2020-2021 Minnesota Family Investment Program Biennial Service Agreement

Under Minnesota Statutes, sections 256J.626, subdivision 4; counties, consortia, and tribes are required to submit a Biennial Service Agreement (BSA) to be approved by the Minnesota Department of Human Services (DHS) to receive consolidated funds for the Minnesota Family Investment Program (MFIP).

The purpose of the BSA is to provide DHS with information about services and strategies intended to meet program measures with the goal of increasing the economic stability of low income families on MFIP. The different sections of the BSA gather information about program strengths and service delivery gaps. The BSA will give a comprehensive assessment of current efforts, insight into what types of assistance are needed, and information on new strategies to better serve participants. We want to ensure that people served through MFIP are equipped to obtain and sustain gainful employment that will ultimately lead to greater self-sufficiency.

Citizen comment regarding the Minnesota Family Investment Program Biennial Service Agreement are strongly encouraged. Please page down to review the plan. Any written comments may be submitted to Crow Wing County Community Services, PO Box 686, Brainerd, MN 56401 or by email to cwcss@crowwing.us

Public comment will be accepted through October 14, 2019.
Enter the county's unique ID number 18CR0084

Contact Information

COUNTY/CONSORTIUM NAME
Crow Wing

PLAN YEAR CONTACT PERSON TITLE
2020-2021 Kara Terry Director

ADDRESS CITY STATE ZIP CODE PHONE NUMBER
204 Larel St, Suite 31 Brainerd MN 56401 218-824-1140

EMAIL ADDRESS (where correspondence related to this form will be sent)
kara.terry@crowwing.us

CONFIRM EMAIL ADDRESS
kara.terry@crowwing.us

Note: Please review the 2020-2021 MFIP Biennial Service Agreement Bulletin for more details before you complete this document.

County MFIP Biennial Service Agreement

A. Needs Statement

1. Besides funding, what is the single biggest challenge you are facing in financial assistance services?

The availability to meet the demands for services and the complexity of the programs we administer

2. Besides funding, what is the single biggest challenge you are facing in employment services?

Childcare availability. Crow Wing county has very limited slots available for infants and early or later hour childcare to accommodate shift work.
3. Identify the strengths in your community that you are most proud of that benefit MFIP/DWP families.

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### County MFIP Biennial Service Agreement

**A. Needs Statement** (continued)

3. What strengths and resources do you have available to address the needs of your participants?

   Please check all the resources available to participants in your service area and check whether the resource is available within MFIP financial or employment services "in-house" or from a partner organization (county resources with developed connections to MFIP), and/or an external community resource or both. If you lack sufficient resources in your area, check the Resource Gaps column, even if there are some resource sources. Add any "other" resources that you consider necessary.

<table>
<thead>
<tr>
<th>MFIP Resources</th>
<th>Partner Resources</th>
<th>Community Resources</th>
<th>Resource Gaps</th>
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<tbody>
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</table>

- ABE/GED
- Adult/elder services
- Career planning
- Childcare funds
- Chemical health services
- Computer lab access
- Credit counseling/financial literacy
- English Language Learner (ELL)
- Food shelf
- Housing assistance
- Job club
- Job development
- Job placement
- Job retention
- Job search workshops
- Mental health services
- On-the-job training program
- Post-secondary education planning
- Short-term training
- Supported work / paid work experience
- Transportation assistance (gas cards, bus cards)
- Vehicle repair funds
- Volunteer opportunities
- Youth program
- Other
- Other
4. County Program Contact Information
Please name contacts for the following programs if different from the contact on the cover page.
You only need to give a person’s phone and email once.

<table>
<thead>
<tr>
<th>MFIP Employment Services Staff Contact Name</th>
<th>Phone Number</th>
<th>Email Address</th>
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<table>
<thead>
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<th>DWP Staff Contact Name</th>
<th>Phone Number</th>
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<thead>
<tr>
<th>Financial Assistance Services Staff Contact Name</th>
<th>Phone Number</th>
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County MFIP Biennial Service Agreement

A. Needs Statement (continued)

Employment Services Provider(s) Information
Statute 256J.50, subdivision 8: Each county, or group of counties working cooperatively, shall make available to participants the choice of at least two employment and training service providers as defined under Minnesota Statutes, section 256J.49, subdivision 4, except in counties contracting with CareerForce Centers that use multiple employment and training services or that offer multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.

List your current employment services provider(s) and check the respective box to indicate which population served. If a CareerForce Center is the only employment services provider, list the multiple employment and training services among which participants can choose. Section G of this form addresses provider choice.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
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<tbody>
<tr>
<td>Rural Minnesota CEP, Inc.</td>
<td>204 Laurel St. Suite 21 Brainerd</td>
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<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>PHONE NUMBER</th>
<th>EMAIL</th>
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</thead>
<tbody>
<tr>
<td>Jama Davidson</td>
<td>218-828-2450</td>
<td><a href="mailto:jamad@rmcep.com">jamad@rmcep.com</a></td>
</tr>
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</table>

Population Served

<table>
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<tr>
<th>Population Served</th>
<th>MFIP ES</th>
<th>DWP ES</th>
<th>FSS</th>
<th>Teen Parents</th>
<th>200% FPG</th>
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<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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</table>
B. Service Models

Minnesota Family Investment Program (MFIP) and the Diversionary Work Program (DWP)

1. Do you have culturally specific employment services for different racial/ethnic groups?
   - No   ☐ Yes   Check all that apply.
   - ☐ African American   ☐ African Immigrant   ☐ Asian American   ☐ Asian Immigrant
   - ☑ American Indian   ☐ Hispanic/Latino   ☐ Other

2. What strategies do you use for hard-to-engage participants? Check all that apply.
   - ☑ Home visits   ☑ Sanction outreach services   ☐ Incentives
   - ☑ Off-site meeting opportunities   ☐ Other

3. What types of job development do you do? Check all that apply.
   - ☑ Sector job development   ☑ Individual job development   ☐ Other

4. Do you have an ongoing job development partnership or sector based job development with community employers to help participants with employment?
   - No   ☐ Yes   Check all activities employers provide.
   - ☑ Interview opportunities   ☑ Job skills training   ☑ Job placement   ☑ Job shadowing   ☐ On-site job training
   - ☑ Work experience   ☐ Helps plan training programs   ☐ Other

5. Do you provide job retention services to employed participants while they are receiving MFIP?
   - No   ☐ Yes   Check all that apply.
   - ☑ Available to assist with issues that develop on the job   ☑ Financial planning   ☑ Soft skills training
   - ☑ Mentoring   ☑ Transportation   ☑ Personal contact with the employee   ☑ Other
   - How often do you provide job retention services?   ☐ Less than 3 months   ☐ 3-6 months   ☐ 7-12 months   ☐ More than one year

6. Do you provide job advancement services to employed participants?
   - No   ☐ Yes   Check all that apply.
   - ☑ Career laddering   ☑ Networking   ☑ Coaching/mentoring   ☐ Ongoing job search
   - ☑ Education/training   ☐ Other

7. Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?
   - No   ☐ Yes   Check all that apply.
   - ☑ Pathways to Prosperity (P2P)   ☑ Work Keys   ☑ National Career Readiness Certificate (NCRC)
   - ☐ Other
B. Service Models (continued)

Family Stabilization Services (FSS)

1. Do you have professionals available to assist with FSS cases?
   - No
   - Yes
   Check all that apply
   - Adult Mental Health professional
   - Psychologist
   - Adult Rehabilitation Mental Health Services (ARMHS) worker
   - Public Health Nurse
   - Chemical Health professional
   - Social Worker
   - Children’s Mental Health professional
   - Vocational Rehabilitation worker
   - Other

2. Do you make referrals for children of FSS participants?
   - No
   - Yes
   Check all that apply
   - Children’s Mental Health Services
   - Public Health Nurse home visiting services
   - Child Wellness Check-ups
   - Women, Infants and Children Program (WIC)
   - Other

3. Are any of these services for children offered to non-FSS families?
   - No
   - Yes

Services for families no longer on MFIP/DWP but under 200% of Federal Poverty Guideline

1. Do you provide services to families who are not receiving DWP or MFIP assistance but are under 200% of the Federal Poverty Guideline (FPG)?
   - No
   - Yes
   Check all the services that apply
   - ABE/ELL Classes
   - Job retention services
   - Child care
   - Referral to other programs
   - Computer Lab Access
   - Support Services
   - GED
   - Training/Job Skills Classes
   - Job postings
   - Other

County MFIP Biennial Service Agreement

B. Service Models (continued)

Minnesota Family Investment Program (MFIP) Services for Teen Parents

1. Are there specialized workers who work primarily with teens (for example, child care worker provides child care resources to teens only)?
   - No
   - Yes
   Check all that apply for each age group
   - Minors (under age 18)
   - Age
   - 18/19
   - Financial worker
   - Employment service worker
   - Social worker (Social Services)
   - Public health nurse
   - Child care worker
   - Child protection worker
   - Other job role

2. Is there a single point of contact for teens, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services? Respond for each age group separately. If yes for an age group, check the one position that serves this function within that age group.
   - No
   - Yes
   - Minors (under age 18)
   - Age 18/19
   - Financial worker
   - Employment service worker
   - Social worker (Social Services)
   - Public health nurse
   - Child care worker
   - Child protection worker
   - Other job role

3. Does your county have an active partnership with the local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? Check one for each age group.

9/11/2019
<table>
<thead>
<tr>
<th>Minors (under age 18)</th>
<th>Age 18/19</th>
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<tbody>
<tr>
<td>Yes, mandatory</td>
<td>Yes, mandatory</td>
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<tr>
<td>Yes, voluntary</td>
<td>Yes, voluntary</td>
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<tr>
<td>No</td>
<td>No</td>
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</table>

**County MFIP Biennial Service Agreement**

### C. Measures

**Performance Measures**

1. Performance-based funding is determined by a service area's annualized Self-Support Index value. Review the information and report links in this section to see the effect of performance on funding and reporting, based on Statute 256J.626, subdivision 7.

   Each year a bonus to a service area's Consolidated Fund allocation will be based on its performance on the Self-Support Index in the previous April to March year.

   The **three-year Self-Support Index (S-SI)**: This measure starts with all adults receiving MFIP or DWP cash assistance in a quarter and tracks what percentage of them, three years later, are no longer receiving family cash assistance or are working an average of 30 hours a week if still receiving cash assistance. Those who left MFIP after reaching 60 counted months and those who left due to 100 percent sanction are only counted as a success if they worked an average of 30 hours per week in their last month of eligibility or if they began receiving Supplemental Security Income (SSI) after family cash assistance ended. To provide fair comparisons across service areas, DHS calculates a "Range of Expected Performance" for the S-SI that is based on local caseload characteristics and economic conditions. The service area's Self-Support Index value is whether the service area was above, within, or below its expected Range.

   The S-SI and Range are annualized for the four quarters in the April through March year ending in the reporting year before the funding year. See the annualized report on the MFIP Reports page on the DHS website for 2019 [https://edocs.dhs.state.mn.us/ftpserver/Public/DHS-4651F-ENG](https://edocs.dhs.state.mn.us/ftpserver/Public/DHS-4651F-ENG). A service area with an annualized S-SI "above" its customized Range of Expected Performance for 2019 will receive a 2.5 percent bonus added to its Consolidated Fund allocation for calendar year 2020. [MFIP Annualized S-SI and WFR report (PDF)]

   If your service area is receiving a bonus, congratulations! Please share a success strategy here:

   Crew Wing received a Above rating on the S-SI. Post term supportive services is a strategy that impacts our ability to provide real retention services! When a participant is closed to employment and then finds themselves needing a little extra support; post-term services can deliver the needed help that allows continued success without needing to return to MFIP/DWP.

If your service area performed "above" or "within," you can go to item 2.

If your service area performed "below" for 2018 and performs "below" again for 2019, you then will have to **negotiate a multi-year improvement plan** with the commissioner. If no improvement is shown by the end of the multiyear plan, the next year's allocation must be decreased by 2.5 percent, to remain in effect until the service area performs within or above its Range of Expected Performance.
Racial/Ethnic Disparities

2. A racial/ethnic disparity for a service area is defined as a one-year Self-Support Index that is five or more percentage points lower for a non-white racial/ethnic group than for the white group of MFIP/DWP-eligible adults in that area. Access the report "Two-Year Performance Trends of Racial/Ethnic and Immigrant Group". This report lists (1) service areas that have any racial/ethnic disparities requiring action and (2) the table of differences for all service areas.

Performance Measures by Racial/Ethnic or Immigrant Group (PDF)

If your service area is in the disparity list, please answer the following question:

DHS will work with you to reduce these disparities.

What strategies and action steps for each of the groups with disparities do you plan for the coming biennium?

County MFIP Biennial Service Agreement

D. Program Monitoring/Compliance

1. What procedures do you have in place to ensure that program funds are being used appropriately as directed in law? Check all that apply.
   - [x] Budget control procedures for approving expenditures
   - [x] Cash management procedures for ensuring program income is used for permitted activities
   - [x] Internal policies around use of funds, i.e. participant support services
   - [ ] Other

2. What procedures do you have in place to ensure program policies are followed and applied accurately? Check all that apply.
   - [x] Case consultation
   - [x] Sample case review by workers
   - [x] Sample case review by supervisors
   - [ ] Other

If your service area has not made changes to your random drug testing policy since the last BSA, go to Section E.

3. What procedures/policies do you have in place for administering random drug tests of convicted drug felons on MFIP as required by Minnesota Statutes, section 256J.26, subdivision 17?
   - [o] Written policy within the MFIP unit
   - [ ] Currently establishing new policy/procedure(s)
   - [ ] Coordination with Corrections
   - [ ] Other

E. Collaboration and Communication with Others
1. How many employment services front-line staff are employed in your county or consortium?
4

How many employment services front-line staff in your county or consortium have MAXIS access?
4

How many managers/supervisors have MAXIS access?
0

2. Describe the process your service area uses to identify and resolve discrepancies between MAXIS and WFS data in areas such as Family Stabilization Services coding, employment/hours, sanction status, etc.

RMCEP uses various reports to monitor their case loads. The use of the FSS mismatch and case-note 30-day review are extremely helpful. RMCEP staff speak with financial workers regularly to discuss cases and review any changes or discrepancies.

County MFIP Biennial Service Agreement

F. Emergency Services

1. Does your county provide emergency or crisis services from your Consolidated Fund?
   ○ No  ☑ Yes

   If yes, attach a copy of your emergency/crisis plan.

CROW WING COUNTY EMERGENCY ASSISTANCE FUNDS POLICY

I. Basic Eligibility Factors

1. The household must meet one of the definitions below of family:
   A. A minor child (under the age of 18, or will be graduating by their 19th birthday) or a group of minor children related to each other as siblings, half-siblings, step-siblings, or adopted siblings, along with their natural step or adoptive parent(s) or other caregiver(s); or
   B. A pregnant woman who is not a minor and has no other eligible children and her partner, if living with her; or
   C. A minor caregiver’s parent(s) who has no other minor children; or
   D. A minor caregiver and child.

2. At least one member of the household must have resided in Minnesota for at least one month.

3. At least one child or pregnant woman in the household must meet MFIP citizenship requirements.

4. At least one caregiver and one child must not have used the following in the past twelve (12) months.
   A. Emergency Assistance
   B. Emergency General Assistance
   C. The household emergency must have not been caused by a household member being in spousal or domestic violence for any
G. Other

Administrative Cap Waiver

Minnesota Family Investment Program (MFIP) allows counties to request a waiver of the MFIP administrative cap (currently at 7.5%) for providing supported employment, uncompensated work or community work experience program for a major segment of the county’s MFIP population. Counties that are operating such a program may request up to 15% administrative costs.

If your county is interested in applying for the waiver for the coming biennium, please complete the following four questions.

1. Describe the activity(ies) you will provide.

2. Explain the reasons for the increased administrative cost.
3. Describe the target population and number of people expected to be served.

4. Describe how the unpaid work experience is designed to impart skills and what steps are taken to help participants move from unpaid work to paid work.

County MFIP Biennial Service Agreement

G. Other (continued)

Addendum for Unpaid Work Experience Activities
If your county is providing unpaid work experience activities for MFIP participants, please fill out the Unpaid Work Experience Form. Email the completed form to Tria.Chang@state.mn.us.

Provider Choice
Does your county:
- Have at least two employment and training services providers. Go to Section H.
- Have a CareerForce center that provides multiple employment and training services, offers multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs. Go to Section H.
- Intend to submit a financial hardship request.

County MFIP Biennial Service Agreement

G. Other (continued)

Financial Hardship Request
FINANCIAL HARDSHIP - Exception to Choice of Employment Service Providers Requirement

MFIP provisions require counties to make a choice of at least two employment service providers available to participants unless a workforce center is being utilized (Minnesota Statutes, section 256J.50, subdivision 8). Counties may request an exception if meeting this requirement results in a financial hardship (Minnesota Statutes, section 256J.50, subdivision 9).

A financial hardship is defined as a county's inability to provide the minimum level of service for all programs if a disproportionate amount of the MFIP consolidated fund must be used to cover the costs of purchasing employment services from two providers or the cost of contracting with a workforce center.

To request approval of a financial hardship exception from the choice of provider requirement, please provide the following information.
1. If the county had a choice of providers in calendar year 2019, describe:
   • factors that have changed which indicate a financial hardship
   • why the hardship is expected to persist in the near future and
   • the magnitude of the hardship, which makes limiting delivery of employment services the best financial option for the county.

2. Summarize options explored by the county, including use of other partners in a workforce center or other community agencies, such as a Community Action Program or a technical college. The summary should also include:
   • major factors which prevent the county from utilizing these options and include a cost analysis of each option considered; and
   • the process used to determine the cost of other options (RFP or other county process).

3. If the county proposes to directly deliver MFIP employment services, provide a budget and staffing plan that clearly indicates consolidated funds will not be used to supplant county funds. The description should include information about what steps will be taken to ensure that county staff have the experience and skills to deliver employment services.

The Department of Human Services (DHS) and the Department of Employment and Economic (DEED) will also review the amount budgeted by the county for employment and training during calendar year 2019 and use this amount as a guide to determine whether the amount budgeted by the county for calendar year 2020 is reasonable.

If a financial hardship is approved, DHS and DEED will closely monitor county programs to ensure outcomes are achieved and services are being delivered consistent with state law.

County MFIP Biennial Service Agreement

H. Budget

Click on the link below to review your service area’s 2020 MFIP allocation and Federal Funding Sources:

MFIP Consolidated Fund (PDF)

In the budget table, indicate the amount and percentage for each item listed for the budget line items for calendar years 2020-2021. Also note:

• Refer the 2020-21 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines Bulletin section, “Allowable Services under MFIP Consolidated Fund.”
• Total percent must equal 100.
• MFIP administration is capped at 7.5 percent unless the county is approved for an administrative cap waiver. To apply for the administrative cap waiver, respond to the questions in Section G under Administrative Cap Waiver.
• The percentage of Employment Services DWP budget should be significantly less than the Employment Services MFIP budget.
• Income maintenance administration is reasonable in comparison to the whole budget.
• Ensure the Emergency Assistance/Crisis Services plan is included if funds are allocated.
• If “other” is used, briefly state or describe the line item. “Other” expenditures include any costs that are not related to administering MFIP, DWP or Emergency program services or atypical costs. All services must be an allowable service under the MFIP Consolidated Fund.
• Email Brandon Riley at brannden.ryan@state.mn.us, if you need assistance or have questions with the budget section.
### 2020 Budget

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Percent</th>
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<tbody>
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<tr>
<td>Employment Services (MFIP)</td>
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<tr>
<td>Emergency Services/Crisis Fund</td>
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<tr>
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<tr>
<td>Income Maintenance Administration</td>
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<tr>
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<tr>
<td>Capital Expenditures</td>
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<td>Other 1</td>
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<tr>
<td>Other 2</td>
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### 2021 Budget

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<td>Other 1</td>
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<td>Other 2</td>
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<tr>
<td><strong>Total</strong></td>
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### County MFIP Biennial Service Agreement

## Certifications and Assurances

### Public Input

Prior to submission, did the county solicit public input for at least 30 days on the contents of the agreement?

- [ ] No
- [x] Yes

Was public input received?

- [ ] No
- [x] Yes

If received but not used, please explain.

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### Assurances

It is understood and agreed by the county board that funds granted pursuant to this service agreement will be expended for the purposes outlined in Minnesota Statutes, section 256D; that the commissioner of the Minnesota Department of Human Services (hereafter department) has the authority to review and monitor compliance with the service agreement; that documentation of compliance will be available for audit; that the county shall make reasonable efforts to comply with all MFIP requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding; and that the county agrees to operate MFIP in accordance with state law and federal law and guidance from the department.
Counties may use the funds for any allowable expenditures under subdivision 2, including case management outlined in Minnesota Statutes, section 256.

Counties or Tribes (and all tiers of subgrantees) must use the U.S. Office of Management and Budget (OMB) Uniform Grant Guidance, Code of Federal Regulations, title 2, subtitle A, chapter II, part 200, as applicable (including modifications) in the administration of all DHS federal and/or state funded grants. https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2 CFR200_main_02.tpl

This allocation is funded with 84% state funds and 92% federal TANF funds and paid quarterly. The catalog of Federal Domestic Assistance (CFDA) Number is 93.558 – Temporary Assistance for Needy Families (TANF).

The Award number for the period of January 1, 2020 – December 31, 2021 will be published with the MFIP Consolidated Fund Calendar Year 2020 and Calendar Year 2021 Allocation with Performance Bonus.

Service Agreement Certification

Checking this box certifies that this 2020-2021 MFIP Biennial Service Agreement has been prepared as required and approved by the county board(s) under the provisions of Minnesota Statutes, section 256J. In the box below, state the name of the chair of the county board of commissioners or authorized designee, their mailing address and the name of the county.

DATE OF CERTIFICATION NAME (CHAIR OR DESIGNEE) COUNTY

MAILING ADDRESS CITY STATE ZIP CODE

If your county agency is unable to complete your BSA by October 15, 2019 you will need to request an extension.

Please email Tria.Chana@state.mn.us to provide additional information about why you were not able to complete this form and when you expect to submit the form by.

Save or Submit

To save your work, click the 'Save Form for Later' button. Your information will be saved, and you may finish the form later.

To submit your information to DHS, click the 'Submit Final Form' button.