5572, when the county or tribe is responsible for adult protective services or with jurisdiction as lead investigative agency
- 75% allocated based on the number of screened-in reports for adult protective services or vulnerable adult maltreatment investigations under sections 626.557 and 626.5572.

Dakota County's high percentage of cases screened in for assessment as well as the high numbers of LIA reports results in a high APS grant allocation, as compared to other similarly sized counties.

Proposed Spending Plan for APS Grant Funds, CY 2023-CY 2027

Duties of new positions and purchase of services budget:

2.0 Social Workers and 1.0 FTE Coordinator will provide:

Social Workers:

- Follow up calls to collaterals in the intake phase which provides additional support, coordination and services for people who may not otherwise be screened-in for assessment.
- Provide resources and service coordination to reports that do not meet criteria for maltreatment but need assistance navigating system resources
- Provide information/education to community/families and gather/request baseline information on request for options, e.g. power of attorney, benefits, guardianship/conservatorship, supported decision-making, for adults who lack capacity for decision-making
- Field calls and providing follow up to the numerous calls from the public regarding information on status of reports/why reports were not screened in and inquiries into data requests
- Complete assessments, if needed, to cover vacations/leaves or if volume is high.
- Provide short-term case management and eligibility assessments following assessment period to bridge to ongoing services and support

Social Services Coordinator:

- Screening reports from MAARC and assigning cases
- Coordinate Purchase of Service (POS) process including working with Contract Specialist and administrative staff
- Liaison with contracted service providers, including guardianship agencies
- Coordinate inter-disciplinary team efforts, including with other internal teams, e.g. Economic Assistance

Purchase of Services (POS):

- Funds to use to "bridge" service gaps while individuals wait for needed assessments to become eligible for long term funding streams
- Purchase of Services to address imminent health and safety concerns for Vulnerable Adults that could reduce or eliminate maltreatment
- POS examples include:
 - Personal hygiene supplies.

- Removal of trash, deep cleaning, pest control
- Emergency shelter costs
- Home modifications
- Home delivered meals
- Security deposits
- Specialized transportation
- Support for caregivers
- Pet care
- Skilled care to bridge to ongoing services



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3217

Agenda #: 4.4

Meeting Date: 4/16/2024

DEPARTMENT: Social Services-Housing & Community Resources

FILE TYPE: Consent Action

TITLE

Authorization To Execute 2024 Federal Transit Administration Annual List Of Certifications And Assurances

PURPOSE/ACTION REQUESTED

Authorize execution of the 2024 Federal Transit Administration (FTA) Annual List of Certifications and Assurances.

SUMMARY

By Resolution No. 23-305 (July 18, 2023), the Dakota County Board of Commissioners authorized the County Manager to execute a Section 5310 Elderly and Disabled Assistance grant with the Minnesota Department of Transportation to improve access to transportation service and public transportation alternatives to seniors, persons with disabilities and individuals who are system involved and transportation dependent.

Before the FTA may award federal assistance for public transportation in the form of a federal grant, cooperative agreement, loan, line of credit, or loan guarantee, it requires applicants to complete certain pre-award certifications and assurances ("Certifications and Assurances"), including affirmations from the applicant's attorney that the applicant has the authority under the applicable law to make and comply with those Certifications and Assurances, and that in the attorney's opinion, the County authorized representative has legally made those Certifications and Assurances which are legal and binding obligations on the County. The Certifications and Assurances are required annually, encompassing a wide range of funding programs overseen by the FTA.

The Community Services Division Contracts Unit staff has reviewed and determined that Dakota County is capable of following applicable federal guidance, and complying with the Certifications and Assurances as applicable to each application an authorized County representative makes to the FTA in the federal fiscal year, as set forth in Attachment: 2024 FTA Certifications and Assurances. Additionally, as required by the FTA, the County Attorney's Office, as legal counsel to the County, will be required to affirm to the FTA that the County has the authority under state or local law to make and comply with those Certifications and Assurances, and that the County can legally make those Certifications and Assurances, which once signed will constitute legal and binding obligations on the County.

RECOMMENDATION

Staff recommends authorization to execute the 2024 FTA Annual List of Certificates and Assurances.

EXPLANATION OF FISCAL/FTE IMPACTS

There is a \$0 net County cost as a result of this action. Reviewing and signing off on these Certifications and Assurances is a recurring requirement in order for Dakota County to receive 5310 grant funds.

☒ None ☐ Current budget ☐ Other
☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

WHEREAS, by Resolution No. 23-305 (July 18, 2023), the Dakota County Board of Commissioners authorized the County Manager to execute a Section 5310 Elderly and Disabled Assistance grant with the Minnesota Department of Transportation to improve access to transportation service and public transportation alternatives to seniors, persons with disabilities and individuals who are system involved and transportation dependent; and

WHEREAS, before the Federal Transit Administration (FTA) may award federal assistance for public transportation in the form of a federal grant, cooperative agreement, loan, line of credit, or loan guarantee, it requires applicants to complete certain pre-award certifications and assurances ("Certifications and Assurances"), including affirmations from the applicant's attorney that the applicant has the authority under the applicable law to make and comply with those Certifications and Assurances, and that in the attorney's opinion, the County authorized representative has legally made those Certifications and Assurances which are legal and binding obligations on the County; and

WHEREAS, the Certifications and Assurances are required annually, encompassing a wide range of funding programs overseen by the FTA; and

WHEREAS, the Community Services Division Contracts Unit staff has reviewed and determined that Dakota County is capable of following applicable federal guidance, and complying with the Certifications and Assurances as applicable to each application an authorized County representative makes to the FTA in the federal fiscal year, as set forth in the 2024 FTA Certifications and Assurances; and

WHEREAS, additionally, as required by the FTA, the County Attorney's Office, as legal counsel to the County, will be required to affirm to the FTA that the County has the authority under state or local law to make and comply with those Certifications and Assurances, and that the County can legally make those Certifications and Assurances, which once signed will constitute legal and binding obligations on the County.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute the 2024 Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements in connection with federally funded projects and grants, upon the advice of the Community Services Director, subject to affirmation by the County Attorney's Office as to Dakota County's legal authority to make and comply with those Certifications and Assurances.

PREVIOUS BOARD ACTION

23-305; 7/18/23

ATTACHMENTS

Attachment: 2024 FTA Certifications and Assurances

BOARD GOALS

- | | |
|---|---|
| <input checked="" type="checkbox"/> A Great Place to Live | <input type="checkbox"/> A Healthy Environment |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input type="checkbox"/> Excellence in Public Service |

CONTACTS

Department Head: Evan Henspeter

Author: Robyn Bernardy

Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.

Text in italic is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
 - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
 - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
 - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

1.6. American Rescue Plan Act Funding.

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).

This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.

This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C.

§ 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2023, Pub. L. 117-328, div. E, tit. VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT

Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 4. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.

4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 5. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

5.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

5.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it is in compliance with 49 CFR Part 625.

CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

7.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

7.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.

If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 13. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.

CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA’s Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA’s regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (b) Compliant with the requirements of 49 CFR Part 674, “State Safety Oversight”.

CATEGORY 17. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 18. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.

If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).

Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
 - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost

- Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
- (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
- (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
 - (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
 - (2) Category 06 (Transit Asset Management Plan),
 - (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
 - (4) Category 09 (Formula Grants for Rural Areas),
 - (5) Category 15 (Alcohol and Controlled Substances Testing), and
 - (6) Category 17 (Demand Responsive Service).

CATEGORY 21. EMERGENCY RELIEF PROGRAM.

An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

**FEDERAL FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES FOR FTA
ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: County of Dakota

The Applicant certifies to the applicable provisions of all categories: (*check here*) X.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	<hr/>
02 Public Transportation Agency Safety Plans	<hr/>
03 Tax Liability and Felony Convictions	<hr/>
04 Lobbying	<hr/>
05 Private Sector Protections	<hr/>
06 Transit Asset Management Plan	<hr/>
07 Rolling Stock Buy America Reviews and Bus Testing	<hr/>
08 Urbanized Area Formula Grants Program	<hr/>
09 Formula Grants for Rural Areas	<hr/>
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	<hr/>
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	<hr/>

- 12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs
- 13 State of Good Repair Grants
- 14 Infrastructure Finance Programs
- 15 Alcohol and Controlled Substances Testing
- 16 Rail Safety Training and Oversight
- 17 Demand Responsive Service
- 18 Interest and Financing Costs
- 19 Cybersecurity Certification for Rail Rolling Stock and Operations
- 20 Tribal Transit Programs
- 21 Emergency Relief Program

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: County of Dakota

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name Marti Fischbach Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): County of Dakota

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name Paul Beaumaster Board Res #24- Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3180

Agenda #: 4.5

Meeting Date: 4/16/2024

DEPARTMENT: Social Services-Housing & Community Resources

FILE TYPE: Consent Action

TITLE

Authorization To Execute Contract For Transportation Services With Uber Technologies, Inc.

PURPOSE/ACTION REQUESTED

Authorize execution of a contract for transportation services with Uber Technologies, Inc.

SUMMARY

The Dakota County Jail Transportation Program started in 2018 because individuals were having a difficult time getting home after their release from the Dakota County Jail in Hastings due to limited transportation options available. The Jail Transportation Program has evolved from utilizing Transit Link service in 2018, to a DakotaLink loop bus service in 2019 to utilizing another Transportation Network Company (TNC) service since 2021.

At the September 19, 2023, Community Services Committee of the Whole, the Dakota County Board of Commissioners recommended continuing the Jail Transportation Program and building in the program's costs for the ongoing program into the 2024 budget.

Executing a contract with Uber Technologies, Inc. will allow Dakota County additional options when booking rideshare services for the Jail Transportation Program as well as for transportation for other Dakota County Community Service programs. Contracting with Uber Technologies, Inc. will provide additional flexibility, additional driver availability, lower ride costs and diversity in the organizations providing transportation services for county clients.

OUTCOMES

See Attachment: Data - Ridership and Cost Comparison, for data from the Jail Transportation Pilot as well as a point-in-time cost comparison between the current program rides and Uber Technologies, Inc. rides.

RECOMMENDATION

Staff recommends that the Dakota County Board of Commissioners authorizes execution of a contract for transportation services with Uber Technologies, Inc., effective upon contract execution and shall continue for a period of twelve months ("Initial Term"), with automatic renewals thereafter for additional twelve-month terms with an annual not to exceed amount of \$120,000.

EXPLANATION OF FISCAL/FTE IMPACTS

The annual cost of the proposed contract is \$120,000. Sufficient funding has been authorized in the 2024 Social Services Budget Incentive Program (BIP) Budget.

- ☐ None ☒ Current budget ☐ Other
☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

WHEREAS, at the September 19, 2023, Community Services Committee of the Whole, the Dakota County Board of Commissioners recommended continuing the Jail Transportation Program funded by Community Services BIP funds; and

WHEREAS, executing a contract with Uber Technologies, Inc. will allow Dakota County additional options when booking rideshare services for the Jail Transportation Program as well as for transportation for other Dakota County Community Service Programs; and

WHEREAS, contracting with Uber Technologies, Inc. will provide additional flexibility, additional driver availability, lower ride costs and diversity in the organizations providing transportation services for county clients.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract with Uber Technologies, Inc., for the period upon date of execution and shall continue for a period of twelve months, with automatic renewals thereafter for additional twelve-month terms unless notice is provided 60 days prior to the end of the current term, with an annual not to exceed amount of \$120,000, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contract, consistent with the amount budgeted, to alter the contract amount, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment: Data - Ridership and Cost Comparison

BOARD GOALS

- ☒ A Great Place to Live ☐ A Healthy Environment
☐ A Successful Place for Business and Jobs ☐ Excellence in Public Service

CONTACTS

Department Head: Evan Henspeter

Author: Robyn Bernardy

Ridership Information for Jail Transportation Program

Month/Year	Total Number of Rides	Average Cost/Ride
January 2023	143	\$ 56.96
February 2023	82	\$ 62.67
March 2023	135	\$ 35.49
April 2023	129	\$ 40.56
May 2023	146	\$ 42.10
June 2023	136	\$ 45.98
July 2023	157	\$ 38.35
August 2023	142	\$ 64.32
September 2023	141	\$ 63.88
October 2023	135	\$ 58.20
November 2023	122	\$ 52.51
December 2023	130	\$ 47.69
January 2024	129	\$ 47.70
February 2024	144	\$ 59.89

Point in Time Transportation Network Company (TNC) Ride Cost Comparison

Uber's costs are comparable in price when looking at a point-in-time evaluation:

Starting Location	Ending Location	Uber cost	Uber wait time
Dakota County Jail: 1580 Highway 55, Hastings	Signal Hills Shopping Center 1201 S Robert St, West St. Paul	\$22.02	10 minutes
Dakota County Jail	Eagan Transit Station 3470 Pilot Knob Road	\$22.41	10 minutes
Dakota County Jail	Burnsville Transit Station 100 East Highway 13	\$26.02	10 minutes
Dakota County Jail	Cedar Grove Transit Station 4035 Nicols Road	\$23.67	9 minutes
Dakota County Jail	Apple Valley Transit Station 15450 Cedar Ave	\$22.32	10 minutes
Dakota County Jail	Dakota County Technical College 1300 145 th St E, Rosemount	\$13.39	10 minutes
Dakota County Jail	Lakeville South High School 21135 Jacquard Ave	\$30.05	10 minutes
Dakota County Jail	Farmington High School 20655 Flagstaff Ave	\$24.56	9 minutes
Dakota County Jail	Downtown Hastings 100 2 nd St E, Hastings	\$7.96	9 minutes
Dakota County Jail	Cottage Grove Ice Arena 8020 80 th St S	\$16.94	9 minutes
Dakota County Jail	Inver Grove Heights Walmart 9165 Cahill Ave	\$16.83	9 minutes



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3232

Agenda #: 4.6

Meeting Date: 4/16/2024

DEPARTMENT: Social Services-Housing & Community Resources

FILE TYPE: Consent Action

TITLE

Authorization To Execute Contracts With Guild For Rental Assistance And Housing Stability Services

PURPOSE/ACTION REQUESTED

Authorize execution of contracts with Guild for Rental Assistance and Housing Stability Services.

SUMMARY

Dakota County receives a U.S. Department of Housing and Urban Development (HUD) Continuum of Care Rapid Re-Housing (CoC RRH) grant. HUD CoC RRH funds are secured annually through a competitive grant process that runs from June 1 through May 31 of each year. The grant serves 48 family households at a time with rental assistance and services. The total grant amount is \$659,500 for the period June 1, 2024 through May 31, 2025, and must be spent within each grant period. Case management funds are provided using Dakota County levy funds or eligible housing aid grant funds in the amount of \$489,000 annually.

By Resolution No. 23-217 (May 23, 2023), the Dakota County Board of Commissioners authorized execution of a contract with Guild for CoC RRH services. Staff requests contracting directly with Guild to provide HUD CoC RRH rental assistance services and housing stability services for the period of June 1, 2024 through May 31, 2025.

Solicitation for housing services occurs every four to five years, with the next solicitation scheduled for 2025.

OUTCOMES

How Much? 48 households served

How Well? 40 percent increase income

Is Anyone Better Off? 80 percent exit to permanent housing

RECOMMENDATION

Staff recommends that Dakota County contract directly with Guild to provide HUD CoC RRH rental assistance services in an amount not to exceed \$659,500 and housing stability services in an amount not to exceed \$489,000 for the period of June 1, 2024 through May 31, 2025.

EXPLANATION OF FISCAL/FTE IMPACTS

Funding for this contract is included in the 2024 Social Services Budget.

- ☒ None ☐ Current budget ☐ Other
☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

WHEREAS, Dakota County receives a U.S. Department of Housing and Urban Development (HUD) Continuum of Care Rapid Re-Housing (CoC RRH) grant; and

WHEREAS, HUD CoC RRH funds are secured annually through a competitive grant process that runs from June 1 through May 31 of each year and the grant serves 48 family households at a time with rental assistance and services; and

WHEREAS, the total grant amount is \$659,500 for the period, June 1, 2024 through May 31, 2025, and must be spent within each grant period; and

WHEREAS, case management funds are provided using Dakota County levy funds or eligible housing aid grant funds in the amount of \$489,000 annually; and

WHEREAS, by Resolution No. 23-217 (May 23, 2023), the Dakota County Board of Commissioners authorized execution of a contract with Guild for CoC RRH services.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract for continuum of care rapid re-housing services with Guild for a contract amount not to exceed \$659,500 for the period of June 1, 2024 through May 31, 2025, utilizing U.S. Department of Housing and Urban Development Continuum of Care Rapid Re-Housing funds, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract for housing stability services with Guild for a contract amount not to exceed \$489,000 for the period of June 1, 2024 through May 31, 2025, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contracts, consistent with the amount budgeted, to alter the contracts amount and the contracts term up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contracts shall contain a provision that allows the County to immediately terminate the contracts in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amounts due.

PREVIOUS BOARD ACTION

23-217; 05/23/23

ATTACHMENTS

Attachment: None.

BOARD GOALS

- | | |
|---|---|
| <input checked="" type="checkbox"/> A Great Place to Live | <input type="checkbox"/> A Healthy Environment |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input type="checkbox"/> Excellence in Public Service |

CONTACTS

Department Head: Evan Henspeter

Author: Madeline Kastler



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3297

Agenda #: 4.7

Meeting Date: 4/16/2024

DEPARTMENT: Social Services-Children & Family Services

FILE TYPE: Consent Action

TITLE

Authorization To Accept Grant Funds For Family First Prevention Services Act With Minnesota Department Of Human Services, Add 1.0 Grant-Funded, Full-Time Equivalent, And Amend 2024 Social Services Budget

PURPOSE/ACTION REQUESTED

Authorize acceptance of the Family First Prevention Services Act (FFPSA) from the Minnesota Department of Human Services (DHS), addition of 1.0 grant-funded full-time equivalent (FTE), FTE is limited to continuing availability of grant funding, and amendment to the 2024 Social Services Budget.

SUMMARY

In January 2024, a new allocation will begin to support efforts related to the development and/or expansion of prevention services related to the implementation of the Family First Prevention Services Act (FFPSA). Funds will be allocated to counties and federally recognized Tribes in Minnesota to provide prevention and early intervention services under Minn. Stat. § 260.014.

The FFPSA allocation can be used to support local welfare agency activities to develop and implement prevention services identified in, or related to and within, Minnesota's Title IV-E Prevention Services five-year plan. Funds are intended for children who remain with their families, or upon return to their family, including:

- Prevention of entry into the child welfare system
- Prevention of further involvement with the child welfare system
- Family preservation (supports necessary to maintain children within their families)

A minimum of 10 percent of the allocation must be used to provide services and supports directly to families (may include relatives or kin that the child may be residing with but does not include foster placements) and funds received must not be used to supplant current county expenditures for these purposes.

Funds are allocated on a calendar-year basis beginning in calendar year 2024. This is not one-time funding, it's anticipated this will be funded for subsequent years; however, this is the largest allocation and will stabilize in 2025 going forward, but Dakota County does not yet know those allocations.

Dakota County is allocated \$213,796 beginning January 1, 2024, and ending December 31, 2024. Social Services plans to utilize this funding to add 1.0 grant-funded FTE Supervisor position to support this work, FTE is limited to continuing availability of grant funding, and the remainder of the

funds will be used to provide services and supports directly to families.

OUTCOMES

How much did you do?

The Parent Support Outreach Program (PSOP) started in Minnesota in 2004 as a pilot program with a limited number of counties, including Dakota County. After a successful pilot and independent research, which showed good outcomes for children and families, the program went statewide. From 2019 - 2023 in Dakota County, there were 1070 referrals for services, 500 of which were opened for case management services.

How well did you do it?

Approximately:

- 47 percent of families referred to PSOP accepted services
- 28 percent of referrals were self/community referrals
- 72 percent were screened out child maltreatment referrals
- The highest PSOP engagement rates continue to be self/community referrals

Is anyone better off?

The voluntary services through PSOP have been shown to provide connections to needed community supports, including services for substance abuse and basic needs that could reduce future maltreatment reports.

RECOMMENDATION

Staff recommends authorization to accept DHS FFPSA grant funds in the amount of \$213,796 for the period January 1, 2024 through December 31, 2024, add 1.0 grant-funded FTE position, FTE is limited to continuing availability of grant funding, and amend the 2024 Social Services Budget.

EXPLANATION OF FISCAL/FTE IMPACTS

There is a \$0 net County cost as a result of this action. The 2024 Social Service Budget is requested to be amended to add the anticipated grant funds. Included in this request is funding for a new 1.0 FTE. This position is contingent upon the availability of grant funding.

- | | | |
|---|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Current budget | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Amendment Requested | | <input checked="" type="checkbox"/> New FTE(s) requested |

RESOLUTION

WHEREAS, in January 2024, a new allocation will begin to support efforts related to the development and/or expansion of prevention services related to the implementation of the Family First Prevention Services Act (FFPSA); and

WHEREAS, funds will be allocated to counties and federally recognized Tribes in Minnesota to provide prevention and early intervention services under Minn. Stat. § 260.014; and

WHEREAS, the FFPSA allocation can be used to support local welfare agency activities to develop and implement prevention services identified in, or related to and within, Minnesota's Title IV-E Prevention Services five-year plan; and

WHEREAS, funds are intended for children who remain with their families, or upon return to their family, including:

- Prevention of entry into the child welfare system
- Prevention of further involvement with the child welfare system
- Family preservation (supports necessary to maintain children within their families)

; and

WHEREAS, a minimum of 10 percent of the allocation must be used to provide services and supports directly to families (may include relatives or kin that the child may be residing with but does not include foster placements) and funds received must not be used to supplant current county expenditures for these purposes; and

WHEREAS, funds are allocated on a calendar-year basis beginning in calendar year 2024; and

WHEREAS, this is not one-time funding, it is anticipated this will be funded for subsequent years, however, this is the largest allocation and will stabilize in 2025 going forward, but Dakota County does not yet know those allocations; and

WHEREAS, Dakota County is allocated \$213,796 beginning January 1, 2024, and ending December 31, 2024; and

WHEREAS, Social Services plans to utilize this funding to add 1.0 grant-funded full-time equivalent Supervisor position to support this work, FTE is limited to continuing availability of grant funding.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept the grant funds from the Minnesota Department of Human Services for the Family First Prevention Services Act (FFPSA) grant in the amount of \$213,796 for the period of January 1, 2024 through December 31, 2024; and

BE IT FURTHER RESOLVED, That, unless the grant program requirements change, the Community Services Director is hereby authorized to amend the grant to alter the grant term, accept additional grant funds, and continue grant-funded full-time equivalents, consistent with County contracting policies, and inclusion of grant funds in future yearly recommended and adopted budgets, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to add a 1.0 grant-funded, full-time equivalent position; and

BE IT FURTHER RESOLVED, That the 2024 Social Services Budget is hereby amended as follows:

Expense

Salary (May - Dec.)	\$ 85,831
Program Expense	<u>\$127,965</u>
Total Expense	\$213,796

RevenueFFPSA grant funds \$213,796**Total Revenue** **\$213,796****PREVIOUS BOARD ACTION**

None.

ATTACHMENTS

Attachment: None.

BOARD GOALS

- | | |
|---|---|
| <input checked="" type="checkbox"/> A Great Place to Live | <input type="checkbox"/> A Healthy Environment |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input type="checkbox"/> Excellence in Public Service |

CONTACTS

Department Head: Karen Sanness

Author: Suzanne Tuttle



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3298

Agenda #: 4.8

Meeting Date: 4/16/2024

DEPARTMENT: Social Services-Children & Family Services

FILE TYPE: Consent Action

TITLE

Authorization To Accept Grant Funds For Parent Support Outreach Program With Minnesota Department Of Human Services And Amend 2024 Social Services Budget

PURPOSE/ACTION REQUESTED

Authorize acceptance of the Parent Support Outreach Program (PSOP) additional grant funds with the Minnesota Department of Human Services (DHS) and amendment to the 2024 Social Services Budget.

SUMMARY

Parent Support Outreach Program (PSOP) offers voluntary services to families with young children who have been reported to child protection due to family concerns that fall short of the criteria mandated investigation. Families may also self-refer. The voluntary services through PSOP have been shown to provide connection to needed community supports, including services for substance abuse and basic needs that could reduce future maltreatment reports.

DHS has allocated additional funding for Dakota County PSOP services in the amount of \$153,123 from January 1, 2024 through June 30, 2024.

OUTCOMES

How much did you do?

The Parent Support Outreach Program (PSOP) started in Minnesota in 2004 as a pilot program with a limited number of counties, including Dakota County. After a successful pilot and independent research, which showed good outcomes for children and families, the program went statewide. From 2019 - 2023 in Dakota County, there were 1070 referrals for services, 500 of which were opened for case management services.

How well did you do it?

Approximately:

- 47 percent of families referred to PSOP accepted services
- 28 percent of referrals were self/community referrals
- 72 percent were screened out child maltreatment referrals
- The highest PSOP engagement rates continue to be self/community referrals

Is anyone better off?

The voluntary services through PSOP have been shown to provide connection to needed community supports, including services for substance abuse and basic needs that could reduce future

maltreatment reports.

RECOMMENDATION

Staff recommends authorization to accept DHS PSOP grant funds in the amount of \$153,123 from January 1, 2024 through June 30, 2024 and amend the 2024 Social Services Budget.

EXPLANATION OF FISCAL/FTE IMPACTS

This grant has no associated County cost. Authorization is requested to amend the 2024 Social Services Budget by \$153,213 to reflect the revenues and expenses associated with the grant.

- | | | |
|---|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Current budget | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Amendment Requested | | <input type="checkbox"/> New FTE(s) requested |

RESOLUTION

WHEREAS, Parent Support Outreach Program (PSOP) offers voluntary services to families with young children who have been reported to child protection due to family concerns that fall short of the criteria mandated investigation; and

WHEREAS, the voluntary services through PSOP have been shown to provide connection to needed community supports, including services for substance abuse and basic needs that could reduce future maltreatment reports; and

WHEREAS, the Minnesota Department of Human Services has allocated additional funding for Dakota County PSOP services in the amount of \$153,123 from January 1, 2024 through June 30, 2024.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept the grant funds from the Minnesota Department of Human Services for the Parent Support Outreach Program (PSOP) grant in the amount of \$153,123 for the period of January 1, 2024 through June 30, 2024; and

BE IT FURTHER RESOLVED, That, unless the grant program requirements change, the Community Services Director is hereby authorized to amend the grant to alter the grant term, accept additional grant funds, and continue grant-funded full-time equivalents, consistent with County contracting policies, and inclusion of grant funds in future yearly recommended and adopted budgets, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the 2024 Social Services Budget is hereby amended as follows:

Expense

Parenting education and basic needs	<u>\$153,123</u>
Total Expense	\$153,123

Revenue

PSOP additional grant funds	<u>\$153,123</u>
Total Revenue	\$153,123

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment: None.

BOARD GOALS

- | | |
|---|---|
| <input checked="" type="checkbox"/> A Great Place to Live | <input type="checkbox"/> A Healthy Environment |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input type="checkbox"/> Excellence in Public Service |

CONTACTS

Department Head: Karen Sanness

Author: Suzanne Tuttle



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3186

Agenda #: 4.9

Meeting Date: 4/16/2024

DEPARTMENT: Social Services-Children & Family Services

FILE TYPE: Consent Action

TITLE

Authorization To Execute Joint Powers Agreement For Social Services Access To Minnesota Department Of Public Safety Criminal Justice Data Communications Network

PURPOSE/ACTION REQUESTED

Authorize execution of a joint powers agreement (JPA) between Dakota County on behalf of its Social Services department and the State of Minnesota acting through its Department of Public Safety's Bureau of Criminal Apprehension (BCA) to permit use of systems and tools made available by the BCA through the Criminal Justice Data Communications Network (CJDN) for which the County is eligible.

SUMMARY

The BCA is authorized by law to maintain systems and tools and has access to other systems and tools that are useful to criminal and non-criminal justice agencies in the performance of official duties. The BCA has established the CJDN for the purpose of enabling agencies across the State of Minnesota to access such systems and tools. By Resolution No. 19-436 (March 26, 2019), the Board of Commissioners authorized execution of a similar JPA that allowed Social Services to utilize CJDN from the date of execution for a period of five years.

The JPA would provide Social Services with access to such systems and tools that benefit noncriminal justice agencies in performing their duties as authorized by Minn. Stat. § 299C.46 (Attachment: Joint Powers Agreement). Social Services will access the data for necessary business purposes only. The JPA further provides the Social Services Department with the ability to add, modify, and delete connectivity, systems, and tools for a period of five years from the date of execution at a total annual cost of \$600.

OUTCOMES

How much?

Social Services completed 263 background studies on the Social Services BCA terminal in 2023. This count is up from 219 in 2022, representing 20 percent more background studies on the Social Services BCA terminal in 2023 than in 2022, and representing a 25 percent increase in the number of children in *Out of Home Placement* on 12/31/2023 (199) over 12/31/2022 (159). (This is a "point in time" count of 'unduplicated' number of children on December 31 of each of 2022 and 2023).

How well?

The BCA conducts triennial administrative audits. Social Services last completed audit was April 2022. The audit of Social Services' BCA terminal use found Dakota County fully compliant with the

BCA rules and regulations and the County passed the BCA audit without need for any corrective actions. The County was found “in complete compliance with Minnesota Justice Information Services/National Crime Information Center standards and exemplifies what we are striving for with all agencies in Minnesota.”

Is anyone better off?

Social Services uses the BCA terminal to complete expeditious background studies of relatives or kin who are willing to provide immediate care for children needing foster care placement. Timely access to this information permits children to go to relatives without ever experiencing care with strangers. In 2023, 56.1 percent of children in foster care were placed in the care of relatives for Dakota County children in foster care.

RECOMMENDATION

Staff recommends authorization to execute a JPA with the State of Minnesota, through its Department of Public Safety on behalf of the BCA for access to the CJDN from the effective date of execution of the Agreement and continuing for a five-year period in an annual amount not to exceed \$600.

EXPLANATION OF FISCAL/FTE IMPACTS

There is an annual cost of \$600 for access to criminal data which is included in the 2024 Social Services Budget.

- | | | |
|--|--|---|
| <input type="checkbox"/> None | <input checked="" type="checkbox"/> Current budget | <input type="checkbox"/> Other |
| <input type="checkbox"/> Amendment Requested | | <input type="checkbox"/> New FTE(s) requested |

RESOLUTION

WHEREAS, the State of Minnesota through its Department of Public Safety’s Bureau of Criminal Apprehension (BCA) is authorized by law to maintain systems and tools and has access to other systems and tools that are useful to criminal and non-criminal justice agencies in the performance of official duties; and

WHEREAS, the BCA has established the Criminal Justice Data Communication Network (CJDN) for the purpose of enabling agencies across the State of Minnesota to access such systems and tools; and

WHEREAS, by Resolution No. 19-436 (March 26, 2019), the Board of Commissioners authorized execution of a joint powers agreement (JPA) with the State of Minnesota that allowed Social Services to utilize the CJDN from the date of execution for a period of five years; and

WHEREAS, the JPA would provide Social Services with access to such systems and tools as authorized by Minn. Stat. § 299C.46; and

WHEREAS, the JPA further provides the Social Services Department with the ability to add, modify, and delete connectivity, systems and tools for a period of five years from the date of execution at a total annual cost of \$600.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby

authorizes the Community Services Director to execute a joint powers agreement with the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension, for access to the Criminal Justice Data Communications Network from the date of execution for a period of five years in an annual amount not to exceed \$600, or until completion by the parties of their respective obligations under the joint powers agreement, whichever occurs first, unless earlier terminated by law or according to the provisions of the joint powers agreement, substantially as presented to the Community Services Committee of the Whole on April, 16, 2024, subject to approval by the County Attorney's Office as to form.

PREVIOUS BOARD ACTION

19-436; 03/26/19

ATTACHMENTS

Attachment: Joint Powers Agreement

BOARD GOALS

- | | |
|---|---|
| <input checked="" type="checkbox"/> A Great Place to Live | <input type="checkbox"/> A Healthy Environment |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input type="checkbox"/> Excellence in Public Service |

CONTACTS

Department Head: Karen Sanness

Author: Suzanne Tuttle



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the County of Dakota on behalf of its Social Services Department ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

- 2.2 **Methods of Access.**

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a

particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

- 2.12 Court Information Access.** Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.
- 2.13 Vendor Personnel Screening.** The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. The bills are sent annually for a total annual cost of Six Hundred Dollars (\$600.00).

The Governmental Unit will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name:	Diane Bartell, Deputy Superintendent
Address:	Minnesota Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Avenue Saint Paul, MN 55106
Telephone:	651.793.2590

Email Address: Diane.Bartell@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Marti Fischbach, Community Services Director
Address: Dakota County Community Services
1 Mendota Rd W, Ste 500
West St Paul, MN 55118-4773
Telephone: 651.554.5742
Email Address: marti.fischbach@co.dakota.mn.us

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.
- 7.4** If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA; the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5** To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
- 8.2 Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.
- 9.2 Sanctions Involving Only BCA Systems and Tools.**
The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.
- 9.2.1** For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.
- 9.2.2** If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.
- 9.3 Sanctions Involving Only Court Data Services**
The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and

the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

9.3.2 Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date: _____



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3296

Agenda #: 5.1

Meeting Date: 4/16/2024

DEPARTMENT: Social Services-Housing & Community Resources

FILE TYPE: Regular Action

TITLE

Authorization To Allocate Local Affordable Housing Aid To Emergency Rental Assistance And Apartment Services, Execute Contracts For Related Services, And Amend 2024 Social Services Budget

PURPOSE/ACTION REQUESTED

Authorize allocation of Local Affordable Housing Aid to Emergency Rental Assistance and ApartmentConnect Services, execution of contracts for related services, and amendment to the 2024 Social Services Budget.

SUMMARY

In 2021, the Dakota County Board of Commissioners reconvened the Housing Leadership Workgroup to assess the outcomes of the County's Housing Business Plan and make recommendations for future housing initiatives and investments in Dakota County.

The workgroup was made up of faith leaders, law enforcement, people who have experienced homelessness, nonprofit partners, Dakota County Commissioners, and staff from the Dakota County Community Development Agency (CDA) and the County. The workgroup recommended investments in three main areas to support the next phase of the Dakota County Housing Business Plan: shelter, homelessness prevention, and affordable housing. Staff presented these recommendations to the County Board on October 19, 2021. Staff returned to the County Board throughout 2022 and 2023 with additional information and further defined recommendations in each of the three investment areas.

The 2024 County Budget included initial investments utilizing the new State and Local Affordable Housing Aid, including Emergency Rental Assistance, ApartmentConnect, Prevention and Navigation Services, Family Voucher Program and Permanent Supportive Housing and Rapid Re-Housing Services.

On March 27, 2024, Community Services and the CDA proposed an expanded set of Affordable Housing Aid investments during a Board Workshop. The County Board requested that additional eligible activities that can be launched quickly be brought back for formal consideration.

There is an immediate need for Emergency Rental Assistance funding to support the Housing Clinic at Eviction Court and Social Services' Prevention Services and Navigation Team for prevention assistance prior to an eviction filing. Social Services estimates \$6,000,000 of total need for these two activities and is requesting an additional \$1,500,000 for 2024.

There is also a need for expanded on-site services at apartment buildings throughout Dakota County, known as the ApartmentConnect program. Currently, Dakota County is funding services at 15 senior buildings and 4 high-needs general population buildings. An estimated 4,000 apartment units throughout Dakota County have no services available on-site currently. Social Services estimates \$1,000,000 in total need for this activity and is requesting an additional \$300,000 for 2024.

Solicitation for housing services occurs every four to five years, with the next solicitation scheduled for 2027.

OUTCOMES

1. How Much?
 - a. 230 additional households per year receive emergency rental assistance
 - b. 500 additional apartment units per year receive ApartmentConnect onsite support services
2. How Well?
 - a. Prevent evictions and homelessness for Dakota County residents
 - b. Prevent housing instability and homelessness for Dakota County residents
3. Is Anyone Better Off?
 - a. 230 additional households per year maintain housing stability through emergency rental assistance
 - b. 500 additional households per year maintain housing stability through ApartmentConnect

RECOMMENDATION

Staff recommends that the Dakota County Board of Commissioners allocates \$1,500,000 additional Affordable Housing Aid funds toward emergency rental assistance, allocates \$300,000 additional Affordable Housing Aid toward ApartmentConnect Services, and authorizes execution of contracts to support this work for the period upon execution through December 31, 2024, and amendment to the 2024 Social Services Budget.

EXPLANATION OF FISCAL/FTE IMPACTS

There is a \$0 net County cost as a result of this action. The 2024 Social Services budget is requested to be amended to add \$1,800,000 of Affordable Housing Aid funds and expenditures. The contracts shall contain a provision that allows the County to immediately terminate the contracts in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amount(s) due.

- | | | |
|---|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Current budget | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Amendment Requested | | <input type="checkbox"/> New FTE(s) requested |

RESOLUTION

WHEREAS, in 2021, the Dakota County Board of Commissioners reconvened the Housing Leadership Workgroup to assess outcomes of the County's Housing Business Plan and make recommendations for future housing initiatives and investments in Dakota County; and

WHEREAS, the workgroup was made up of faith leaders, law enforcement, people who have

experienced homelessness, nonprofit partners, Dakota County Commissioners, and staff from the Community Services and the Dakota County Community Development Agency (CDA) and the County; and

WHEREAS, the workgroup recommended investments in three main areas to support the next phase of the Dakota County Housing Business Plan: shelter, homelessness prevention, and affordable Housing; and

WHEREAS, staff presented these recommendations to the County Board on October 19, 2021, and returned to the County Board throughout 2022 and 2023 with additional information and further defined recommendations in each of the three investment areas; and

WHEREAS, the 2024 County Budget included initial investments utilizing the new State and Local Affordable Housing Aid, including Emergency Rental Assistance, ApartmentConnect, Prevention and Navigation Services, Family Voucher Program and Permanent Supportive Housing and Rapid Re-Housing Services; and

WHEREAS, on March 27, 2024, staff proposed an expanded set of Affordable Housing Aid investments during a Board Workshop and the County Board requested additional eligible activities that can be launched quickly be brought back for formal consideration; and

WHEREAS, there is an immediate need for Emergency Rental Assistance funding to support the Housing Clinic at Eviction Court and Social Services' Prevention Services and Navigation Team for prevention assistance prior to an eviction filing; and

WHEREAS, Social Services estimates \$6,000,000 of total need for these two activities and is requesting an additional \$1,500,000 for 2024; and

WHEREAS, there is a need for expanded on-site services at apartment buildings throughout Dakota County, known as the ApartmentConnect program, where currently, Dakota County is funding services at 15 senior buildings and 4 high-needs general population buildings; and

WHEREAS, an estimated 4,000 units throughout Dakota County have no services; and

WHEREAS, Social Services estimates \$1,000,000 in total need for this activity and is requesting an additional \$300,000 for 2024; and

WHEREAS, the 2024 Social Services budget is requested to be amended to add \$1,800,000 of Affordable Housing Aid funds and expenditures.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to allocate \$1,500,000 additional Affordable Housing Aid funds toward emergency rental assistance; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to allocate \$300,000 additional Affordable Housing Aid funds towards ApartmentConnect services; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute contracts with Residential Transitions, Inc. and DARTS for ApartmentConnect services in a combined total amount not to exceed \$300,000 upon execution through December 31, 2024, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contracts, consistent with the amount budgeted, to alter the contract amounts and the contract terms up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contracts shall contain a provision that allows the County to immediately terminate the contracts in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amount(s) due; and

BE IT FURTHER RESOLVED, That, if awarded, the 2024 Social Services Budget is hereby amended as follows:

Expense

Emergency Rental Assistance	\$1,500,000
ApartmentConnect	<u>\$ 300,000</u>
Total Expense	\$ 1,800,000

Revenue

Affordable Housing Aid	<u>\$1,800,000</u>
Total Revenue	\$1,800,000

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment: None.

BOARD GOALS

- | | |
|---|---|
| <input checked="" type="checkbox"/> A Great Place to Live | <input type="checkbox"/> A Healthy Environment |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input type="checkbox"/> Excellence in Public Service |

CONTACTS

Department Head: Evan Henspeter
Author: Madeline Kastler



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3230

Agenda #: 5.2

Meeting Date: 4/16/2024

DEPARTMENT: Social Services-Housing & Community Resources

FILE TYPE: Regular Information

TITLE

Update On Homeward Path Project Planning

PURPOSE/ACTION REQUESTED

Receive an update on Homeward Path planning and next steps in public engagement process.

SUMMARY

Dakota County previously housed many persons needing emergency shelter at Cochran House, a 32-bed homeless shelter located in Hastings. In 2018, that facility closed, and the County increased its use of temporary, rotating shelters until early 2020 when the pandemic began. At that time, the County began renting hotel rooms for use as emergency shelter while examining longer-term options. In 2021, the County Board reconvened the Housing Leadership Workgroup, made up of County and community stakeholders to make recommendations on future housing plans. One of the workgroup's recommendations was to invest in fixed-location shelter(s) for single adults.

In late 2021, Social Services staff requested the assistance of the Office of Performance and Analysis (OPA) and Capital Projects Management to develop high-level cost estimates for building or acquiring buildings/properties for use as shelter for unhoused single adults. These estimates were presented to the County Board in 2022 and included models for congregate housing (individuals sleep in one or more large spaces) and non-congregate housing (individuals would each have a room to themselves). The County Board then requested staff to engage local cities in exploring potential sites in areas that provided good access to transportation, employment, shopping, and other services within walking distance. Staff spent much of 2023 reaching out to cities. After reviewing several locations, County staff identified the Norwood Inn & Suites Eagan LLC as meeting these criteria. The purchase and repurposing of this property for a homeless shelter was acceptable to City of Eagan staff.

On August 8, 2023, the County Board held a workshop to receive an overview of past and current County homeless programs, review staff findings on potential options and locations for additional homeless infrastructure and a new state funding opportunity to support capital costs for shelter development. The County Board directed staff and its consultants to contact the owner of the recommended property, conduct existing property/building analysis, preliminary design options and cost estimates and begin initial purchase negotiations.

Staff presented a proposal to the County Board on September 19, 2023, and after testimony from the public, the Board opted not to vote on the resolution to apply for shelter capital funding available from the state.

On January 9, 2024, staff provided the County Board with an update on Homeward Path, the project name for the Supportive Services Shelter development. Staff also provided the Board with recommendations to engage with cities, draft materials to support communications and community engagement, development of a shelter siting committee, and risks of staying in the current sheltering location during this planning phase.

This presentation will provide an update to the board on progress related to the development steps presented in January 2024. Staff will also seek feedback on a proposed structure and timeline for the shelter siting committee.

OUTCOMES

None.

RECOMMENDATION

Information only; no action requested.

EXPLANATION OF FISCAL/FTE IMPACTS

- | | | |
|--|---|--------------------------------|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Current budget | <input type="checkbox"/> Other |
| <input type="checkbox"/> Amendment Requested | <input type="checkbox"/> New FTE(s) requested | |

RESOLUTION

Information only; no action requested.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment: None

BOARD GOALS

- | | |
|---|---|
| <input checked="" type="checkbox"/> A Great Place to Live | <input type="checkbox"/> A Healthy Environment |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input type="checkbox"/> Excellence in Public Service |

CONTACTS

Department Head: Evan Henspeter

Author: Madeline Kastler



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3207

Agenda #: 5.3

Meeting Date: 4/16/2024

DEPARTMENT: Social Services-Housing & Community Resources

FILE TYPE: Regular Action

TITLE

Update On Family Resource Center/One-Stop Shop Planning And Authorization To Submit Application For Sauer Family Foundation Grant, Accept Grant Funds, Execute Grant Agreement, And Amend 2024 Social Services Budget

PURPOSE/ACTION REQUESTED

Receive an update on Family Resource Center/One-Stop Shop planning and authorize submission of an application for a Sauer Family Foundation Grant, acceptance of grant funds, execution of grant agreement, and amendment to the 2024 Social Services Budget.

SUMMARY

County staff and community partners have been exploring the potential to develop Family Resource Centers/One-Stop Shops in Dakota County. These centers would offer a range of services and supports to meet children's and family's needs in community settings, with the goal of promoting family well-being and preventing involvement in child protection and other crisis services.

By Resolution No. 23-348 (August 1, 2023), the Dakota County Board of Commissioners authorized acceptance of a Sauer Family Foundation grant in an amount of \$94,697 to assess community needs and identify essential services to include in a Family Resource Center/One-Stop Shop model in Dakota County. This grant facilitated the gathering of valuable insights, including lessons learned from pop-up resource events hosted by partner organizations. The results of this learning were presented to the board on February 20, 2024.

Community partners and county staff have collaborated to develop a proposed structure for Family Resource Centers/One-Stop Shops in Dakota County. Under the proposed structure, community partners would collaborate to provide a comprehensive array of services to address the diverse needs of children and families within the community. See Attachment: Family Resource Center Proposal, for more details.

The Sauer Family Foundation has announced an implementation grant due on May 17, 2024, which could support the county and community partners in implementing Family Resource Centers in Dakota County. County staff is requesting Board authorization to apply for this grant in the amount up to \$525,000 for the period of July 1, 2024 through June 30, 2026. The county plans to serve as the fiscal agent of this grant and community partners will lead the implementation of Family Resource Centers/One-Stop Shops in Dakota County.

OUTCOMES

See Attachment: Family Resource Center Proposal, for more details.

RECOMMENDATION

Staff recommends authorization to submit a grant application to the Sauer Family Foundation in an amount up to \$525,000 for the period of July 1, 2024 through June 30, 2026, accept grant funds, execute the grant agreement, and amend the 2024 Social Services Budget.

EXPLANATION OF FISCAL/FTE IMPACTS

There is a \$0 net County cost anticipated as a result of this action. The 2024 Social Services Budget will be amended.

- | | | |
|---|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Current budget | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Amendment Requested | | <input type="checkbox"/> New FTE(s) requested |

RESOLUTION

WHEREAS, county staff and community partners have been exploring the potential to develop Family Resource Centers/One-Stop Shops in Dakota County and these centers would offer a range of services and supports to meet children's and family's needs in community settings, with the goal of promoting family well-being and preventing involvement in child protection and other crisis services; and

WHEREAS, by Resolution No. 23-348 (August 1, 2023), the Dakota County Board of Commissioners authorized acceptance of a Sauer Family Foundation grant in an amount of \$94,697 to assess community needs and identify essential services to include in a Family Resource Center/One-Stop Shop model in Dakota County; and

WHEREAS, this grant facilitated the gathering of valuable insights, including lessons learned from pop-up resource events hosted by partner organizations and the results of this learning were presented to the board on February 20, 2024; and

WHEREAS, community partners and county staff have collaborated to develop a proposed structure for Family Resource Centers/One-Stop Shops in Dakota County and under the proposed structure, community partners would collaborate to provide a comprehensive array of services to address the diverse needs of children and families within the community; and

WHEREAS, the Sauer Family Foundation has announced an implementation grant with applications due on May 17, 2024, which could support the county and community partners in implementing Family Resource Centers in Dakota County; and

WHEREAS, county staff are requesting Board authorization to apply for this grant in the amount up to \$525,000 for the period of July 1, 2024 through June 30, 2026; and

WHEREAS, the county plans to serve as the fiscal agent of this grant and community partners will lead the implementation of Family Resource Centers/One-Stop Shops in Dakota County.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to submit an application to the Sauer Family Foundation

and if awarded, accept funds in an amount up to \$525,000 for the period of July 1, 2024 through June 30, 2026, and execute the grant agreement, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That unless the grant program requirements change, the Community Services Director is hereby authorized to amend the grant to extend the grant term up to two years after initial expiration date, accept additional grant funds, and continue grant-funded full-time equivalents, consistent with County contracting policies, and inclusion of grant funds in future yearly Recommended and Approved Budgets, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the 2024 Social Services budget is hereby amended as follows:

Expense

Social Services	<u>\$525,000</u>
Total Expense	\$525,000

Revenue

Sauer Family Foundation Grant	<u>\$525,000</u>
Total Revenue	\$525,000

PREVIOUS BOARD ACTION

23-348; 8/01/23

ATTACHMENTS

Attachment: Outcomes

BOARD GOALS

- | | |
|---|---|
| <input checked="" type="checkbox"/> A Great Place to Live | <input type="checkbox"/> A Healthy Environment |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input type="checkbox"/> Excellence in Public Service |

CONTACTS

Department Head: Evan Henspeter

Author: Madeline Kastler

Attachment: Overview of Proposal to Sauer Family Foundation (Draft)

Background

In 2019, Dakota County Community Services and various community partners recognized the potential of "one-stop shop" resource centers to enhance service accessibility and outcomes for county residents. Following a pause in discussions during the pandemic, efforts resumed in 2022 with a renewed focus on exploring the concept. During this time, a One-Stop Shop Workgroup, comprising county and community partners, delved deeper into the concept and found alignment with the nationally promising Family Resource Center (FRC) model.

In June 2023, Dakota County was awarded a grant from the Sauer Family Foundation, totaling \$94,697, to further assess community needs for FRCs in the county. With this grant, Dakota County contracted with the Improve Group, a consultant/evaluator, to conduct a comprehensive community assessment and lay the groundwork for a future pilot project. The assessment included detailed research and data analysis to identify optimal locations for FRCs based on geographic need (heat maps) and engaged target communities to pinpoint specific services and supports necessary for inclusion.

Additionally, the grant facilitated the piloting of the FRC concept through a series of pop-up events in three cities identified as having the highest needs (West St. Paul, Burnsville, and Hastings). These pop-up events garnered high satisfaction rates, with attendees highlighting the need for increased service frequency, extended hours, and convenient locations accessible via public transportation, and with childcare/activities available onsite.

Encouraged by the success of the pop-up events and the positive feedback from residents, the One-Stop Shop Workgroup is now poised to move into the development phase. Drawing on insights gained during the explore and assess phase, the Workgroup has outlined the details for a FRC pilot, positioning itself to apply for a grant from the Sauer Family Foundation to support implementation.

Sauer Family Foundation Grant Opportunity

The Sauer Family Foundation (Sauer) offers financial support to government and community-based organizations aiming to redesign services in ways that enhance child safety, support families, mitigate toxic stress, and cultivate resilience. Among Sauer's funding priorities is the backing of Family Resource Centers (FRCs) as a community-based strategy to prevent child maltreatment and reduce the need for intensive human services interventions.

Sauer invites proposals from community collaboratives to advance the planning and development of FRCs in two distinct phases:

1. EXPLORE & ASSESS Phase: This phase encompasses activities such as community convening, community assessment, and engagement of consultants. Outcomes from this stage include the identification of a core team and completion of a comprehensive community assessment.

2. DEVELOPMENT Phase: Following the Explore & Assess phase, the Development phase involves activities such as establishing a parent advisory council, hiring lead staff from the community, and setting up metrics to monitor reductions in child protection cases. The desired outcomes at this stage include the establishment of a FRC(s) tailored to meet the needs of families in the community, offering parent education support, concrete supports (e.g., housing, income, childcare), and child & youth development activities.

Sauer's upcoming deadline for grant proposals is May 17, 2024. The One-Stop Shop Workgroup has completed the Explore & Assess phase and is ready to transition into the Development phase. The workgroup is committed to launching and implementing the FRC Model in Dakota County to better serve the community and promote the well-being of children and families.

Proposed Project

With the Sauer Family Foundation Development Grant, we propose to establish One-Stop Shop/Family Resource Centers (FRCs) in multiple cities across Dakota County. Our aim is to create spaces where county and nonprofit services – including food support, childcare, parent education and support, economic assistance, and job training – are co-located at scheduled times and conveniently accessible for families. Recognizing that Dakota County is diverse in terms of residents' needs, geography, and partner strengths, the Workgroup proposes the following approaches to establishing FRCs:

- **Establish Regular Locations:** We will partner with community organizations committed to hosting regular One-Stop Shop/FRC events. To date we have four community partners that have expressed commitment to hosting regular One-Stop Shop/FRCs, including the Residents of Color Collective (ROCC) in West Saint Paul, Hasting Family Services, Neighbors Inc. in South Saint Paul, and 360 Communities in Burnsville.
- **Continue Pop-Up Events:** We will extend the reach of our services beyond established locations through ongoing pop-up resource events, hosted at community locations such as parks, libraries, and/or community centers in Dakota County. Potential locations for pop-ups include Apple Valley and Farmington which were also indicated as needing additional services based on the heat map.
- **Contract for a Program Coordinator:** A crucial component identified through the explore and assess phase is the need to establish a full-time equivalent program coordinator. This coordinator will be employed by one of our community partners and will be responsible for managing a calendar of One-Stop Shop/FRC events, including coordinating logistics with partner organizations. Multiple community partners have expressed interest and willingness to act as the coordinating agency that will employ this Program Coordinator. If awarded a development grant, the county would conduct a contract solicitation to select this organization.

The county also plans to collocate key services it provides (ex: Employment Supports, Parent Support Outreach, etc.) within identified community locations to ensure accessibility. The overarching goal is to provide comprehensive and preventative support to children, youth, and families who are at a higher risk of involvement with child protection, including families of color and low-income families.

Estimated Budget

Dakota County, in collaboration with various community partners, is preparing to submit a development grant application to the Sauer Family Foundation to establish One-Stop Shop/Family Resource Centers (FRC)s within Dakota County. As part of this initiative, Dakota County will serve as the fiscal agent, administering grant disbursements funds to the designated Coordinating Community Partner. The Coordinating Partner will hire and host the program coordinator and oversee the distribution of funds to other community organizations and partners involved in the implementation process. Additionally, Dakota County plans to invest in-kind support, which includes time from existing staff, and data collection and evaluation estimated at a value of a preliminary estimate of \$120,000 per year. This collaborative framework aims to ensure efficient resource allocation and flexibility in responding to changing or emerging needs, while recognizing the diverse needs of communities across Dakota County.

Expenses are estimates and are still being validated with partner organization. Below are estimated costs to implement a 2-year pilot program, broken down by key roles:

Coordinating Community Partner: \$100,000 annually/\$200,000 for 2 years

- ❖ Salary of 1 Full-Time Staff: Allocation for the Salary and benefits of the program coordinator.
- ❖ Management and Oversight of Program Coordinator: Cost for the community partner to manage and supervise the program coordinator.
- ❖ Operational cost related to hosting program coordinator and disbursing grants to community partners.

Community Advisory Council: \$20,000 annually/\$40,000 for 2 years

- ❖ Establishing a Community Advisory Council: Funding for activities related to the formation and operation of a community advisory council which will provide oversight for One-Stop Shop/FRC activities.
- ❖ Training and mentorship opportunities.

Navigation Services at Family Resource Centers: \$65,000 annually/\$130,000 for 2 years

- ❖ Staff Time: Compensation for Community Liaisons and Navigators supporting regular FRC events. These staff will act as greeters for attendees and help them get connected to the appropriate resources to meet their unique needs.

Partners Hosting Regular Family Resource Center Locations: \$60,000 annually/\$120,000 for 2 years

- ❖ Miscellaneous Operational Costs: Expenses related to food, venue rental, equipment, or other expenses specific to events and above and beyond typical organizational costs.

Partners Participating in Family Resource Center Events: \$17,500 annually/\$35,000 for 2 years

- ❖ Staff Time: Compensation for capacity to participate and provide support at FRC events.
- ❖ Operational Costs: Funding to cover expenses associated with setting up booths, providing materials, and obtaining supplies.

NOTE: This funding is intended for organizations with annual budgets under \$500,000 and/or individuals not otherwise paid by their organization to participate in FRC events and unable to volunteer time.

TOTAL Sauer Family Foundation Request: \$262,500 annually/\$525,000 for 2-year pilot

DRAFT



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3121

Agenda #: 5.4

Meeting Date: 4/16/2024

DEPARTMENT: Employment and Economic Assistance

FILE TYPE: Regular Information

TITLE

Child Support Program Update

PURPOSE/ACTION REQUESTED

Receive an update on the Child Support program.

SUMMARY

Congress established the child support program in 1975 under Title IV-D of the Social Security Act. The program works with parents/caregivers to establish parentage and establish, modify, and enforce court orders for support for families that are referred through public assistance programs or apply for services. The program started as a public assistance cost recovery program, but today only 5 percent of Dakota County's caseload is comprised of families receiving cash public assistance and 94 percent formerly received or have never received cash assistance. Dakota County's child support caseload is the third largest in Minnesota and in 2023 collected \$38,056,049 for 10,724 families for the care of their children.

The child support program has undergone significant changes over the past 48 years to adapt to the evolving needs of families. The program, in Minnesota and the United States as a whole, is facing challenges that impact its effectiveness and ability to serve families. The program evolution, from its initial focus on cost recovery, has included a more family-centered approach, recognizing, and supporting diverse family structures.

Staff will provide an update focused on:

- Collections and caseload trends
- Program trends and challenges
- Program priorities

OUTCOMES

See Attachment: Child Support Update Report, and see Attachment: 2023 Child Support Initiatives, for detailed information.

RECOMMENDATION

Information only; no action requested.

EXPLANATION OF FISCAL/FTE IMPACTS

None.

- ☒ None ☐ Current budget ☐ Other
☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

Information only; no action requested.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment: Child Support Update Report

Attachment: Child Support Initiatives

BOARD GOALS

- ☒ A Great Place to Live ☐ A Healthy Environment
☐ A Successful Place for Business and Jobs ☐ Excellence in Public Service

CONTACTS

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CHILD SUPPORT UPDATES

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April 2024

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Introduction

Congress enacted the child support program in 1975 under Title IV-D of the Social Security Act. Child support is money parents are court ordered to pay their child's other parent or caregiver for support of their child. The child support program helps parents establish a financial partnership by offering services for children to receive the basic financial, medical, and childcare support needed to enhance their growth and development. These three elements combine to form a monthly child support obligation. Support may be part of a court order in a divorce or legal separation, paternity action, order for protection, child custody action, or separate child support action.

In carrying out the child support program's mission, staff promote children's well-being and family self-sufficiency through a commitment to our county core values: **Service, Integrity, People and Innovation**. By intervening early, underlying reasons for nonsupport – such as unemployment, parental conflict, poverty, or disengagement – can be addressed. By broadening strategies and partnering with other programs, child support staff do more to ensure that parents provide their children with financial and emotional support throughout childhood.

County child support cases open when either parent applies for services, or when a county public assistance office refers a case. Approximately one of every seven child support cases involve parents who live in another state. County child support offices work across borders with other states and countries to provide the essential services required by the child support program.



Payments

Child support payments are disbursed through the state Child Support Payment Center, operated by the Minnesota Department of Human Services, Child Support Division. Employers play a pivotal role, with 71.5% of all child support in Minnesota being withheld from parents' paychecks. The remaining payment sources include intercepts from federal and state tax refunds, withholdings from Unemployment Insurance. Parents who are self-employed or do not



pay through income withholding send their child support to the payment center by check, cashier's check, money order, or automatic-recurring withdrawals.

If payments are not made, administrative and/or legal remedies may be implemented, including driver's license suspension, occupational license suspension, seizure of bank account balances, reporting past due amounts to the credit bureaus, federal/state tax

intercepts and contempt of court. Interest is no longer charged on unpaid child support.

Introduction to Performance Data

States compete for federal incentive funds, which are a fixed allocation, based on five federal performance measures that were introduced by the Personal Responsibility and Work Opportunity Act of 1996. The incentive funds are in addition to the 66% Federal Financial Participation (FFP) received for direct and indirect program costs. The five performance measures are paternity

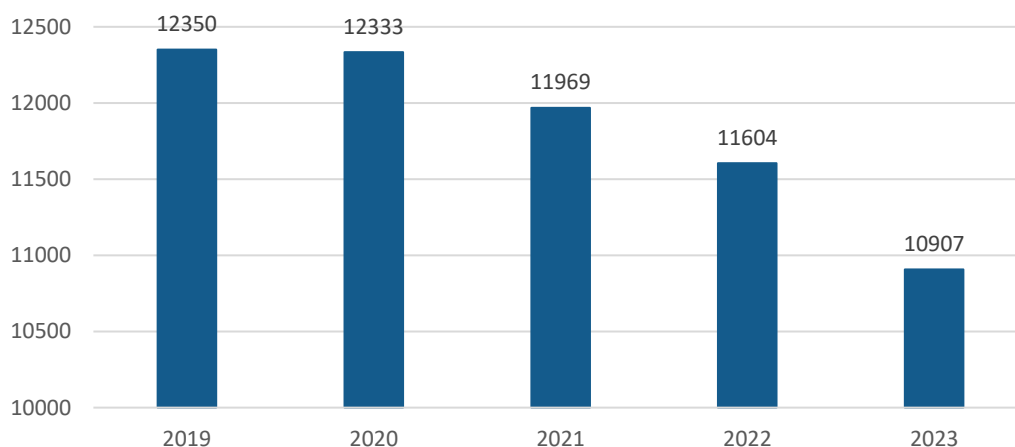


establishment, child support order establishment, collections on current support, collections on arrears and program cost effectiveness. In State Fiscal Year 2023, Minnesota received \$11,323,000 in incentives and the Dakota County share was \$743,613.

How much did we do?

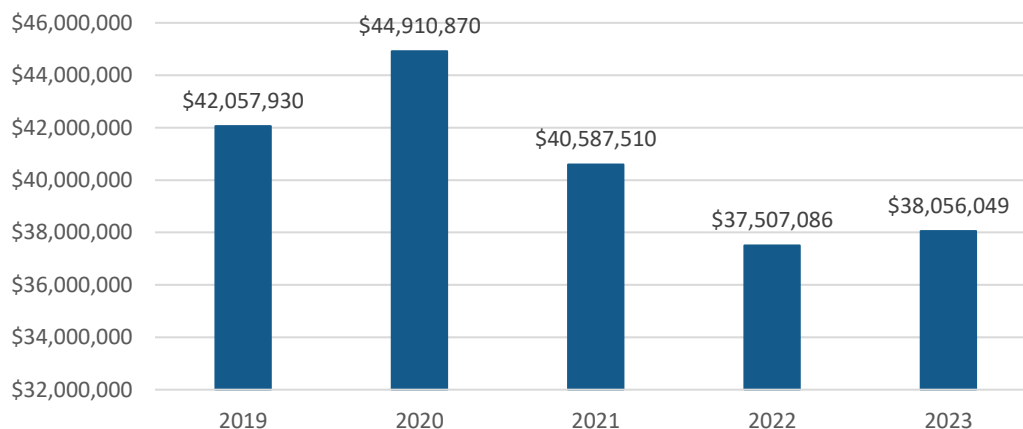
Number of Child Support Cases (Federal Fiscal Year Data):

Cases peaked in 2010 at 15,148 and have decreased each year. The county trend is in line with state and national caseload trends. The caseload figures do not reflect the caseload churn that occurs, with cases opening and cases closing during the Federal Fiscal Year (FFY). In FFY 2023, we added 1,113 new cases and reopened 324 cases, for a total of 1,437 cases. In the same FFY, we closed 2,286 cases.



Annual Collections (Calendar Year Data):

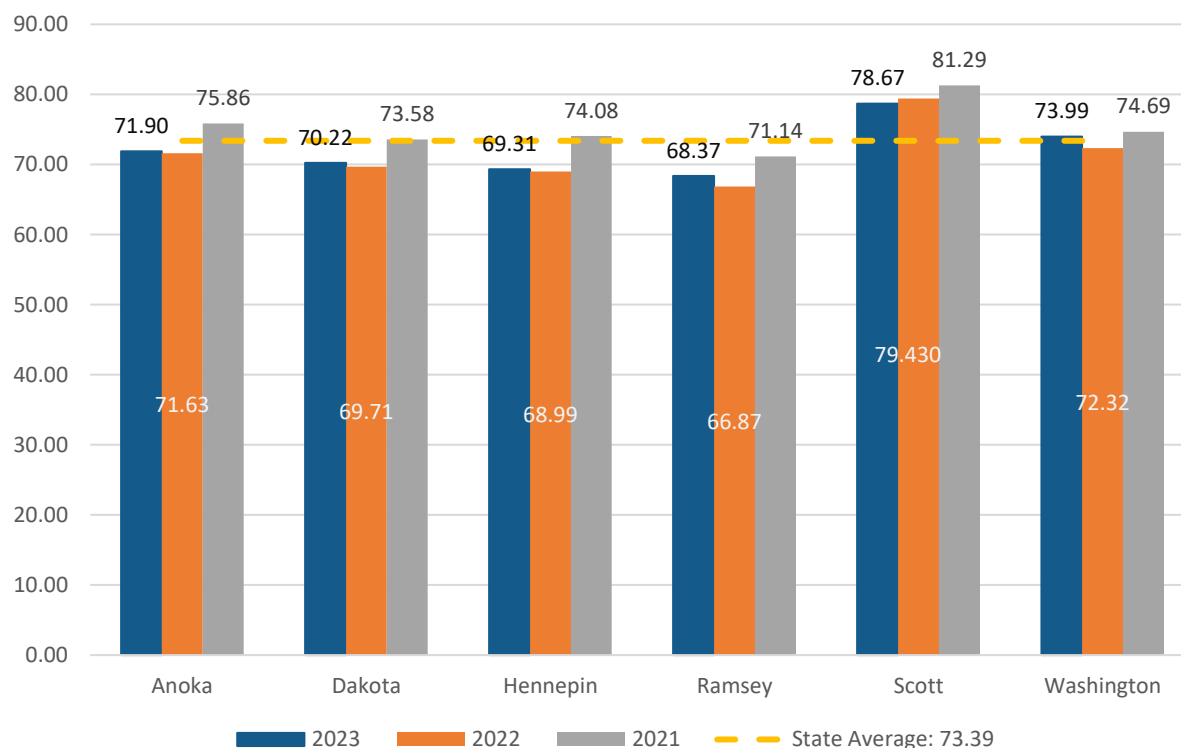
Collections peaked in December 2008 at \$49,497,925 and have fallen in conjunction with the caseload size. There was a spike in collections in 2020, mostly due to pandemic-related unemployment benefits and stimulus payments. When federal pandemic unemployment benefits ended in September 2021, a significant drop in collections followed statewide and nationwide. The county is just beginning to recover, with 2023 collections increasing slightly following two years of decline.



How well did we do?

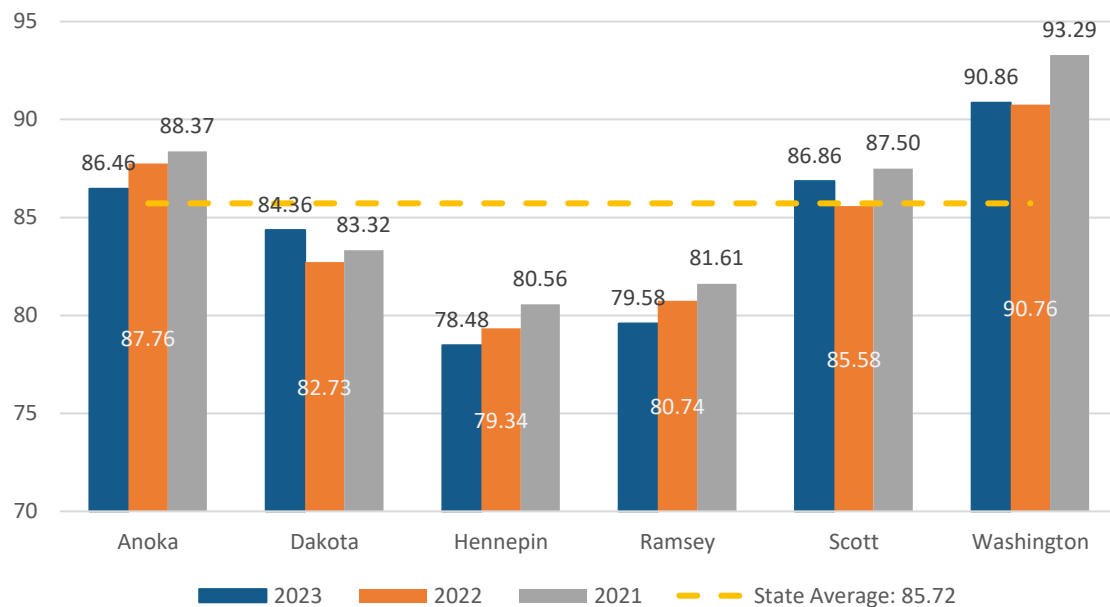
Collection on Current Support (Federal Fiscal Year Data):

This measure is the total amount of support disbursed as current support in the federal fiscal year (FFY) divided by the total amount of current support due for the fiscal year. Sixty eight (68) Minnesota counties had a decline in this measure, with many experiencing significant drops, between FFY 2021 and 2022, with a marked decline first identified following the end of federal pandemic unemployment benefits in September 2021; however, the root cause(s) are complex and the state has been working with counties to solve for identified barriers. This measure is a priority focus, with many initiatives underway to improve performance, and the county is beginning to course correct with a slight increase realized in FFY 2023.

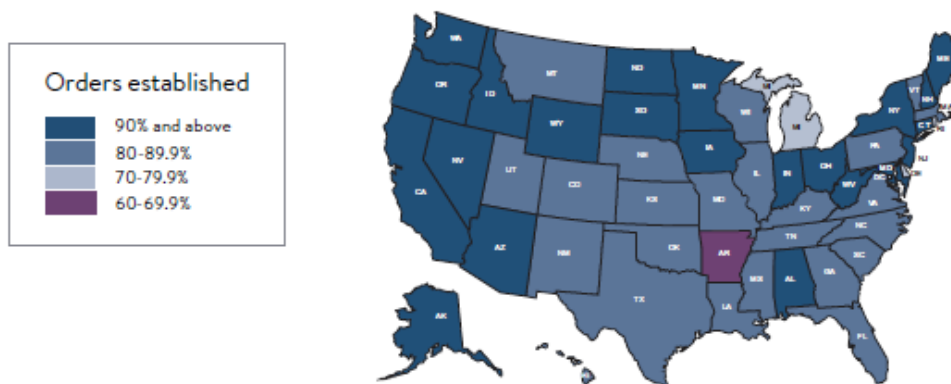


Court Orders Established (Federal Fiscal Year Data):

This measure is the cases open at the end of the federal fiscal year (FFY) with support orders established divided by the cases open at the end of the fiscal year. This measure decreased statewide during the height of the pandemic in FFY 2021/2022; however, county performance started to trend up in FFY 2023. This measure is a priority focus for us, with continuous improvement efforts underway in the last several years.

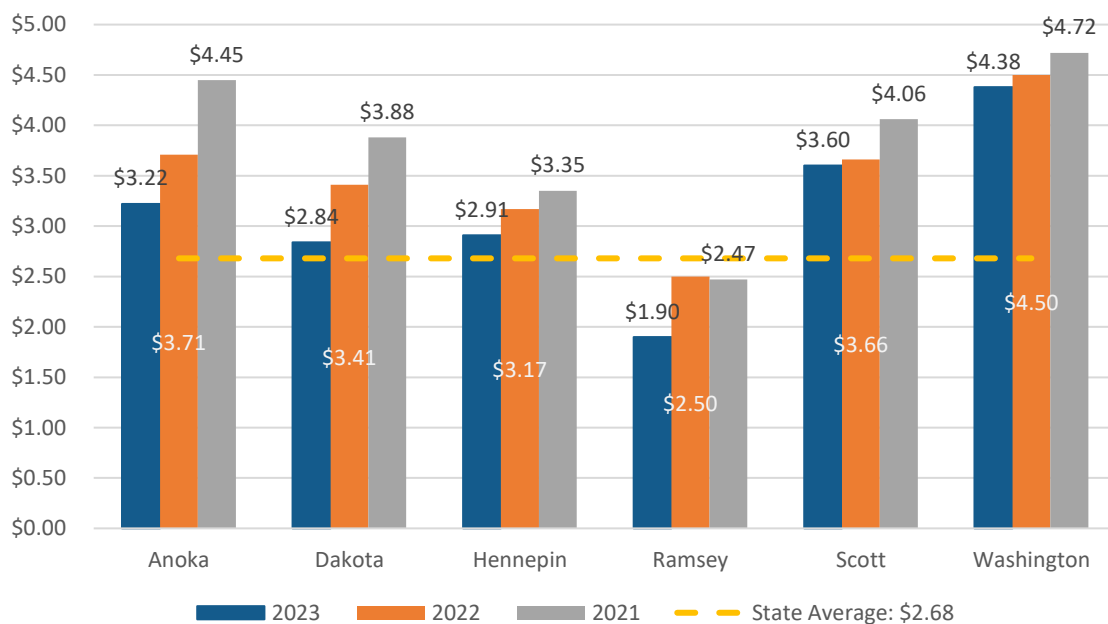


Nationwide Standing in Court Orders Established Measure (Federal Fiscal Year Data)



Cost Effectiveness (Federal Fiscal Year Data):

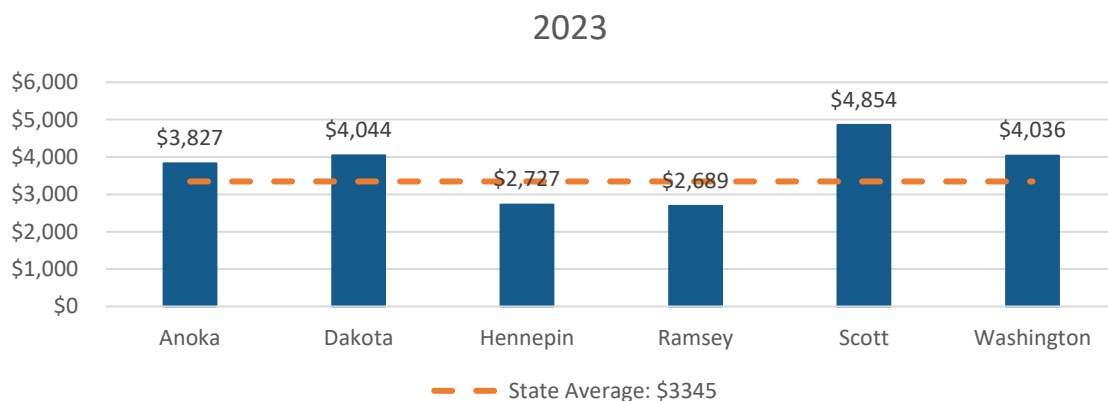
This measure is the collections forwarded to other states + total collections distributed + fees retained by other states divided by the total child support dollars (direct and indirect) expended.



Is anyone better off?

Disbursements Per Open Support Case with a Court Order (Federal Fiscal Year Data):

This measure illustrates the average amount of child support disbursed per case per year.



Current/Former/Never Assistance Case Analysis (Federal Fiscal Year Data):

Child support is a family financial stability indicator and there can be a correlation between child support received and receipt of public assistance.

2023

Current Assistance %	Former Assistance %	Never Assistance %
6.4%	42.6%	50.9%

Most of the child support cases in Minnesota are non-public assistance cases. Children on these cases either never received or are no longer receiving public assistance.



Child Support Initiatives

Legislation Passed in 2023

Governor Tim Waltz and the Minnesota Legislature passed important legislation to improve Minnesota's child support program, including:




- Reforming the driver's license suspension enforcement remedy to better target suspension for parents unwilling to pay.
- Updating medical support provisions to help lower-income parents with children eligible for Medical Assistance, clarify standards for affordability of health care coverage and provide for more equitable treatment between parents.
- Adjusting Minnesota's child support guidelines to provide relief for parents who receive General Assistance, Supplemental Security Income or Minnesota Family Investment Program cash benefits.
- Funding to review Minnesota's child support guidelines to guide future improvements when courts determine child support payment amounts
- Funding of close to \$40M, including federal matching funds, to modernize Minnesota's child support case management system through refactoring and replatforming; and to enhance Minnesota Child Support Online, a secure website where parents can get up-to-date case information 24 hours a day and seven days a week.

Dakota County Innovation Projects

Safe Access for Victims' Economic Security (SAVES) Grant

Dakota is a participating pilot county in Minnesota's child support program work on the federal Safe Access for Victims' Economic Security (SAVES) grant to increase safe access to child support and related parenting time services for victims and survivors of domestic violence.

- A foundational component of SAVES is close collaboration and partnership with community, state, Tribal and national experts, and engagement of individuals with lived experience to ensure child support and parenting services align with a broader response to domestic violence.
- The goals of the Dakota pilot are to increase safety for domestic violence (DV) survivors in the child support program by providing specialized case management, improved training to staff to recognize and respond to domestic violence concerns, and partnership with 360 Communities to increase opportunities for safer services when possible.



A child support case qualifies for driver's license suspension when the arrears owed on the case is three times the monthly support amount and not in compliance with a payment agreement.

Driver's License Suspension Project

In response to legislative reforms, Dakota has been focusing on reviewing approximately 500 cases where a driver's license was suspended, some many years ago, but the suspension has not elicited payment. By working more holistically with impacted parents, the remedy can be targeted more effectively to those who are unwilling to pay; stop using it where

circumstances point to an inability to pay or it could cause harm; identify, and solve for barriers to payment, and reduce the disparate impact the remedy has historically had on non-white parents.



Community Services Committee of the Whole

Request for Board Action

Item Number: DC-3288

Agenda #: 8.1

Meeting Date: 4/16/2024

Adjournment