
Le Sueur County, MN

Tuesday, March 17, 2015

Board Meeting

Item 3

9:15 a.m. Human Services

Staff Contact:



Department of Human Services

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057-1646
507-357-2251 • FAX 507-357-6122

Human Services Board Agenda March 17th 2015 @ 9:15 a.m.

100- PRESENTATIONS/INFORMATION:

- 110: Legislative Updates
- 120: Child and Family Service State Review Update (3/9-3/13)
- 130: Civil Rights Training April 21st
- 140: March is Social Work Appreciation Month

200- CASELOAD DATA/REPORTS:

- 210- Finance Graphs/Report;
- 220- Income Maintenance/Child Support Graphs;
- 230- Family Services Graphs-
 - 231- Social Services Team
 - 232- Child Services Team
 - 232.1- Out Of Home Placement Report
 - 232.2- In-Home Family Therapy Report;
 - 233- Behavioral Health Team
 - 233.1 - On Call Report

300- BOARD APPROVAL ITEMS:

- 310 - Resolution Authorizing Application for Minnesota Housing
And Finance Agency Family Homelessness Prevention &
Assistance Program (MVAC)
- 320 - CY 2015 Adult Mental Health CSP Grant Agreement
- 330 - Commissioner's Warrants



Memo

To: Human Service Directors in Region 9
From: Kate Hengy-Gretz, LSW
Date: March 11, 2015
Re: Family Homelessness Prevention & Assistance Program

Thank you for giving Minnesota Valley Action Council the opportunity to deliver Family Homelessness Prevention & Assistance Program services in our area for the past 8 years. Each year this flexible program has allowed us to help over 1500 households with resource information / problem solving and provided funds to stabilize housing for approximately 240 households!

We are in the process of writing the proposal for the 2015-2017 biennium. We need a continuing resolution from your Board of Directors. A sample letter is attached.

Please return the completed resolution by 3/20/15 to:

Kate Hengy-Gretz
Supportive Services Coordinator
Minnesota Valley Action Council
706 N. Victory Dr.
Mankato, MN 56002-6803
or khengy@mnhvac.org

Thank you for your continued support!

**Resolution Authorizing Application for
Minnesota Housing and Finance Agency
Family Homelessness Prevention & Assistance Program**

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homelessness Prevention & Assistance Program; and,

WHEREAS, the counties in Region 9 have developed an application for the Minnesota Housing Finance Agency Family Homelessness Prevention & Assistance Program; and

WHEREAS, Minnesota Valley Action Council has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homelessness Prevention & Assistance Program;

NOW, THEREFORE, be it resolved that Blue Earth County is hereby authorized as the grantee and that Minnesota Valley Action Council be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homelessness Prevention & Assistance Program in the counties of Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca and Watonwan, in Minnesota.

I hereby certify that the above is a true and correct copy of a resolution adopted by the Le Sueur County Board of Commissioners at their session on the 17th day of March, 2015, and as appears on the minutes of their record of proceedings.

By _____
(authorized officer)

Its Board Chair _____
(title)


KHG.FHPAP.App 2015-2017.County Board Approval 2-9-15



Minnesota Department of **Human Services**

Date: February 6, 2015

To: The County Board Chair of Le Sueur County
c/o LeSueur County Department of Human Services

From: Jennifer DeCubellis, Assistant Commissioner 
Community Supports Administration

Re: **CY 2015 ADULT MENTAL HEALTH GRANTS - CSP**

This document serves inform counties that the Community Support Services Program grant plans which were submitted in the fall of 2013 will remain in effect for CY15, and is an agreement between the County (“grantee”) and the Department of Human Services (“grantor”) for the dollar amount in the attached CY15 Adult Mental Health Grants award table.

AMH Grants are inclusive of the six categories of the Adult Mental Health Initiative (AMHI), Regional Crisis, Housing with Supports, Project for Assistance in Transition from Homelessness (PATH), Community Support Services Program (CSP), and Intensive Community Rehabilitation Services (ICRS) grants. The information in this letter applies to all six grant categories.

Any funds granted pursuant to your Grant Plan are to be expended for the purposes approved by the Commissioner of Human Services and in accordance with applicable laws and rules. Documentation of compliance with all applicable laws and rules should be monitored and be made available for audit inspection. All AMH Grants are conditional and subject to the continued availability of state or federal funding. Counties or AMHIs not meeting the requirements of M.S. 245.461 to 245.486, or not using funds according to their approved AMH Grant Plan, may have all or part of their funds terminated, delayed, or returned upon 30 day notice to the county board in accordance with M.S. 245.483.

In accepting Adult Mental Health Grants, the following is understood and agreed to:

- All expenditures reported to DHS will be made after the fiscal agent’s review of the documentation supporting the expense to determine that the expense is allowable, including but not limited to both the type of expense and timing of the expense within the proper grant period.
 - All expenditures are for services, or items necessary for the delivery of those services.
 - “Capital” purchases are prohibited. Capital purchases are defined as something which has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$10,000 and is 1) land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; or 2) additions, improvements, modifications, replacements, rearrangements, reinstallations,

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renovations or alterations of the items listed above that materially increase their value or useful life (not ordinary repairs and maintenance).

- Exceptions to the prohibition of capital purchases will be considered on a case-by-case basis.
- The budgets, expenditures and programs are subject to periodic review by the Commissioner.
- Expenditures shall be reported on the quarterly SEAGR report (DHS-2557) and on the BRASS-Based Grant Fiscal Report (DHS-2895). Please see the latest version of *DHS Summarizes Mental Health Grant Fiscal Reporting Requirements* bulletin and *Changes to DHS BRASS Manual for Calendar Year 2015* bulletin for instruction.
- All revenue received by an AMHI or county board, its contracted, or subcontracted providers will be managed according to M.R. chapter 9535.1740, subp.3.
- The AMHI or county governance body must have written policy and procedures governing their accounting and operational procedures.
- The AMHI or county will comply with the Minnesota Government Data Practices Act, M.S. chapter 13, Federal Lobbying Restrictions, and the Single Audit Act.
- The AMHI or county will comply with M.S. chapter 13D, the Minnesota Open Meeting Law.
- All AMHI or county contracts entered into under this agreement must be written to comply with M.S. 245.466, subd. 3, and 256.0112. The county board and contracted providers will comply with programmatic and fiscal reporting requirements of the Commissioner.
- The AMHI or county and their contracted providers will have written personnel policies that comply with Titles VI and VII of the U.S. Civil Rights Act of 1964, the Americans with Disabilities Act, and the Minnesota Human Rights Act, M.S., chapter 363A.
- The AMHI or county shall include persons with mental illness and tribal organizations of the county/region in the development, implementation, and evaluation of all AMH Grant Plans.
- AMHI projects shall be planned and administered according to M.S. 245.4661.
- Crisis services shall be planned and administered according to M.S. 256B.0624.
- CSP services shall be planned and administered according to M.S. 245.4712, subd. 1.
- The AMHI or county must ensure their contracted providers are billing eligible insurance before accessing AMH funding.
- The AMHI or county must ensure their contracted providers are completing all required data reporting.

PATH

Federal PATH, along with the State match, renewal funding is applied for through the annual Federal and State PATH application. The current PATH grantees will need to reapply for CY 2016 funding in the spring of 2015 upon release of the Federal and State PATH applications.

Housing with Supports

The Housing with Support grants will expire in December 2015. Dependent upon funding availability a competitive application for Housing with Support grants will be available in the spring of 2015.

ICRS

AMH grant funding for ICRS is currently through June 30, 2015. All expenses must be incurred by June 30, 2015.

The signature of the County Board Chair indicates agreement to the above terms and conditions and constitutes an agreement between the grantee and grantor. **Please print one (1) original, sign and mail to** Carol LaBine, Deputy Director, Adult Mental Health Division, Minnesota Department of Human Services, PO Box 64981, St. Paul, MN 55164-0981.

County Board Chair Signature

(dated)

County Board Chair Name and Address

C: DHS, Financial Management Division (via email)
 The Director of Social Services of Le Sueur County (via email)
 Faye Bernstein, Adult Mental Health Division Program Consultant (via email)

Enc. CY15 Adult Mental Health Grants award table

Initial CY'15 Awards

Le Sueur
CY'15 Adult Mental Health Grants

	2015 Base	Cola	Other Base Adjust	One-time Adjustments	Total CY Funding Base+COLA+Adjustments	Comments
Community Support Program						
74.ADLTMR78CSP25.STATE (Note 1)	\$61,006	\$0	\$0	\$0	\$61,006	
Total CSP						
Path (Homeless)						
74.MHHOMELESS**30.93150 (Note 1)	\$0	\$0	\$0	\$0	\$0	
AMHI						
Adult MH Initiative - General	\$0	\$0	\$0	\$0	\$0	
Crisis Services Grant	\$0	\$0	\$0	\$0	\$0	
Housing Support Grants	\$0	\$0	\$0	\$0	\$0	
ICRS	\$0	\$0	\$0	\$0	\$0	
SOAR	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total AMHI						
Transition To Community						
74.TRNSCOMMINT32 (Note 1)	\$0	\$0	\$0	\$0	\$0	
Total of all Grants	\$61,006	\$0	\$0	\$0	\$61,006	

Changes indicated in **bold**

General Notes:

Note 1: An invoice field code has been provided for each grant category. This code will appear on payments made to your county.
Fin. Mgt. contact person: Craig Beske - 651-431-3780; Fax: 651-431-7480; e-mail: Craig.Beske@state.mn.us