

UNIQUE APPENDICES

STATE OF MINNESOTA

Department of Employment and Economic Development

Minnesota Housing Finance Agency

Minnesota Department of Human Services

NOTICE OF PUBLIC HEARINGS

**STATE OF MINNESOTA 2020 HOUSING AND COMMUNITY DEVELOPMENT
ANNUAL ACTION PLAN (ACTION PLAN)**

The State of Minnesota is developing its annual Action Plan for 2020 and encourages citizen and community participation in its development.

The state annually submits an Action Plan to the U.S. Department of Housing and Urban Development (HUD) in order to receive federal housing and community development funding through the Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grants, Housing Opportunities for Persons with AIDS, and the national Housing Trust Fund (HTF) programs. This plan reflects year four of the state's 2017-2021 Consolidated Plan which examines the housing and community development needs of the state, and sets priorities for allocating HUD funds.

The state will hold its first public hearing about the Action Plan on **Thursday February 20, 2020**, to gather citizen input on housing and community development needs and how federal funding should be allocated in the state. This hearing will be held at 4:00 PM at the Minnesota Department of Human Services, Room 1236, 444 Lafayette Road, St. Paul. Free parking is available in parking lot C adjacent to the building.

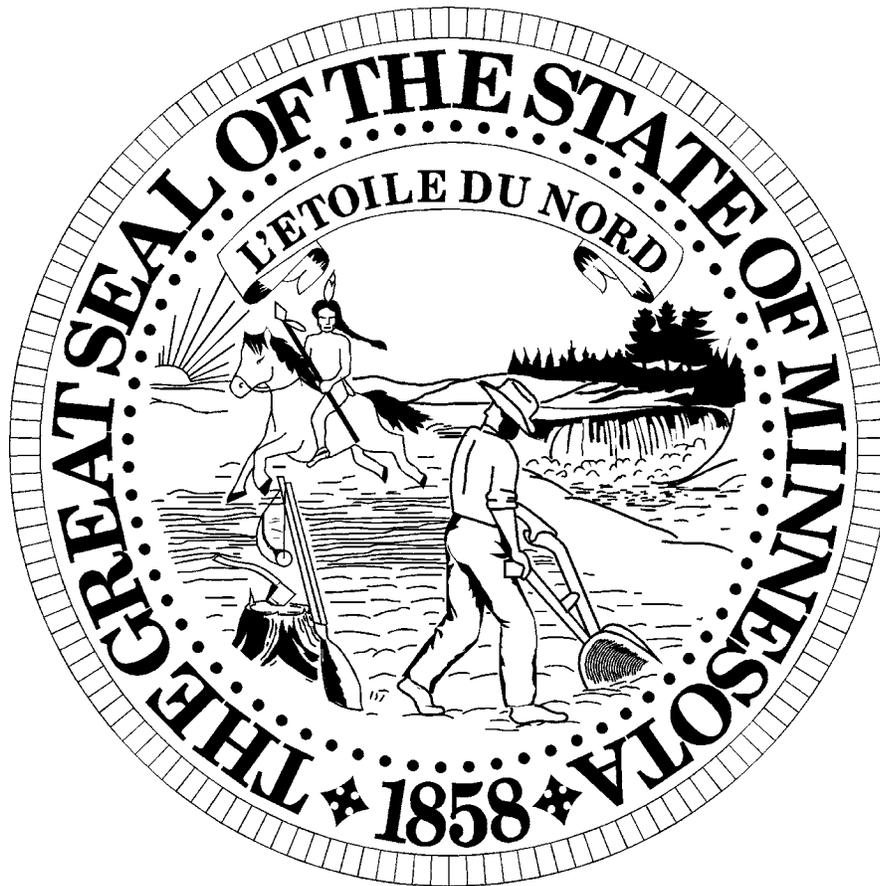
A second public hearing on the Action Plan will be held on **Tuesday, May 5, 2020**, for review and comment on the draft Action Plan, which will be available for public review and comment beginning April 8, 2020. The draft Action Plan will be available at <http://www.mnhousing.gov> and <http://mn.gov/deed/government/financial-assistance/community-funding/>. This hearing will be held at 4:00 PM at the Minnesota Housing Finance Agency, 400 Wabasha Street, Suite 400, St. Paul. Limited free guest parking is available in the adjacent Treasure Island Center garage, enter from 6th Street (park in marked locations on level 6 near marked agency entrance).

Comments on the draft Action Plan will be accepted until close of business **May 8, 2020**. Written public comments should be submitted to: Action Plan, Attn: Michelle Vang; Minnesota Department of Employment and Economic Development; First National Bank Building; 332 Minnesota Street, Suite E200; St. Paul, MN 55101-1351; or by email to michelle.vang@state.mn.us. Hard copies of the Action Plan can be obtained by calling Michelle Vang, (651) 259-7504 or 1-800-657-3858, or by TTY 1-800-282-5909.

The State will consider any comments from individuals or groups received in writing or at public hearings. A summary of the written and public hearing comments on the Action Plan and the State's responses will be included in the final Action Plan. The Action Plan and, if necessary, substantial amendment, will be submitted to HUD after HUD notifies the State of its fiscal year 2020 allocations.

Minnesota State Register

Published every Monday (Tuesday when Monday is a holiday)



**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;
Executive Orders; Appointments; Commissioners' Orders; Revenue Notices;
Official Notices; State Grants & Loans; State Contracts; Non-State Public Bids,
Contracts and Grants**

**Monday 10 February 2020
Volume 44, Number 33
Pages 875 - 894**

Minnesota State Register

Judicial Notice Shall Be Taken of Material Published in the Minnesota State Register

The Minnesota State Register is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in Minnesota Statutes, Chapter 14, and Minnesota Rules, Chapter 1400. It contains:

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Vetoed Rules
- Commissioners' Orders
- Revenue Notices
- Official Notices
- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
- Non-State Public Bids, Contracts and Grants

Printing Schedule and Submission Deadlines

Vol. 44 Issue Number	Publish Date	Deadline for: all Short Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical- Consulting Contracts, Non-State Bids and Public Contracts	Deadline for LONG, Complicated Rules (contact the editor to negotiate a deadline)
#34	Tuesday 18 February	Noon Tuesday 11 February	Noon Thursday 6 February
#35	Monday 24 February	Noon Tuesday 18 February	Noon Thursday 13 February
#36	Monday 2 March	Noon Tuesday 25 February	Noon Thursday 20 February
#37	Monday 9 March	Noon Tuesday 3 March	Noon Thursday 27 February

PUBLISHING NOTICES: We need to receive your submission ELECTRONICALLY in Microsoft WORD format. Submit ONE COPY of your notice via e-mail to: sean.plemmons@state.mn.us. State agency submissions must include a "State Register Printing Order" form, and, with contracts, a "Contract Certification" form. Non-State Agencies should submit ELECTRONICALLY in Microsoft WORD, with a letter on your letterhead stationery requesting publication and date to be published. Costs are \$13.50 per tenth of a page (columns are seven inches wide). One typewritten, double-spaced page = 6/10s of a page in the State Register, or \$81. About 1.5 pages typed, double-spaced, on 8-1/2"x11" paper = one typeset page in the State Register. Contact editor with questions (651) 201-3204, or e-mail: sean.plemmons@state.mn.us.

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- Minnesota State Register: On-line subscription – \$180, includes links, index, special section "CONTRACTS & GRANTS," with Sidebar Table of Contents, Early View after 4:00 pm Friday (instead of waiting for early Monday), and it's sent to you via E-mail.
- Single issues are available for a limited time: Minnesota State Register \$5.00.
- "Affidavit of Publication" includes a notarized "Affidavit" and a copy of the issue: \$15.00.
- Research Services - will look up, photocopy, and fax or send copies from past issues at \$1.00 per page.

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Minnesota Legislative Information

Senate Public Information Office

(651) 296-0504
State Capitol, Room 231, St. Paul, MN 55155
<https://www.senate.mn/>

Minnesota State Court System

Court Information Office (651) 296-6043
MN Judicial Center, Rm. 135,
25 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155
<http://www.mncourts.gov>

House Public Information Services

(651) 296-2146
State Office Building, Room 175
100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155
<https://www.house.leg.state.mn.us/hinfo/hinfo.asp>

Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498
U.S. Government Printing Office – Fax: (202) 512-1262
<https://www.federalregister.gov/>

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Minnesota Rules: Amendments and Additions

NOTICE: How to Follow State Agency Rulemaking in the State Register

The State Register is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the State Register. Published every Monday, the State Register makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific Minnesota Rule chapter numbers. Every odd-numbered year the Minnesota Rules are published. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the State Register.

An agency must first solicit Comments on Planned Rules or Comments on Planned Rule Amendments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (Minnesota Statutes §§ 14.101). It does this by publishing a notice in the State Register at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as Proposed Rules, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules, and withdrawn proposed rules, are also published in the State Register. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the State Register as Adopted Rules. These final adopted rules are not printed in their entirety, but only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the State Register, the issue the rule appeared in as proposed, and later as adopted.

The State Register features partial and cumulative listings of rules in this section on the following schedule: issues #1-26 inclusive (issue #26 cumulative for issues #1-26); issues #27-52 inclusive (issue #52, cumulative for issues #27-52 or #53 in some years). A subject matter index is updated weekly and is available upon request from the editor. For copies or subscriptions to the State Register, contact Minnesota's Bookstore, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155, phone: (612) 297-3000, or toll-free 1-800-657-3757. TTY relay service phone number: (800) 627-3529.

Volume 44 - Minnesota Rules

(Rules Appearing in Vol. 44 Issues #1-26 are
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Monday 30 December - Monday 10 February

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Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

Department of Agriculture

Pesticide and Fertilizer Management Division

Notice of Preliminary Decision to Designate Clothianidin, Imidacloprid, and Thiamethoxam Neonicotinoid Insecticides as “Surface Water Pesticides of Concern” in Minnesota

The Pesticide Management Plan (PMP) requires the Commissioner of the Minnesota Department of Agriculture (MDA) to provide a public notice and a minimum comment period of 60 days prior to any changes in “Surface Water Pesticide of Concern” status for a pesticide. A PUBLIC NOTICE IS HEREBY GIVEN that the Commissioner has made a preliminary decision to designate the neonicotinoid insecticides clothianidin, imidacloprid, and thiamethoxam, as “Surface Water Pesticides of Concern” in accordance with the PMP. The PMP is available at <https://www.mda.state.mn.us/protecting/waterprotection/pmp>.

The Commissioner has statutory responsibility and authority to: “determine the impact of pesticides on the environment, including the impacts on surface water and groundwater” (Minn.Stat. § 18B.04 subd. 1); to “develop best management practices involving pesticide...use” (Minn. Stat. § 18B.04 subd. 2); and to ensure that pesticide use “will not cause unreasonable adverse effects on the environment” (Minn. Stat. § 18B.07 subds. 1 & 2). The PMP is designed, in response to a directive from the legislature in 1989, to coordinate necessary activities to protect Minnesota’s groundwater and surface water resources from pesticide contamination in accordance with the statutory requirements and guidance in the Pesticide Control Law (Minn. Stat. Chapter 18B) and the Groundwater Protection Act (Minn. Stat. Chapter 103H).

“Surface Water Pesticide of Concern,” as it is used in the PMP, means the detection of a pesticide in surface water at concentrations of concern relative to a water quality “Reference Value” not due to misuse or unusual or unique circumstances, but likely to be the result of normal use of product or practice. The proposed determinations of clothianidin, imidacloprid, and thiamethoxam, as “Surface Water Pesticides of Concern” are based on the following guidelines as recommended in the PMP:

- In 2018, the Environmental Protection Agency (EPA) lowered the Aquatic Life Benchmarks (ALB) for clothianidin from 1100 ng/L to 50 ng/L, imidacloprid from 1050 ng/L to 10 ng/L, and thiamethoxam from 17,500 ng/L to 740 ng/L.
- The MDA monitoring results from 2010 through 2018 show clothianidin, imidacloprid, and thiamethoxam detections in several state rivers and streams approached or exceeded the EPA’s updated ALBs for these pesticides. When using the updated ALBs:
 - Clothianidin detections exceeded the updated ALB 83 times in Minnesota rivers and streams since 2011.
 - Every imidacloprid detection across Minnesota rivers and streams has been above the updated ALB since 2010.
 - Thiamethoxam detections exceeded the updated ALB twice in Minnesota rivers and streams since 2010. While exceedances for thiamethoxam remain low, thiamethoxam is being included, in part, due to clothianidin detections. Clothianidin is a breakdown product of thiamethoxam.
- Pesticide Management Planning Committee members provided comments to the Commissioner to consider clothianidin, imidacloprid, and thiamethoxam, as “Surface Water Pesticide of Concern”.

Official Notices

In fulfillment of the responsibilities set forth in the state statute, the proposed determination as “Surface Water Pesticides of Concern” includes a proposal to develop and promote water quality best management practices (BMPs) for these three neonicotinoid insecticides. The MDA previously developed BMPs for these neonicotinoid compounds to protect pollinators as a result of the *Special Registration Review on Neonicotinoids*. These BMPs are also expected to protect surface water. The MDA may reformat previously developed voluntary pollinator BMPs for neonicotinoids to promote them as water quality BMPs.

The MDA has requested the Minnesota Pollution Control Agency (MPCA) to develop Minnesota-specific water standards for imidacloprid, thiamethoxam, and clothianidin. Until development of Minnesota-specific standards has taken place, the MDA will use the EPA’s ALB values as guidance values.

Clothianidin, imidacloprid, and thiamethoxam are used to control a number of insect pests in agricultural production systems and turf and ornamental settings throughout Minnesota. Notable application methods include seed treatments, granular, spray, and drench applications.

Additional information related to clothianidin, imidacloprid, and thiamethoxam in this notice and on MDA voluntary pesticide BMPs is available at <https://www.mda.state.mn.us/special-registration-review-neonicotinoid-insecticides>.

The MDA will accept public comment on this proposed action for 60 days, until April 9, 2020. Interested parties or groups may direct inquiries or comments about the proposed action by fax, e-mail or letter to the MDA at the following address:

Trisha Leaf
Pesticide and Fertilizer Management Division
Minnesota Department of Agriculture
625 Robert Street North
St. Paul, MN 55155-2538
Phone: (651) 201-6588
Fax: (651) 201-6117
Email: trisha.leaf@state.mn.us

Department of Employment and Economic Development (DEED), Minnesota Housing and Department of Human Services Notice of Public Hearings for State of Minnesota 2020 Housing and Community Development Annual Action Plan (Action Plan)

The State of Minnesota is developing its annual Action Plan for 2020 and encourages citizen and community participation in its development.

The state annually submits an Action Plan to the U.S. Department of Housing and Urban Development (HUD) in order to receive federal housing and community development funding through the Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grants, Housing Opportunities for Persons with AIDS, and the national Housing Trust Fund (HTF) programs. This plan reflects year four of the state’s 2017-2021 Consolidated Plan which examines the housing and community development needs of the state, and sets priorities for allocating HUD funds.

The state will hold its first public hearing about the Action Plan on **Thursday February 20, 2020**, to gather citizen input on housing and community development needs and how federal funding should be allocated in the state. This hearing will be held at 4:00 PM at the Minnesota Department of Human Services, Room 1236, 444 Lafayette Road, St. Paul. Free parking is available in parking lot C adjacent to the building.

A second public hearing on the Action Plan will be held on **Tuesday, May 5, 2020**, for review and comment on the draft Action Plan, which will be available for public review and comment beginning April 8, 2020. The draft Action Plan will be available at <http://www.mnhousing.gov> and *DEED's Community Development Funding Page*. This hearing will be held at 4:00 PM at the Minnesota Housing Finance Agency, 400 Wabasha Street, Suite 400, St. Paul. Limited free guest parking is available in the adjacent Treasure Island Center garage, enter from 6th Street (park in marked locations on level 6 near marked agency entrance).

Comments on the draft Action Plan will be accepted until close of business **May 8, 2020**. Written public comments should be submitted to: Action Plan, Attn: Michelle Vang; Minnesota Department of Employment and Economic Development; First National Bank Building; 332 Minnesota Street, Suite E200; St. Paul, MN 55101-1351; or by email to michelle.vang@state.mn.us. Hard copies of the Action Plan can be obtained by calling Michelle Vang, (651) 259-7504 or 1-800-657-3858, or by TTY 1-800-282-5909.

The State will consider any comments from individuals or groups received in writing or at public hearings. A summary of the written and public hearing comments on the Action Plan and the State's responses will be included in the final Action Plan. The Action Plan and, if necessary, substantial amendment, will be submitted to HUD after HUD notifies the State of its fiscal year 2020 allocations.

Department of Education (MDE)

Division of Compliance and Assistance

Request for Comments for Possible Amendment to Rules Governing an Individualized Education Program (IEP) Team Including District and Statewide Assessment Results in an IEP, Minnesota Rules, Ch. 3525.2810, Subp. 2; Revisor's ID Number RD4630

Subject of Rules. The Minnesota Department of Education (MDE) requests comments on its possible amendment to rules governing an individualized education program (IEP) team including district and statewide assessment results in an IEP. The department is considering rule amendments that change Minnesota Rules, part 3525.2810, subp. 2, to include language that permits an IEP team to include district and statewide assessment results in a student's IEP. During the 2019 legislative session, the Legislature heard testimony from a school district that the current language is confusing and has been interpreted to require more reporting than MDE and the Legislature intended. The rule language reflects the federal 1999 Individuals with Disabilities Education Act (IDEA) language which has since been revised. The proposed amendment includes the *language authorized by the Legislature*, with additional language related to the consideration of academic, developmental and functional needs. The additional language is also in alignment with 2004 changes to the federal IDEA and is needed because a review of that assessment data may be necessary to determine academic needs. That language is contained in *chapter 34 of the Code of Federal Regulations, section 300.324(a)* (<https://sites.ed.gov/idea/regs/b/d/300.324/>) as reflected in the 2004 IDEA reauthorization.

Persons Affected. The amendment to the rules would likely affect special education teachers, special education directors, school district staff, parents, school boards, advocacy organizations, and students.

Statutory Authority. **Laws of Minnesota 2019, 1st Spec. Sess. chapter 11, article 14, section 10** (<https://www.revisor.mn.gov/laws/2019/1/Session+Law/Chapter/11/>), authorizes the department to amend Minnesota Rules, part 3525.2810, subpart 2, item A, to allow but not require an IEP to report a student's performance on general state or districtwide assessments.

Public Comment. Interested persons or groups may submit comments or information on these possible rules in writing until 4:30 p.m. on Friday, April 10, 2020. The department will not publish a notice of intent to adopt the rules until more than 60 days have elapsed from the date of this request for comments. The Department does not plan to appoint an advisory committee to comment on the possible rules.

Rules Drafts. The department has drafted the possible rule amendments. The proposed rule amendments are

Official Notices

available on the agency rulemaking webpage for this rule (<https://education.mn.gov/MDE/about/rule/rule/>) or included with this mailing.

Agency Contact Person. Written comments, questions, requests for rule drafts and requests for more information on these possible rules should be directed to: Kerstin Forsythe Hahn at the Minnesota Department of Education, 1500 Highway 36, Roseville, MN 55113; (651) 582-8583; Kerstin.forsythe@state.mn.us or submit written comments via the *Office of Administrative Hearings Rulemaking eComments website* (<https://minnesotaoah.granicusideas.com/discussions>).

Alternative Format. Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. To make such a request, please contact the agency contact person at the address or telephone number listed above.

Public Data. Comments submitted during formal rulemaking proceedings are public government data. This means that any member of the public can request to see the information. It is a violation of the Minnesota Government Data Practices Act to share private data about a third party without their permission. Please only submit comments that include personal information about yourself or your minor child(ren) that you are comfortable being classified as public data.

Formal Rulemaking Record. Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge if and when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Date: 1/21/20

Original signed by Commissioner
Mary Cathryn Ricker, Commissioner
Minnesota Department of Education

Investment Advisory Council Official Meeting Notice

The Investment Advisory Council of the Minnesota State Board of Investment will meet on **Tuesday, February 18, 2020 at 12:00 p.m.** at the Retirement Systems Building, Room 106 (Main Floor), 60 Empire Drive, St. Paul, Minnesota.

State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts Section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the State Register, there is no requirement for publication in the *State Register* itself. Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

SEE ALSO: Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

Department of Employment and Economic Development (DEED) Request for Proposals for Minnesota Tech Training Competitive Grant

The Department of Employment and Economic Development seeks proposals from qualified responders to develop and implement a pilot program for women and individuals from communities of color—the Minnesota Tech Training Grant—designed to bridge the experience gap from the classroom to employment and assist in meeting the needs of Minnesota businesses. Proposals are due **Friday, February 21, 2020 by 4:00 p.m.** and be submitted in PDF format to adultcompetitivegrants.deed@state.mn.us. Late proposals will not be accepted. Full Request for Proposal may be found at <https://mn.gov/deed/about/contracts/open-rfp.jsp>

Minnesota Department of Health (MDH) Request for Proposal (RFP) for Safe Harbor / No Wrong Door Regional Navigator and Supportive Services

The Minnesota Department of Health’s Safe Harbor Program is seeking proposals for the award of grant funding for projects that address the sexual exploitation of youth by providing funds to regional navigator and supportive service programs.

The department will award up to 9 regional navigator grants and up to 25 supportive services grants as a result of this Request for Proposal (RFP).

A full RFP can be found at: <https://www.health.state.mn.us/communities/safeharbor/servicesnavigatorrfp.html>

To obtain this information in a different format, call: 651-201-5439.

Letter of Intent Deadline:

Applicants are strongly encouraged to submit a non-binding Letter of Intent (LOI) to MDH no later than 11:59 p.m. Central Time, on February 21, 2020. LOIs should be sent via email to: tasha.scott@state.mn.us. Please include “**RFP LOI Safe Harbor**” in your subject heading.

Proposal Deadline:

All applications must be received by **MDH no later than 4:30 p.m. Central Time, on March 26, 2020**, at the MDH Golden Rule Building reception office (Suite 220), whether mailed or sent via courier. Applications submitted electronically must be submitted by 11:59 p.m. on March 26, 2020.

State Grants & Loans

Attn: Tasha Scott
Safe Harbor
Minnesota Department of Health
PO Box 64882
Saint Paul, MN 55164-0882
tasha.scott@state.mn.us

MDH is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Minnesota Department of Health (MDH) Office of Rural Health and Primary Care Request for Proposals for Clinical Dental Education Innovations Grants

The Office of Rural Health and Primary Care, the Minnesota Department of Health, is soliciting proposals for grants to sponsoring institutions and clinical dental training sites for projects that increase dental access for underserved populations and promote innovative clinical training of oral health/dental professionals. Approximately \$1.1 million may be available for Fiscal Year 2021. In recent years the average awards have been between \$125,000 and \$150,000. Eligible applicants include institutions that sponsor accredited clinical dental education programs, institutions that sponsor or are developing interdisciplinary clinical training programs that include accredited dental education, clinical training sites that host dental professional students and are currently enrolled as active Medicaid providers, or consortia consisting of members of one or both groups. Potential uses of grant funds include expansion of existing programs with demonstrated success in providing dental services to underserved populations or the development or implementation of new programs designed to improve access for underserved populations and train oral health professionals.

To be considered for funding, proposals must be received by 12:00 p.m., Friday, April 3, 2020 at the Minnesota Department of Health, 85 East Seventh Place, Suite 220, St. Paul, MN 55101, and Attention: Randi Callahan. Late proposals will not be considered. A copy of the full Request for Proposal may be obtained at <http://www.health.state.mn.us/facilities/ruralhealth/funding/index.html>.

For more information contact Randi Callahan at (651) 201-3860, Email: *Randi.Callahan@state.mn.us*

Department of Human Services Child Safety and Permanency Division Notice of Request for Proposals for a Qualified Grantee to Provide Permanency Services to Families

The Minnesota Department of Human Services (DHS) is requesting proposals from qualified responders to provide support groups and family activities to families in greater Minnesota (outside of the seven-county metro area) as part of the Permanency Support Services Program (PSS).

DHS is seeking proposals for the grant period July 1, 2020 through June 30, 2022.

For more information, or to obtain a copy of the Request for Proposals, contact:

State Grants & Loans

Crystal Graves
Department of Human Services
Child Safety and Permanency Division
P.O. Box 64944
444 Lafayette Road North, St. Paul, MN 55155 0944
Phone: (651) 431-5723 Fax: (651) 431-7627
crystal.graves@state.mn.us

This is the only person designated to answer questions by potential responders regarding this request.

To obtain this information in a different format, please call 651-431-3612.

Proposals submitted in response to this Request for Proposals must be received at the address above no later than **4:00 p.m., Central Time, Wednesday March 25, 2020. Late proposals will not be considered.** Faxed or e-mailed proposals will not be considered.

The RFP can be viewed by visiting the Minnesota Department of Human Services Grants, Requests for Proposals (RFP) and Requests for Information (RFI) web site: <https://mn.gov/dhs/partners-and-providers/grants-rfps/open-rfps/>.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Department of Human Services

Deaf and Hard of Hearing Services Division

Notice of Request for Proposals to Provide Culturally Affirmative Mental Health Services to Deaf, Deafblind, and Hard Of Hearing Children and Adolescents Living in Minnesota

The Minnesota Department of Human Services (DHS) is requesting proposals to provide direct and culturally affirmative mental health services in Minnesota (Service Area #1, #2, or both) to children and adolescents who are deaf, deafblind, or hard of hearing experiencing a behavioral/emotional disorder or are coping with a mental illness. Tasks and deliverables required include:

- 1) Identify and maintain one or more qualified or licensed mental health clinicians who are fluent or at near fluency in American Sign Language (ASL) to provide direct mental health services to deaf, deafblind, and hard of hearing children and adolescents living in Minnesota;
- 2) Deliver culturally affirmative mental health services including individual therapy, family therapy, or group therapy as the State directs;
- 3) Offer telemental health services via secure videoconferencing to deaf, deafblind, and hard of hearing children and adolescents, when needed;
- 4) Serve a minimum of 40 children and adolescents in each Service Area who are deaf, deafblind and hard of hearing with mental health needs, and conduct face-to-face or telemental health therapy sessions throughout the State in each Fiscal Year;
- 5) Utilize third-party reimbursement (health insurance, private pay, etc.) and service fees (sliding fees, cost-sharing, etc.) for mental health services whenever possible;

State Grants & Loans

6) Promote the program and its services in its Service Areas. Promoting the program can include listservs, e-mails, print, social media or live presentations;

7) Develop and report on measurable outcomes that demonstrate how individuals who are deaf, deafblind and hard of hearing are better off as a result of the services provided using the Result Based Accountability (RBA) model.

DHS is seeking proposals for the grant period July 1, 2020 through June 30, 2022. It is anticipated that up to \$822,194 will be available for State Fiscal Year 2021 and State Fiscal Year 2022. Responder(s) may apply for Service Area #1 only, Service Area #2 only, or apply both Service Areas (see Appendix B in the RFP for map).

- Available funding for individual projects is:
 - o \$411,375 for Service Area #1 only*
 - o \$410,819 for Service Area #2 only**
 - o \$822,194 for both Service Areas.

Work is proposed to start on July 1, 2020. For more information, or to obtain a copy of the Request for Proposals, contact:

Attention: John Gournaris
Deaf and Hard of Hearing Services Division
Minnesota Department of Human Services
444 Lafayette Rd. North
St. Paul, MN 55155-3814
Phone: 651-964-1512
John.Gournaris@state.mn.us

This is the only person designated to answer questions by potential responders regarding this request. To obtain this information in a different format, please call 651-431-3612.

Proposals submitted in response to this Request for Proposals must be received at the address above no later than **4:00 p.m., Central Time, Friday, March 31, 2020. Late proposals will not be considered.** Faxed or e-mailed proposals will not be considered.

The RFP can be viewed by visiting the Minnesota Department of Human Services Grants, Requests for Proposals (RFP) and Requests for Information (RFI) web site: <https://mn.gov/dhs/partners-and-providers/grants-rfps/open-rfps/>.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

State Contracts

Informal Solicitations: Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Website at www.mmd.admin.state.mn.us for informal solicitation announcements.

Formal Solicitations: Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

Requirements: There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements: \$0 - \$5000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600 \$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days; \$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days.

Department of Administration

Notice of Availability of Subcontractor Request for Qualifications (RFQ) for The Upgrade Physical Security for Capitol Complex

J.E. Dunn Construction Company, acting on the behalf of the State of Minnesota, is soliciting subcontractor qualification proposals from interested, qualified subcontractors for the Upgrade Physical Security for Capitol Complex project.

This RFQ is being issued for the following trades: Carpentry, Architectural Woodwork, Doors & Hardware, Glass and Glazing, Drywall, Tile, Paint, Security Equipment, Fire Sprinkler, HVCA, and Electrical.

The full Request for Qualifications is available at the following link:
<https://securecc.smartinsight.co/#/PublicBidProject/496868> or at the office of J.E. Dunn Construction Company.

Project questions shall be referred to the appropriate person listed in the Request for Qualifications. Qualifications from interested firms must be delivered to Paul Miller, Senior Precon and Estimating Manager, J.E. Dunn Construction Company, 800 Washington Avenue North, Suite 600, Minneapolis, MN 55401, no later than **1:00pm, February 19, 2020**.

J.E. Dunn Construction Company and State of Minnesota are not obligated to complete the proposed project and reserve the right to cancel the solicitation if it is considered to be in its best interest.

Department of Administration

MMCAP Infuse

Notice of Request for Proposals for Pharmaceuticals and Over the Counter Products

MMCAP Infuse, is requesting proposals from new vendors for Pharmaceuticals and Over the Counter Products. MMCAP Infuse is a government-run healthcare product and service group purchasing organization serving governmental entities.

For more information on MMCAP Infuse visit <https://infuse-mn.gov/>

State Contracts

To obtain a copy of the RFP go to <https://infuse-mn.gov/partners/suppliersandrfps/openrfp.jsp> or send an email to MMCAP_Infuse.RFP@state.mn.us

Or write to:

Pharmaceuticals and Over the Counter Products RFP Request
MMCAP Infuse
50 Sherburne Avenue, Suite 112
St. Paul, MN 55155

Proposals submitted in response to the Request for Proposals in this notice must be received according to the specifications in the Request for Proposal. RFP Due Date is March 24, 2020, 2:00 p.m. Central Time.

The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Minnesota State Colleges and Universities (Minnesota State) Non-Construction Related Bid and Contracting Opportunities

Minnesota State is now placing additional public notices for P/T contract opportunities, goods/commodities, and non-construction related services on its Vendor and Supplier Opportunities website (<http://minnstate.edu/vendors/index.html>). New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

If you have any questions regarding this notice, or are having problems viewing the information on the Vendor and Supplier Opportunities website, please call the Minnesota State Procurement Unit at 651-201-1444, Monday-Friday, 9:00 am – 4:00 pm.

Minnesota State Colleges and Universities (Minnesota State) Notice of Request for Proposal (RFP) for Roofing Consultant for: System Wide Roof Management Program

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities (“Minnesota State”), on behalf of the System Office, is soliciting proposals from interested, qualified consultants to provide annual roof surveys for the Minnesota State Roof Management System for 2020 - 2021, with option for renewal of contract for three additional years. Reports and survey data will be uploaded to a web based Roofing Project Management web site and will cover both academic and revenue buildings at 54 campus locations throughout the state.

The Request for Proposal documents (RFP and attachments) are available at:
<http://www.minnstate.edu/vendors/index.html>

Responses must be delivered to:

ATTN: James P. Morgan, - Facilities Design and Construction
30 7th Street East, Suite 350,
St. Paul, MN 55101-7804

Responses must be received NO later than **2:00 PM, Monday, February 25, 2020**. Late responses will not be considered.

Minnesota State Colleges and Universities is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its’ best interest. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Minnesota State Colleges and Universities (Minnesota State)

Northland Community and Technical College

Notice of Request for Marketing Creative Services and Consulting

NOTICE IS HEREBY GIVEN that Northland Community & Technical College Requests for Proposal (RFP) for a consultant(s) to assist with marketing creative services and consulting for the launching and marketing of our Z-Degree/OER program. The vendor selected will work with college employees and other external parties through multiple meetings utilizing technology formats including face-to-face meetings. To receive a copy of the full RFP, please contact Shannon Jesme either by telephone (218) 683-8577 or email at shannon.jesme@northlandcollege.edu.

Proposals are due by **5:00 p.m. central time, Monday, February 17, 2020** and are to be addressed to Shannon Jesme, Northland Community and Technical College, 1011 Highway 1 East, Thief River Falls, MN 56701. Any questions should be in the form of an RFI and directed to Chad Sperling at email chad.sperling@northlandcollege.edu. Late responses will not be considered.

Minnesota State Colleges and Universities is not obligated to complete the proposed project and reserves the right to cancel the solicitation.

Minnesota State Colleges and Universities (Minnesota State)

Winona State University

Request for Proposals for an Exclusive Beverage Partnership

Notice is hereby given that Winona State University is seeking proposals for an **Exclusive Beverage Partnership**. Proposal specifications are available by contacting Laura Mann, Purchasing Director, PO Box 5838, 106 Somsen Hall, Winona, MN 55987 or via email to lmann@winona.edu According to the RFP directions, proposals must be received by **March 6, 2020, 3:00 p.m. CT**. Winona State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received.

Department of Commerce

Division of Energy Resources

Notice of Contract Availability for Telecommunications Consulting Services

The Minnesota Department of Commerce requests proposals from qualified organizations or individuals to provide telecommunications consulting services to ensure the compliance by Frontier Communications of Minnesota, Inc. and Citizens Telecommunications Company of Minnesota, LLC (collectively "Frontier") with certain terms of a settlement approved by an Order of the Minnesota Public Utilities Commission ("Commission") on January 22, 2020.

A Request for Proposals (RFP) and required forms will be available on the Department's RFP website <https://mn.gov/commerce/industries/rfp/> through the deadline of Friday, March 6, 2020 at 5:00pm Central Time.

Applications must be submitted through the GRANT INTERFACE WEBSITE, Minnesota Department of Commerce's online grant portal, link provided at the RFP website <https://mn.gov/commerce/industries/rfp/> by no later than **Friday, March 6, 2020 at 5:00pm Central Time**. **Proposals Late proposals will not be considered**. Instructions for submitting proposals are detailed in the RFP.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

State Contracts

Minnesota Historical Society (MNHS)

Request for Proposals for Washburn Crosby A Mill Complex - Ruins Preservation 2020

The Minnesota Historical Society is soliciting proposals from qualified contractors to provide all labor, materials, equipment, and supplies for the Ruins Preservation 2020 Project at the Mill City Museum, which is part of the Washburn Crosby A Mill Complex, located at 704 South Second Street, Minneapolis, Minnesota 55401. The work consists of, but is not limited to, the removal of a portion of the North and East Walls of the Ruins Courtyard; replacement of the steel reinforcing at the East Wall; reinforcement of the 1929 Stair Tower; installation of an armature for the Conveyor Bridges; masonry preservation work at the East and part of the North Ruin Walls; and related work at the courtyard, Wheel House, and East Engine House. All work must be done in accordance with the Drawings, Technical Specifications, Front End Specifications, the Contract, as well as this Request for Bids. **This project is prevailing wage and requires jobs reporting.**

The Request for Bids front-end documents are available by contacting Mary Green Toussaint, Contract Manager, Minnesota Historical Society, by e-mail only: mary.green-toussaint@mnhs.org

There will be a MANDATORY pre-bid meeting for all interested parties on **Tuesday, February 18, 2020, at 10:00 a.m. Local Time** at the Site, Mill City Museum, 704 South Second Street, Minneapolis, Minnesota 55401.

All bids must be received by Mary Green Toussaint, Contracting Officer, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102, or her authorized agent no later than **2:00 p.m. Local Time Tuesday, March 3, 2020**. "Authorized agent" means the receptionist at the 1st Floor Information Desk. A public bid opening will be conducted at that time.

Department of Human Services

Economic Assistance and Employment Supports Division and Health Care Eligibility and Access Division

Notice of Availability of Pro Bono Contract Opportunity

The Minnesota Department of Human Services ('State') is issuing public notice of its intent to accept an offer of free professional services for a web-based software project related to eligibility determinations. The State seeks a private partner with experience in developing web-based application software and integrating it with State systems. The State will provide access to stakeholder expertise and seeks to utilize private expertise in creating a more efficient process to apply to State programs.

Work is proposed to start after March 2, 2020 and anticipated to continue for 18 months.

This notice provides the opportunity for other interested parties to express an offer to perform the services described above at no charge to the State. In the event additional pro bono offers are received and verified as qualified, a Request for Proposals will be issued to accommodate consideration of all offers.

This may result in limitations to participation in future contracting opportunities specifically related to the free professional services, to the extent any prior work results in an unfair competitive advantage.

Written offers to perform the stated services at no charge to the State may be submitted via email and must be received by **February 28, 2020**. Please direct communications to:

Jeffrey Jorgenson, Director
Department of Human Services
Business Solutions Office
P.O. Box 64998
540 Cedar St., St. Paul, MN 55164-0998
Phone: (651) 431-2118,
jeffrey.j.jorgenson@state.mn.us

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Department of Military Affairs

Facilities Management Office, Camp Ripley, Little Falls, MN Request for Proposals for Consultant Services for Joint Emergency Response Training Center (JERTC) at Camp Ripley, Little Falls, MN (Project No. 19127)

The State of Minnesota, Department of Military Affairs, is soliciting proposals from interested, qualified consultants for consultant services for the above referenced project.

COPY REQUEST: To request a copy of the Request for Proposals (RFP), please send a written request, by email, to:

Ms. Jill Schultz
Contract Specialist
Facilities Management Office
Camp Ripley
15000 Highway 115
Little Falls, MN 56345-4173
jill.l.schultz5.nfg@mail.mil

RFP responses must be received by the Department of Military Affairs, Attn: Ms. Jill Schultz, Facilities Management Office, Camp Ripley, 15000 Highway 115, Little Falls, Minnesota 56345-4173 no later than **3:00 p.m. Central Time on March 3, 2020. Late responses will not be considered. Fax and email responses to this RFP will not be accepted or considered.**

A project site tour may be scheduled by contacting Mr. Paul Kempton at 320.616.6163 or *paul.e.kempton.nfg@mail.mil*.

The Department of Military Affairs is not obligated to complete the work contemplated in this notice and reserves the right to cancel the solicitation if it is considered to be in its best interest. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Minnesota Department of Transportation (MnDOT)

Engineering Services Division Notices Regarding Professional/Technical (P/T) Contracting

P/T Contracting Opportunities: MnDOT is now placing additional public notices for P/T contract opportunities on the MnDOT's Consultant Services website. New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

Taxpayers' Transportation Accountability Act (TTAA) Notices: MnDOT is posting notices as required by the TTAA on the MnDOT Consultant Services website.

State Contracts

MnDOT's Prequalification Program: MnDOT maintains a Pre-Qualification Program in order to streamline the process of contracting for highway related P/T services. Program information, application requirements, application forms and contact information can be found on MnDOT's Consultant Services website. Applications may be submitted at any time for this Program.

MnDOT Consultant Services website: *www.dot.state.mn.us/consult*

If you have any questions regarding this notice, or are having problems viewing the information on the Consultant Services website, please call the Consultant Services Help Line at 651-366-4611, Monday – Friday, 9:00am – 4:00pm.

Minnesota Zoo

Notice of Contract Opportunity for Summer Concert Series

PROJECT NAME: Summer Concert Series

DETAILS: The Minnesota Zoo is seeking proposals from qualified firms to book, promote, and produce outdoor concerts at the Minnesota Zoo. The concert series serves to expose new audiences to the Zoo and provide a financial return to support the Zoo's mission. Concerts are held during the months of June through August annually in the Weesner Family Amphitheater, an outdoor venue with seating capacity of 1,460.

A mandatory pre-proposal meeting at the Minnesota Zoo on Thursday, February 20th at 3:00pm Central Time.

COPY REQUEST: To get a copy of the Request for Proposals, please send a written request, by email, to:

Dave Frazier, Deputy Director
13000 Zoo Blvd
Apple Valley, MN 55124
dave.frazier@state.mn.us

PROPOSAL DEADLINE: Proposals submitted in response to the Request for Proposals in this advertisement must be received by mail or delivery no later than **3:00PM Friday March 27, 2020. Late proposals will not be considered.** Email or fax proposals will not be considered.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Non-State Public Bids, Contracts & Grants

The State Register also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of commodity, project or tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from the date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

Besides the following listing, readers are advised to check: <http://www.mmd.admin.state.mn.us/solicitations.htm> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>.

MacDonald & Mack Architects Request for Proposals for Virginia Street Church Accessibility Project

MacDonald & Mack Architects is seeking proposals from qualified firms to provide all labor, materials, equipment, and supplies to complete accessibility improvements at the Virginia Street Church, 170 Virginia Street, St. Paul, MN 55102. The work consists of, but is not limited to, installation of an exterior walk, creation of an accessible entry, and conversion of an office into an accessible rest room. All work must be done in accordance with the Drawings, Project Manual, and the Contract, as well as this Request for Bids.

Availability of Bidding Documents: Bidders desiring bidding documents may secure a complete set from the Franz Reprographics Public Plan Room, available via <http://www.franzrepro.com/>. Sets will be available there for electronic download free of charge. Franz Reprographics is located at 2781 Freeway Boulevard, Suite 100; Brooklyn Center, MN 55430; phone: (763) 503-3401; fax: (763) 503-3409.

Documents will be available after February 10, 2020.

There will be a mandatory pre-proposal meeting for all interested parties on **Tuesday, February 18, 2020 at 10:00 am**, at the site. The meeting shall take place at Virginia Street Church, 170 Virginia Street, St. Paul, MN. Please enter via the north entry facing Selby Avenue.

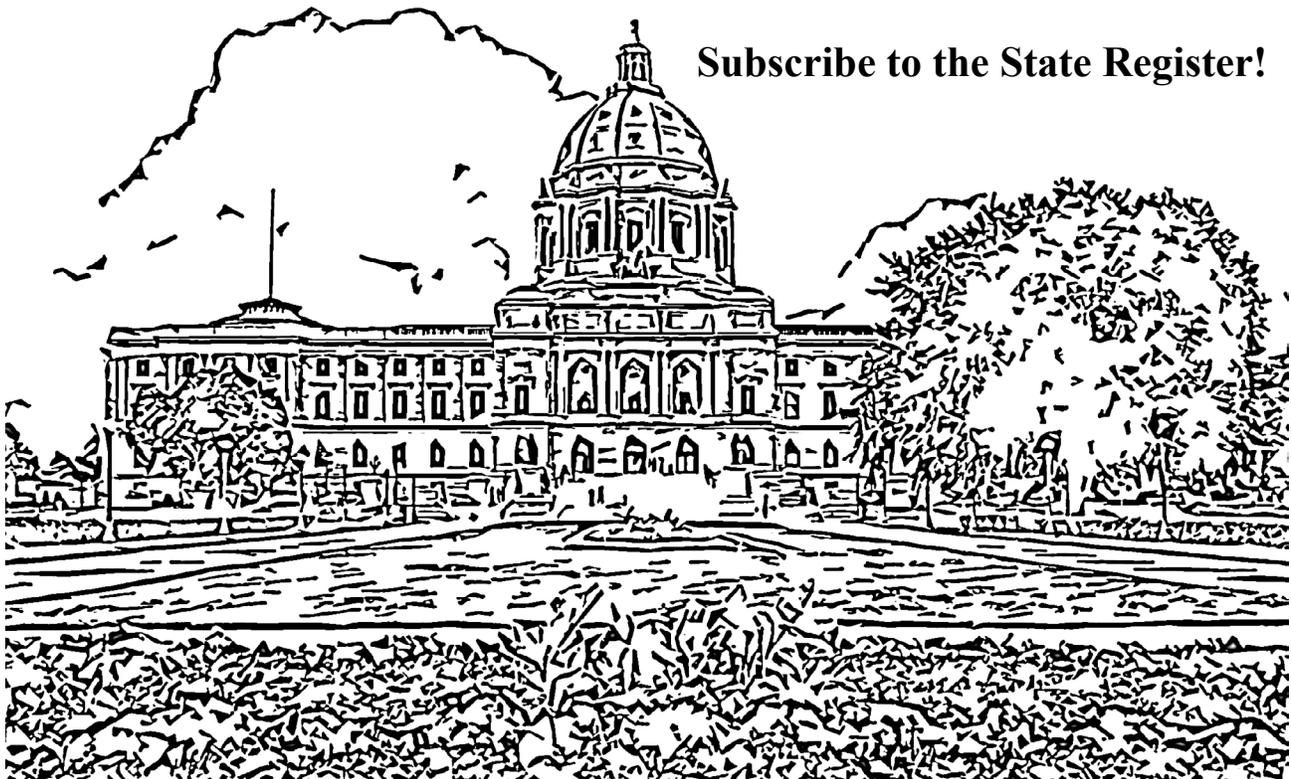
Questions may be directed to Robert Mack at MacDonald & Mack Architects; phone: (612) 341-4051; email: BobM@mmarchltd.com.

All proposals must be received by MacDonald & Mack Architects, Suite 712, 400 South Fourth Street, Minneapolis, MN 55415 no later than **2:00 pm Tuesday, March 3, 2020**. Proposals will be opened privately and evaluated based on all aspects of the proposal.



Several convenient ways to order:

- Retail store Open 8 a.m. - 3 p.m. Monday - Friday, 660 Olive Street, St. Paul
 - Phone (credit cards): 8 a.m. - 4 p.m. Monday - Friday, 651.297.3000 (Twin Cities) or 1.800.657.3757 (nationwide toll-free)
 - On-line orders: www.mnbookstore.com
 - Minnesota Relay Service: 711
 - Fax (credit cards): 651.215.5733 (fax line available 24 hours)
 - Mail orders: Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155
- Minnesota's Bookstore accepts VISA, MasterCard, American Express & Discover for all purchases.



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State of Minnesota
Notice of Public Hearing Comments

DATE: THURSDAY, FEBRUARY 20, 2020 – TIME: 4:00PM
LOCATION: MN DEPARTMENT OF HUMAN SERVICES

There were no comments made.

State and Local Tax Policies

Minnesota's previous Consolidated Plan conceded that the state's rental property tax rate is often mentioned as a barrier to affordable rental housing, both for developers and for landlords who provide affordable rental units. The tax reportedly has adverse impacts on the maintenance of existing rental housing, the development of new housing, and the efficient use of the existing housing stock. Property tax rebates for lower-income households help to mitigate some of the taxes that are passed on to renters. While the State wishes to support policies that make affordable housing development more achievable, the difficulties of implementing these strategies may limit their viability for Minnesota in the near future.

However, the State has been able to begin to address this issue with its 4d affordable rental housing property tax, a special class tax rate for affordable housing developments that represents a class rate reduction of 75 percent for rent-restricted properties. Eligible properties are subject to rent and income restrictions of the section 8 program; the Low Income Housing Tax Credit (LIHTC) program; rural housing service rent assistance programs; or a financing program of the federal, state, or local government.

Structure and Delivery of Services

Over the program year, the State will continue its collaborative funding process of a consolidated request for proposals (RFP). Included in the RFP are the federal HOME Investment Partnerships and Housing Trust Fund programs alongside state resources, and project-based section 8 vouchers through the Metropolitan Council/Metro HRA.

Challenges

Lack of Sufficient Resources

Funding shortages create a challenge for Minnesota; however there are steps its agencies can take to maximize available resources in the most efficient way. Over the program year, Minnesota Housing will continue to focus its efforts and major resources on preservation and new construction of affordable rental housing. Minnesota Housing attempts to reduce barriers that add costs to projects, including prioritizing developments that use land efficiently and minimizing loss of agricultural and green space, or reducing barriers of local application and permit processes by prioritizing development for which costs are reduced or avoided by regulatory changes, incentives, or waivers by the governing body. In addition, Minnesota Housing employs a cost containment strategy to incentivize lower development costs while balancing quality.

DEED will continue to focus efforts on rehabilitation of all housing, creation of jobs related to economic development, and improvement of public facility access to low- to moderate-income areas. The State supports all efforts to use resources most efficiently.

First-Time Homebuyers

While Minnesota Housing's HOME program does not currently include homebuyer activities, the agency remains strong in providing mortgage and down payment assistance to first time homebuyers through state resources. Minnesota Housing has a strategic priority to reduce Minnesota's racial and ethnicity homeownership disparity. Minnesota ranks among the top three states consistently of having the highest disparities in homeownership rate between white/non-Hispanic households and households of color. We emphasize homebuyer and financial counseling and coaching and continue to design and offer mortgage programs that support homeownership for households of color and Hispanic Ethnicity.

Over the program year, the State will continue to alleviate the challenges of first-time homebuyers by providing funding for homebuyer training and education, down payment assistance, and post purchase counseling for first time homebuyers.

Other Obstacles

NIMBYism

Community attitudes, often referred to as "Not in My Backyard," or NIMBYism, are frequently identified as an obstacle to increasing the availability of affordable housing. However, local government policies can also be described as creating a NIMBY atmosphere for affordable housing.

The State fully supports efforts to reduce NIMBYism, prejudice, and negative attitudes toward affordable and multifamily housing, and will encourage planning decisions by CDBG and HOME sub-recipient communities that work to decrease segregation and increase integration of populations. The State will also fully support civic leaders and developers who undertake education in communities statewide. Such education could be targeted, timely, and, in the context of a possible development, relevant to potentially affected citizens.

Sustainable housing

The Multifamily Division of Minnesota Housing encourages practices that promote sustainable housing in the development and rehabilitation of affordable rental housing. The agency policy states "Minnesota Housing encourages sustainable, healthy housing that optimizes the use of cost effective durable building materials and systems that minimizes the consumption of natural resources both during construction or rehabilitation and in the long term maintenance and operation. We encourage optimizing the use of renewable resources and energy, minimizing damages and impact to the environment, and maximizing the use of natural amenities such as solar, wind, climate, and orientation of the development.

All federal funds, and the majority of other capital improvement funding from Minnesota Housing must meet all requirements of the 2015 Enterprise Green Communities Criteria (EGCC) as amended by the agency's Overlay and Guide.

In its 2018 Multifamily common application, Minnesota Housing is asking for funding applicants to apply for energy efficiency incentives from utilities and other sources. The purpose of this requirement is to leverage

utility funds in order to increase energy efficiency in Minnesota's affordable housing.

For example, applicants to the Housing Tax Credit (HTC) program are awarded additional points for implementing green design criteria. Further, the Publicly Owned Housing Program (POHP) references sustainable building design standards in its manual, stating that "Minnesota Statutes Section 168.325 requires promulgation of & Sustainable Building Design Goals for new buildings. These goals are design standards that:

- Exceed the existing energy code standards,
- Achieve the lowest possible lifetime costs for new buildings,
- Ensure good indoor air quality,
- Create and maintain a healthy environment,
- Facilitate productivity improvements,
- Specify ways to reduce material costs, and
- Consider the long-term operating costs. of the building including the use of renewable and distributed electric energy generation that uses a renewable source of natural gas or a fuel that is as clean as or cleaner than natural gas."

For any SCDP rehabilitation project, DEED conducts an inspection that includes energy improvements to homes and commercial businesses with items such as windows, doors, insulation, and energy-efficient heating units.

State of Minnesota Citizen Participation Plan
Consolidated Plan for Housing and Community Development
2017-2021

Introduction

Under guidelines established by the U.S. Department of Housing and Urban Development (HUD), the Minnesota Department of Employment and Economic Development, Minnesota Housing Finance Agency and Minnesota Department of Human Services, hereinafter referred to as the "State", must prepare a Consolidated Plan that addresses the housing, community development, and economic development activities that the State will undertake to assist its citizens through HUD's formula grant programs.

DEED is the lead agency responsible for the Consolidated Planning process and the administration of the: Community Development Block Grant funds (CDBG). Minnesota Housing is the lead agency responsible for the Home Investment Partnerships (HOME), Housing Opportunities for Persons with AIDS (HOPWA), and the National Housing Trust Fund (NHTF). DHS is the lead agency responsible for the Emergency Shelter Grants (ESG).

The Consolidated Planning process is intended to more comprehensively fulfill three basic goals: to provide decent housing, to provide a suitable living environment and to expand economic opportunities.

Provision of decent housing may involve assisting homeless persons in obtaining appropriate housing, retaining the affordable housing stock, increasing the availability of permanent affordable housing for low-income households without discrimination or increasing supportive housing to assist persons with special needs. Providing a suitable living environment might entail improving the safety and livability of neighborhoods, including the provision of adequate public facilities; deconcentrating housing opportunities and revitalizing neighborhoods; restoring and preserving natural and physical features with historic, architectural, and aesthetic value; and conserving energy resources. Expanding economic opportunities can involve creation of accessible jobs, providing access resources for community development, and assisting low-income persons in achieving self-sufficiency.

The Consolidated Plan is a three-part planning process required by HUD. It comprises developing a five-year strategic plan, preparing annual action plans and submitting annual performance reports. These three parts are intended to furnish the framework whereby

Minnesota can identify its housing, homeless, community, and economic development needs, identify resources that will be tapped and actions to be taken that will address the needs, as well as look back and evaluate the State's progress toward achieving its strategic goals. Completing these documents on time and in a manner that is acceptable to HUD ensures program funding.

The precursor to the Consolidated Plan is the Citizen Participation Plan (CPP). The objectives of the CPP are to ensure that the citizens of Minnesota, particularly persons of low and moderate income, persons living in slum and blight areas, units of local government, housing agencies and other interested parties, are provided with the opportunity to participate in the planning and preparation of the Consolidated Plan, including amendments to the Consolidated Plan and the Annual Performance Report. In doing so, the CPP sets forth general policies and procedures for implementing and carrying out the Consolidated Planning Process, such as how the Consolidated Plan will be developed, dates and milestones along which the process will proceed, and methods for citizens to offer the State assistance and guidance in the formulation of the Plan. Furthermore, the provisions of the CPP fulfill statutory and regulatory requirements for citizen participation specified in the U.S. Department of Housing and Urban Development's rules for the Consolidated Plan, the HOME, CDBG, ESG, NHTF and HOPWA programs and the Analysis of Impediments to Fair Housing¹. In Minnesota, the participation process will be developed and monitored by a Consolidated Plan Coordinating Committee consisting of representatives from the Department of Employment and Economic Development (DEED), the Minnesota Housing Finance Agency (Minnesota Housing), and the Minnesota Department of Human Services (DHS).

Purpose of the Citizen Participation Plan

In order to ensure maximum participation in the Consolidated Plan process among all populations and needs groups, and in order to ensure that their issues and concerns are adequately addressed, the State of Minnesota will follow the standards set forth in this Citizen Participation Plan during development of its Consolidated Plan.

The Citizen Participation Plan also provides citizens an opportunity to evaluate and comment on the State's performance, as reported in the Consolidated Annual Performance and Evaluation Report (CAPER).

Relevant Areas

The term "entitlement areas" refers to cities and counties that qualify to receive one or more formula grants. These areas must complete a Consolidated Plan separately from the State's to receive funding. For purposes of this Citizen Participation Plan, "non-entitlement" refers to cities

¹ See 24 CFR § 91.115

and towns that do not file Consolidated Plans individually or as part of a consortium and are not eligible to receive formula funding from HUD directly.

Entitlement areas for the CDBG program include: the cities of Bloomington, Coon Rapids, Duluth, Eden Prairie, Mankato, Minneapolis, Minnetonka, Fargo/Moorhead, North Mankato, Plymouth, Rochester, St. Cloud, St. Paul, Woodbury, and the counties of Hennepin, Anoka, Dakota, Ramsey, Washington, and St. Louis.

Entitlement areas for the HOME program include: the cities of Duluth, Minneapolis, and St. Paul, and the counties of Hennepin, Dakota, and St. Louis.

Entitlement areas for the ESG program include: the cities of Duluth, Minneapolis, St. Paul, and the counties of Hennepin, Dakota, Ramsey, and St. Louis.

Individuals wishing to contribute to the Consolidated Planning process in these areas should contact housing and community development specialists in these cities/counties.

Encouraging Citizen Involvement

Public Notice and Outreach

An informed citizenry is critical to effective and responsive housing and community development programs. Efforts to educate residents and empower participation are an ongoing element of the Consolidated Planning process.

As the fundamental means of notifying interested citizens about the Consolidated Plan and related activities, such as the Annual Action Plan or the Consolidated Annual Performance and Evaluation Report, the State will utilize multiple display advertisement notices, which include but are not limited to one or more newspapers of general circulation, press releases, social media, mass emailings, and/or website postings. Written notices will be published at least 14 calendar days prior to public hearings. All notices will be written in plain, simple language and direct efforts will be undertaken to publish and/or post information at locations that will elicit maximum low- and moderate-income and minority participation.

Public education and outreach will be facilitated through the use of public advertisements that describe the Consolidated Planning process, opportunities for citizen participation and available funding through the CDBG, ESG, HOME and HOPWA programs. The State's Consolidated Plan contact list will likely include social service organizations, local jurisdictions, low-income housing consumers, neighborhood groups, previous participants and commentators, and others expected to desire input on the Plan.

The Consolidated Plan will offer many other opportunities for citizen participation. The State will particularly encourage participation of persons with special needs and/or persons who are often underrepresented in public process (low-income, persons of color, non-English speaking persons, persons with disabilities, persons who are homeless). The State will also encourage the participation of statewide and regional institutions and organizations that are involved or affected by the formula grants in the process of developing and implementing the Consolidated Plan. Participation will be solicited and encouraged through the activities discussed below.

Communications sent and posted by the state will encourage input from these parties so they can provide input about priorities and strategies they wish to see as a result of the plan.

Public Hearings and Input Meetings

At least two public input meetings will be held before the publication of the final Consolidated Plan. The primary purpose of the first public hearing is to gather citizen input on housing and community development needs and the proposed Consolidated Plan before it is published for comment. The second public hearing will be held during the Consolidated Plan 30-day public comment period and will be for review and comment on the Consolidated Plan draft. The public hearings will be announced at least two weeks prior to being held. Announcements may be made through the DEED and Minnesota Housing websites and at least one additional method which may include newspaper, social media, mass emails, or written postings.

The public hearings will take place in locations identified in the announcement of the public hearings that are accessible to persons with disabilities. The dates, times and locations for public hearings will be convenient to potential and actual beneficiaries. Non-English speaking persons and those with disabilities will be encouraged to attend. Where a significant number of non-English speaking residents are expected to participate, the State will provide translators when notified of this need prior to the public meetings. Contact information will be provided in all public announcements.

Regional and Interest Area Forums and Focus Groups

In addition to the public hearings, DEED, Minnesota Housing, and DHS may solicit input on housing and community development issues and needs of the homeless population at regional or interest area forums, focus groups, or web-based meetings.

If these types of meetings are conducted, agencies, advocates, statewide and regional institution and organizations and community residents will be informed of the meetings through state agency websites, personal contact, mass emails, media releases, and other methods that the state believes may be productive. All sites selected for the forums or focus groups will be accessible to the physically disabled. The State will work with advocacy groups to determine the need for special accommodations (beyond physical accessibility) of special needs groups and non-English speaking attendees.

The forums will be conducted with the intention of providing Minnesota residents the opportunity to voice their opinions and provide insight into the issues prevalent in their communities. The forums will also provide an opportunity for citizens and interested parties to obtain information about state housing and community development programs, the administering agencies, and funding requirements.

Publication of Consolidated Plan Documents

The State will publish its draft Consolidated Plan documents for public review in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and submit comments.

The draft Consolidated Plan documents will be available for viewing on Minnesota Housing's website <http://www.mnhousing.gov> and DEED's website <http://www.mn.gov/deed>, DHS' website <http://www.mn.gov/dhs>, or a centralized website or webpage dedicated to the State of Minnesota's Five Year Consolidated Plan. A reasonable number of hard copies of the proposed Consolidated Plan will also be available from DEED and Minnesota Housing during the public comment period.

Citizens or groups that have attended any of the forums or public hearings will be notified by mail or e-mail of the Consolidated Plan's availability for comment.

The draft Consolidated Plan will describe the amount of assistance the State expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income and the plans to minimize displacement of persons and to assist any persons displaced.

The State will openly consider any comments of individuals or groups received verbally or in writing, including e-mail, during the Consolidated Planning process or at public hearings. A summary of the written and public hearing comments will be included in the final Consolidated Plan, along with the state's response to the comments.

Public Comment on the Consolidated Plan Documents

Prior to the adoption of the Consolidated Plan, the State will make available to interested parties the draft Consolidated Plan and Executive Summary for a comment period of no less than 30 days. Notification of the availability of the proposed Consolidated Plan will be provided in at least one media source which may include websites, newspaper, social media, or postings.

Before the State submits a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD, the State will make available to interested parties the proposed CAPER for a comment period of no less than 15 days. Citizens will be notified of the CAPER's availability through newspaper notification, website postings, and/or social media.

The CAPER will be available on Minnesota Housing's and DEED's websites for the full public comment period. Hard copies of the CAPER will be available upon request from DEED and Minnesota Housing during the public comment period. The State will consider any comments of individuals or groups received verbally at public hearings or in writing, including e-mails. A summary of the written and public hearing comments and the State's responses will be included in the final CAPER.

Public Access to Records

The State will provide all interested parties with access to information and records related to the State's Consolidated Plan and the State's use of assistance under all programs covered by the Consolidated Plan during the preceding five years. The public will be provided with reasonable access to housing assistance records, subject to laws regarding privacy and obligations of confidentiality.

Consultation with Organizations and State Agencies

When preparing the Consolidated Plan, the State will actively consult with public and private agencies that provide housing, health and social services in order to ensure that the interests and needs of all groups are being adequately addressed. This consultation may occur through regional and interest area forums, interviews conducted with such organizations (especially those that provide services to special needs populations), surveys, and incorporation of data and reports produced by such organizations into the Consolidated Plan.

Amendments to the Consolidated Plan

Pursuant to HUD regulations, an amendment to the Consolidated Plan is required whenever the jurisdiction determines to:

- Substantially change the allocation priorities or its method of distributing HUD formula grant funds;
- Utilize formula grant funds (including program income) to carry out an activity not previously described in the action plan; or
- Change the purpose, scope, location or beneficiaries of an activity.

Such changes, prior to their implementation, are reviewed under various federal or State requirements. Substantial amendments to the Consolidated Plan are, in addition, subject to a formal citizen participation process. Notice and the opportunity to comment will be given to citizens through public notices in local newspapers or other appropriate means, such as public meetings, social media, or website postings. A public comment period of not less than 30 days will be provided prior to implementing any substantial amendment to the Consolidated Plan. State staff will prepare a summary of all comments received in writing and, in cases where any citizens' views are not accepted, provide reasons for the decision. This documentation will be attached to the substantial amendment, which will be available to the public and submitted to HUD.

Substantial Amendments

Occasionally, public comments or events warrant an amendment to the Consolidated Plan. The criteria for whether to amend are referred to by HUD as Substantial Amendment Criteria. The following is the State's Substantial Amendment Criterion.

A change in the described method of distributing funds to local governments or nonprofit organization subrecipients to carry out activities. Elements of a "method of distribution" are:

- A. Application process for subrecipients;
- B. Criteria for selecting subrecipients.

Citizen Participation in the Event of a Substantial Amendment

In the event of a substantial amendment to the Consolidated Plan, the State will comply with the following citizen participation process:

1. The State will notify citizens of the availability of the draft substantial amendments, a minimum 30-day comment period, and, if in the State's judgment a public hearing is desirable, the time and location of the public hearing through website, social media, or newspaper.
2. Depending on which of the formula grant programs is affected, the substantially amended sections of the Consolidated Plan will be made available on either Minnesota Housing's website <http://www.mnhousing.gov>, DEED's website, <http://www.mn.gov/deed> or DHS's website, <http://www.mn.gov/dhs> and hard copies will also be available from the affected state department for the full duration of the public comment period.

Consideration of Public Comments on the Substantially Amended Plan.

In the event of substantial amendments to the Consolidated Plan, the State will openly consider any comments on the substantially amended Consolidated Plan from individuals or groups. Comments must be received in writing, including e-mail, or at public hearings if hearings are conducted. A summary of the comments received on the substantial amendments will be included in the final substantially amended Consolidated Plan. Also included in the final substantially amended Consolidated Plan will be a summary of all comments not accepted and their reasons for dismissal.

Changes in Federal Funding Level

Any changes in federal funding level after the Consolidated Plan's draft comment period has expired and the resulting effect on the distribution of funds will not be considered an amendment or a substantial amendment.

Standard Amendments

"Standard amendments" are those that are not considered substantial in nature and pertain

chiefly to minor administrative modifications of the programs. Thus they do not require in-depth citizen participation.

Complaints and Grievances

Citizens, administering agencies and other interested parties may submit complaints regarding violations of this Citizen Participation Plan or federal regulations regarding the preparation of the consolidated plan, amendments to the consolidated plan, or performance reports.

Citizens may also present complaints and grievances orally or in writing at the community meetings and/or public hearing. All public comments, including complaints and grievances, made either orally or in writing within the 30-day public comment period, will be included in the final Consolidated Plan, subject to such limitations of the Minnesota Government Data Practices Act that may apply. Such complaints or grievances shall be directed to the Consolidated Plan representative, Ms. Hillary Friend of DEED at 332 Minnesota St, Ste. E200, St. Paul, MN 55101, or her successor.

Timely Response to Complaints or Grievances

Within 15 calendar days of receiving the complaint, the program manager shall discuss the matter with the department manager, respond to the complainant in writing, and maintain a copy of all related correspondence, which will be subject to State review. A copy of the State's response from the Consolidated Plan representative will be transmitted, concurrently, to the complainant and to the DEED Director. If, due to unusual circumstances, the Consolidated Plan representative finds that it is unable to meet the prescribed time limit, the limit may be extended by written notice to the complainant. The Consolidated Plan representative's notice must include the reason for the extension and the date on which a response is expected to be generated, which may be based on the nature and complexity of the complaint.

Public review materials and performance reports will include data, as appropriate under confidentiality regulations, on any written complaints received and how each was resolved.

Citizen Participation Requirements for Local Governments Receiving CDBG (Small Cities Development Program) Funds from the State

Units of general local government must provide for and encourage citizen participation as prescribed at 24 CFR 570.486. All Small Cities Program applicants for CDBG funds are required to provide citizen notification and involvement in planning and implementation of the proposed projects through one or more public hearings and other informational efforts. Public hearings must be held at times and in places that are convenient to all community residents, particularly

those who will be affected by implementation of the project(s). The needs of persons with disabilities and non-English speaking persons should be considered for the dissemination of information and the location of public hearings and meetings must be accessible to persons with disabilities. In addition, applicants are required to conduct a community development survey to allow for citizen input on the housing and community needs of the jurisdiction.

Availability of the Citizen Participation Plan

Copies of the CPP may be obtained at the Minnesota Housing website (<http://www.mnhousing.gov>), the DEED website at <http://www.mn.gov/deed>., or DHS' website, <http://www.mn.gov/dhs> Upon request, the State will make the Plan available in an alternative format accessible to persons with disabilities.

Outreach Contacts

Copies of the Consolidated Plan will be sent electronically to the following:

Libraries

ALBERT LEA PUBLIC LIBRARY	phavener@selco.info
ANOKA COUNTY LIBRARY	Maggie.Snow@co.anoka.mn.us
ARROWHEAD LIBRARY SYSTEM	Jim.Weikum@alslib.info
AURORA PUBLIC LIBRARY	Paula.Chapman@alslib.info
AUSTIN PUBLIC LIBRARY	ahokanson@selco.info
BABBITT PUBLIC LIBRARY	Lisa.Pennala@alslib.info
BAUDETTE PUBLIC LIBRARY	Kelli.Pelland@alslib.info
BAYPORT PUBLIC LIBRARY	jsmith@ci.bayport.mn.us
BLUE EARTH COMMUNITY LIBRARY	egaydo@tds.lib.mn.us
BLUE EARTH COUNTY LIBRARY	tim.hayes@blueearthcountymn.gov
BOVEY PUBLIC LIBRARY	Tara.Deguisseppi@alslib.info
BROWNS VALLEY PUBLIC LIBRARY	bpiechowski@brownsvalley.lib.mn.us
BROWNSDALE PUBLIC LIBRARY	dsmith@selco.info

BUHL PUBLIC LIBRARY	Dan.Wilde@alslib.info
CALEDONIA PUBLIC LIBRARY	adress@selco.info
CALUMET PUBLIC LIBRARY	Melanie.Lefebvre@alslib.info
CANNON FALLS LIBRARY	jpadgett@selco.info
CARLTON AREA PUBLIC LIBRARY	Jodie.Johnson@alslib.info
CARVER COUNTY LIBRARY SYSTEM	hhoks@co.carver.mn.us
CHATFIELD PUBLIC LIBRARY	monica@selco.info
CHISHOLM PUBLIC LIBRARY	Katie.Christenson@alslib.info
CLARKFIELD PUBLIC LIBRARY	clibrary@mns.com
CLOQUET PUBLIC LIBRARY	Mary.Lukkarila@alslib.info
COLERAINE PUBLIC LIBRARY	Joanne.Mikulich@alslib.info
COLUMBIA HEIGHTS PUBLIC LIBRARY	renee.dougherty@ci.columbia-heights.mn.us
COMFREY AREA LIBRARY	libtbc1@tds.lib.mn.us
COOK PUBLIC LIBRARY	Crystal.Phillips@alslib.info
CROSBY: JESSIE F. HALLETT MEMORIAL LIBRARY	peggi@hallettlibrary.org
DAKOTA COUNTY LIBRARY	Margaret.Stone@co.dakota.mn.us
DODGE CENTER PUBLIC LIBRARY	ihersfindahl@selco.info
DOUGLAS COUNTY LIBRARY	jodland@douglascounty.lib.mn.us
DULUTH PUBLIC LIBRARY	cpowers@duluthmn.gov
EAST CENTRAL REGIONAL LIBRARY	bmisselt@ecrlib.org
EAST GRAND FORKS CAMPBELL LIBRARY	chelgeson@egflibrary.org
EDGERTON PUBLIC LIBRARY	edejager@plumcreeklibrary.net
ELBOW LAKE: THORSON MEM LIBRARY	ghedstrom@elbowlake.lib.mn.us
ELMORE PUBLIC LIBRARY	libtfe@tds.lib.mn.us
ELY PUBLIC LIBRARY	Rachel.Heinrich@alslib.info
EVELETH PUBLIC LIBRARY	MaryBeth.Kafut@alslib.info
FARIBAULT: BUCKHAM MEMORIAL LIBRARY	djames@ci.faribault.mn.us
FERGUS FALLS PUBLIC LIBRARY	esmith@fergusfalls.lib.mn.us
FULDA MEMORIAL LIBRARY	bcuperus@plumcreeklibrary.net
GILBERT PUBLIC LIBRARY	Nicole.Miller@alslib.info
GLENWOOD PUBLIC LIBRARY	lrandall@glenwood.lib.mn.us

GRAND MARAIS PUBLIC LIBRARY	Steve.Harsin@alslib.info
GRAND MEADOW PUBLIC LIBRARY	abaugh@selco.info
GRAND RAPIDS AREA LIBRARY	manderson@ci.grand-rapids.mn.us
GREAT RIVER REGIONAL LIBRARY	karenp@grrl.lib.mn.us
HANCOCK COMMUNITY LIBRARY	pjoos@hancock.lib.mn.us
HANSKA PUBLIC LIBRARY	dnelson@tds.lib.mn.us
HARMONY PUBLIC LIBRARY	ssilvers@selco.info
HENDRICKS: SIVERSON PUBLIC LIBRARY	librarianhendricks@yahoo.com
HENNEPIN COUNTY LIBRARY	lthompson@hclib.org
HIBBING PUBLIC LIBRARY	Coral.Ellshoff@alslib.info
HOKAH PUBLIC LIBRARY	barbb@selco.info
HOUSTON PUBLIC LIBRARY	hpublib@gmail.com
HOYT LAKES PUBLIC LIBRARY	Coral.Ellshoff@alslib.info
INTERNATIONAL FALLS PUBLIC LIBRARY	Diane.Adams@alslib.info
IVANHOE PUBLIC LIBRARY	svizecky@plumcreeklibrary.net
JACKSON COUNTY LIBRARY	terickson@plumcreeklibrary.net
KASSON PUBLIC LIBRARY	atiff@selco.info
KEEWATIN PUBLIC LIBRARY	Paula.Fowler@alslib.info
KENYON PUBLIC LIBRARY	motte@selco.info
KINNEY PUBLIC LIBRARY	k.bragge@mchsi.com
KITCHIGAMI REGIONAL LIBRARY	ridgem@krls.org
LA CRESCENT PUBLIC LIBRARY	lbeach@selco.info
LAKE AGASSIZ REGIONAL LIBRARY	lynchl@larl.org
LAKE BENTON PUBLIC LIBRARY	sfinzen@plumcreeklibrary.net
LAKE CITY PUBLIC LIBRARY	pbross@selco.info
LAKE ELMO PUBLIC LIBRARY	ndeprey@lakeelmo.org
LAMBERTON PUBLIC LIBRARY	cvanmeveren@plumcreeklibrary.net
LANESBORO PUBLIC LIBRARY	tjohnson@selco.info
LE ROY PUBLIC LIBRARY	rbarnes@selco.info
LONSDALE PUBLIC LIBRARY	mmoran@selco.info
MABEL PUBLIC LIBRARY	donnaj@selco.info

MARBLE PUBLIC LIBRARY	Tanja.Smith@alslib.info
MARSHALL-LYON COUNTY LIBRARY	michele.leininger@marshalllyonlibrary.org
MARTIN COUNTY LIBRARY	jjepse@tds.lib.mn.us
METROPOLITAN LIBRARY SERVICE AGENCY (MELSA)	ken@melsa.org
MINNEOTA PUBLIC LIBRARY	mbuysse@plumcreeklibrary.net
MOOSE LAKE PUBLIC LIBRARY	Steven.Devine-Jelinski@alslib.info
MORGAN PUBLIC LIBRARY	morganlibrary@redred.com
MORRIS PUBLIC LIBRARY	myauk@morris.lib.mn.us
MOUNTAIN IRON PUBLIC LIBRARY	Sally.Yuccas@alslib.info
MOUNTAIN LAKE PUBLIC LIBRARY	clehman@plumcreeklibrary.net
NEW ULM PUBLIC LIBRARY	kwiley@tds.lib.mn.us
NEW YORK MILLS PUBLIC LIBRARY	jadams@newyorkmills.lib.mn.us
NOBLES COUNTY LIBRARY	cwolthuizen@plumcreeklibrary.net
NORTH MANKATO TAYLOR LIBRARY	lflowry@nmlibrary.org
NORTHFIELD PUBLIC LIBRARY	teresa.jensen@ci.northfield.mn.us
NORTHWEST REGIONAL LIBRARY	hansonk@nwrlib.org
OWATONNA-STEELE COUNTY LIBRARY	marykay@owatonna.info
PELICAN RAPIDS PUBLIC LIBRARY: A MULTICULTURAL LEARNING CENTER	awrigg@pelicanrapids.lib.mn.us
PERHAM AREA PUBLIC LIBRARY	sheusser-ladwig@perham.lib.mn.us
PINE ISLAND: VAN HORN PUBLIC LIBRARY	mkhansen@selco.info
PIONEERLAND LIBRARY SYSTEM	laurie.ortega@pioneerland.lib.mn.us
PIPESTONE: MEINDERS COMMUNITY LIBRARY	jody.wacker@pas.k12.mn.us
PLAINVIEW PUBLIC LIBRARY	ahenderson@selco.info
PLUM CREEK LIBRARY SYSTEM	jtrojanowski@plumcreeklibrary.net
PRESTON PUBLIC LIBRARY	bethand@selco.info
RAMSEY COUNTY LIBRARY	snemitz@ramsey.lib.mn.us
RED WING PUBLIC LIBRARY	jessica.mcgee@ci.red-wing.mn.us
REDWOOD FALLS PUBLIC LIBRARY	tsmith@ci.redwood-falls.mn.us
ROCHESTER PUBLIC LIBRARY	audrey@rochester.lib.mn.us
ROCK COUNTY COMMUNITY LIBRARY	sgutnik@plumcreeklibrary.net
RUSHFORD PUBLIC LIBRARY	shart@selco.info

SAINT PAUL PUBLIC LIBRARY	jane.eastwood@ci.stpaul.mn.us
SCOTT COUNTY LIBRARY	jgrussing@co.scott.mn.us
SIBLEY COUNTY LIBRARY	libtsh@tds.lib.mn.us
SILVER BAY PUBLIC LIBRARY	Julie.Billings@alslib.info
SLAYTON PUBLIC LIBRARY	slarson@plumcreeklibrary.net
SLEEPY EYE: DYCKMAN FREE LIBRARY	akelton@tds.lib.mn.us
SOUTH SAINT PAUL PUBLIC LIBRARY	kathy.halgren@southstpaul.org
SOUTHEASTERN LIBRARIES COOPERATING	ahutton@selco.info
SPRING GROVE PUBLIC LIBRARY	dljohnson@selco.info
SPRING VALLEY PUBLIC LIBRARY	jsimon@selco.info
SPRINGFIELD PUBLIC LIBRARY	lroige@tds.lib.mn.us
ST. CHARLES PUBLIC LIBRARY	sherryg@selco.info
ST. PETER PUBLIC LIBRARY	dougw@saintpetermn.gov
STEWARTVILLE PUBLIC LIBRARY	patj@selco.info
STILLWATER PUBLIC LIBRARY	lynnesb@ci.stillwater.mn.us
TAYLORS FALLS PUBLIC LIBRARY	dianed46@frontier.com
TRACY PUBLIC LIBRARY	vquist@plumcreeklibrary.net
TRAVERSE DES SIOUX LIBRARY COOPERATIVE	rboese@tds.lib.mn.us
TWO HARBORS PUBLIC LIBRARY	Katie.Sundstrom@alslib.info
TYLER PUBLIC LIBRARY	cskjong@plumcreeklibrary.net
VIKING LIBRARY SYSTEM	pwerner@viking.lib.mn.us
VIRGINIA PUBLIC LIBRARY	Nancy.Maxwell@alslib.info
WABASHA PUBLIC LIBRARY	bhall@selco.info
WABASSO PUBLIC LIBRARY	mdaub@plumcreeklibrary.net
WASECA-LE SUEUR REGIONAL LIBRARY	lienemann@tds.lib.mn.us
WASHINGTON COUNTY LIBRARY	keith.ryskoski@co.washington.mn.us
WATONWAN COUNTY LIBRARY	cbjoin@tds.lib.mn.us
WELLS PUBLIC LIBRARY	libtfl@tds.lib.mn.us
WEST CONCORD PUBLIC LIBRARY	sdahms@selco.info
WESTBROOK PUBLIC LIBRARY	kourada@centurytel.net
WHEATON COMMUNITY LIBRARY	tanderson@wheaton.lib.mn.us

WINDOM PUBLIC LIBRARY	daamot@plumcreeklibrary.net
WINNEBAGO: MUIR LIBRARY	hkittl@tds.lib.mn.us
WINONA PUBLIC LIBRARY	cubl@ci.winona.mn.us
ZUMBROTA PUBLIC LIBRARY	jhill@selco.info

Regional Development Commissions

Arrowhead RDC, 221 West 1st, Duluth, info@ardc.org
 East Central RDC, 100 South Park Street, Mora, ecrdc@ecrdc.org
 Headwaters RDC, P.O. Box 906, Bemidji, hrdc@hrdc.org
 Metro Council, 390 North Robert Street St. Paul, public.info@metc.state.mn.us
 Mid-Minnesota Development Commission, 333 West Sixth Street, Suite 2, Willmar, mmrdc@mmrdc.org
 Northwest RDC, 115 S. Main Ave., Ste. 1, Warren, bsafanski@nwrdc.org
 Region Five Development Commission, 611 Iowa Avenue, Staples, despe@regionfive.org
 Region Nine Development Commission, P.O. Box 3367, Mankato, nicole@rndc.org
 South West RDC, 2401 Broadway Ave., Ste. 1, Slayton, srdc@swrdc.org
 Upper Minnesota Valley RDC, 323 West Schlieman, Appleton, info@umvrdc.org

Minnesota Initiative Offices

Initiative Fund, 405 First Street SE, Little Falls, info@ifound.org
 Northland Foundation, 202 West Superior, Ste. 610, Duluth, info@northlandfdn.org
 Northwest MN Initiative Fund, 722 Paul Bunyan Dr. NW, Bemidji, info@nwmf.org
 Southern Minnesota Initiative Foundation, 525 Florence Avenue, Box 695, Owatonna, inquiry@smifoundation.org
 Southwest MN Foundation, 15 3rd Avenue NW, Hutchinson, info@swifoundation.org
 West Central MN Initiative Fund, 1000 Western Avenue, Fergus Falls, info@wcif.org

Councils, Associations, and Other Locations

Council on Asian Pacific Minnesotans, 658 Cedar Street, 1st Floor, St. Paul, capm@state.mn.us
 Centro Cultural Chicano, 1915 Chicago Ave. S., Minneapolis, infocenter@centromn.org
 CLUES, 220 S. Robert St., Ste. 103, St. Paul, info@clues.org

Council for Minnesotans of African Heritage, 332 Minnesota Street, Suite E1240, St. Paul, COBM@state.mn.us

Minnesota Coalition for the Homeless, 2233 University Ave W Ste 434, Saint Paul, info@mhomelesscoalition.org

Minnesota Council on Latino Affairs, One West Water Street, Suite 240 Saint Paul, mcla.desk@state.mn.us

Upper Midwest American Indian Center, 1035 W Broadway Ave, Minneapolis, sn.user@umaicmn.org

Arrowhead Economic Opportunity Agency, 702 3rd Avenue S., Virginia, scott.zahorik@aeoe.org

MICAH, 463 Maria Ave., St. Paul, info@micah.org

COC Regions	COC Coordinator Contact Info	Meeting Schedule
SMAC (Anoka, Carver , Dakota, Scott, and Washington Counties)	Abby Guilford SMAC coordinator 763.458.9790 abby@mesh-mn.org	<ul style="list-style-type: none"> • Third Friday of the month from 1:00 – 3:00 pm. Please contact Abby for the meeting details.
Hennepin County	Laura A DeRosier Hennepin County 218.391.6734 Laura.DeRosier@hennepin.us	<ul style="list-style-type: none"> • Please contact Laura for the meeting date/time and location info
Ramsey County	Loni Aadalen Ramsey County Human Services 651.266.4116 Loni.Aadalen@CO.RAMSEY.MN.US	<ul style="list-style-type: none"> • Third Friday of the month from 9:00 – 11:00 a.m.
Central	Tammy Smith Central MN Housing Partnership 320.258.0674 tsmith@cmhp.net	<ul style="list-style-type: none"> • First Tuesday of the month from 1:00-3:00 p.m. @ Morrison County Government Center, Little Falls
Northeast	Patty Beech Northeast MN CoC Coordinator 218.525.4957 pattybeechconsulting@gmail.com	<ul style="list-style-type: none"> • June, July, August, September • Contact Patty Beech for locations, dates and times
Northwest	Cory Boushee Northwest MN CoC Coordinator 218.759.2057 coryb@nwmf.org	<ul style="list-style-type: none"> • Third Thursday of the month from 1:00-3:00 p.m. • Contact Carla for meeting locations
Southeast	Jennifer Prins Three Rivers Community Action	<ul style="list-style-type: none"> • Third Thursday of the month from 9:30-noon

	<p>507.732.8577 jprins@threeriverscap.org</p>	<ul style="list-style-type: none"> • Rotates between Rochester, Owatonna and Mankato • Find the meeting schedule and locations at http://threeriverscap.org/continuum-of-care/minutes
Southwest	<p>Justin Vorbach SW Minnesota Housing Partnership 507.530.2942 justinv@swmhp.org</p>	<ul style="list-style-type: none"> • Second Thursday of the month from 10:00-noon • Odd number months at the Kandiyohi Health and Human Services Building • Even number months at Western Community Action in Marshall
St. Louis County	<p>Will Wilson St. Louis County 218.725.5158 wilsonw@stlouiscountymn.gov</p>	<ul style="list-style-type: none"> • Fourth Wednesday of the month from 11:00-2:00 p.m. • Cotton Town Hall; locations may vary - contact coordinator to confirm
West Central	<p>Carla Solem West Central MN CoC Coordinator 701.306.1944 h2hcoordinator@gmail.com</p>	<ul style="list-style-type: none"> • Second Wednesday of the month from 1:00-3:00 p.m. • Contact Carla for meeting locations

DEPARTMENT OF EMPLOYMENT AND ECONOMIC
DEVELOPMENT (DEED)

AP-15: Expected Resources

The State of Minnesota DEED receives Community Development Block Grant (CDBG) funds annually from HUD with 85% of its annual allocation and award grants to local units of government for general community development projects such as housing and commercial rehabilitation and public facility activities. The remaining 15%, administered by the Office of Business Finance, is designated specifically for economic development projects known as the **Minnesota Investment Fund (MIF) Revolving Loan Fund (RLF)**.

Upon submittal of an application by an eligible applicant, DEED awards the MIF grant to a local unit of government in an amount up to \$1,000,000 to assist with the start up or expansion of a qualified business. When repayment of the loan occurs, DEED allows the local government to retain the funds. All loan repayments are considered “Program Income” (PI) and since the local government is permitted to retain the PI, the loan payments must be placed in a separate Revolving Loan Fund (RLF) to fund the same activities that generated the PI. Therefore, the RLF must be used specifically for future economic development activities.

Whereas, the **Small Cities Development Program (SCDP), Program Income (PI)** is defined as income of \$35,000 or more generated in a federal fiscal year (October 1 - September 30) by SCDP funds from past and open grants. These should be accounted for and reported separately. Reporting is due October 15th each year.

If a grantee receives less than \$35,000 in a fiscal year, it is not considered Program Income but referred to as Local Income.

Program Income and Local Income funds generated could include:

- Loan repayments (with interest, if applicable).
- Proceeds from the sale of property in which SCDP funds were used.
- Interest earned on the Program Income itself.

Program Income from previous grants must be used before newly awarded grant funds can be disbursed. Program Income must be listed as leverage on applications and is expected to be drawn prior to drawing awarded funds.

Program Income and Local Income must be reused in a manner consistent with what was stated in the funding application, grant agreement, SCDP program requirements (federal objective, environmental, labor standards and etc.) and their respective Program Income Reuse Plan. After closeout, if grantees wish to use Program Income or Local income generated for something other than the activities that generated the income, SCDP staff should be consulted.

As of September 30, 2019, in the recent report, the Minnesota Investment Fund Revolving Loan Fund has a balance of **\$9,057,395.70**.

Please refer to the table below.

Local Government	Balance 09/30/19	Contact Information
Backus	\$126,978.37	(218) 947-3221
Bagley	\$28,576.56	(218) 694-2865
Bemidji	\$238,402.25	(218) 759-3560
BLAEDC	\$79,218.00	(218) 828-0096
Cass County EDC	\$124,172.93	(218) 547-7262
Cold Spring	\$363,673.50	(320) 685-3653
Deerwood	\$10,165.27	(218) 534-3152
Faribault	\$607,480.26	(507) 334-2222
Fosston	\$277,078.00	(218) 435-1959
Granite Falls	\$721,221.49	(320) 564-3011
Hector	\$393,632.57	(320) 848-2122
Heron Lake	\$192,678.46	(507) 793-2826
Hutchinson	\$3,663.78	(320) 587-5151
Lake Crystal	\$215,881.85	(507) 726-2538
Maple Lake	\$220,155.75	(320) 963-3611
Marshall	\$45,514.69	(507) 537-6760
Meeker County	\$865,940.50	(320) 693-5272
Mountain Lake	\$323,872.43	(507) 427-2999
Murray County	\$144,641.00	(507) 836-6023
New Ulm	\$438,481.90	(507) 359-8233
North Branch	\$288,243.74	(507) 359-8233
North Mankato	\$1,092,134.87	(507) 359-8233
Owatonna	\$350,256.00	(507) 444-4300
Pipestone	\$19,020.77	(507) 825-3324
Plato	\$36,172.93	(320) 238-2432
Preston	\$1,500.00	(507) 765-2153
Prior Lake	\$128,353.68	(952) 447-9800
Rockford	\$279,732.00	(763) 477-6565
Sauk Rapids	\$3,535.00	(320) 258-5300
Stevens County EIC	\$188,352.36	(320) 858-2609
Wabasso	\$218,248.71	(507) 342-5519
Wadena	\$113,264.82	(218) 631-7707
Worthington EDC	\$581,133.98	(507) 372-8000
Worthington	\$336,017.28	(507) 372-8000
Total:	\$9,057,395.70	

As of September 30, 2019, in the recent report, the Small Cities Development Program, Program Income has a balance of **\$3,526,526.00**.

Please refer to the table below.

Local Government	Balance 09/30/19	Contact Information
Brainerd	\$43,663.00	(218) 828-2307
Cass Lake	\$16,811.00	(218) 335-2238
Clay County	\$49,000.00	(218) 299-5011
Coleraine, Bovey & Taconite, Marble	\$59,876.00	(218) 245-2112
Cottonwood, Echo, Wood Lake	\$25,599.00	(507) 423-6488
Faribault, Morristown	\$463,983.00	(507) 334-2222
Foley	\$88,420.00	(320) 968-7260
Frazee	\$12,606.00	(218) 334-4991
Hendricks	\$30,207.00	(507) 275-1300
Hutchinson	\$105,249.00	(320) 587-5151
Ivanhoe, Ghent, Minneota	\$42,951.00	(320) 694-1738
Kasson	\$146,782.00	(507) 634-7071
Lafayette	\$60,989.00	(507) 228-8241
Mapleton	\$61,779.00	(507) 524-3492
Marshall	\$492,951.00	(507) 537-6760
Murray County	\$210,496.00	(507) 836-6023
New Prague	\$581,519.00	(952) 758-4401
Pierz	\$66,953.00	(320) 468-6471
Preston	\$34,406.00	(507) 765-2153
Red Wing	\$95,412.00	(651) 385-3600
Renville County - Olivia	\$340,641.00	(320) 523-2361
Sartell	\$11,750.00	(320) 253-2171
Sauk Centre	\$38,068.00	(320)352-0121
Shakopee	\$18,368.00	(920) 233-9300
Sherburn	\$18,128.00	(507) 764-4491
Thief River Falls	\$16,247.00	(218) 681-2943
Willmar	\$228,154.00	(320) 235-4913
Winona	\$58,401.00	(507) 457-8234
Winona County	\$16,240.00	(507) 457-8830
Winthrop, Gibbon, New Auburn	\$24,647.00	(507) 647-5500
Waseca	\$66,230.00	(507) 835-9700
Total:	\$3,526,526.00	

AP-30 Method of Distribution – 91.320(d)&(k)

DEED Funding

DEED funding covered by this Action Plan is distributed in a competitive funding opportunity. The results of this funding process is reflected in the priorities and specific objectives outlined in the State’s 2020 Annual Action Plan Table of Objectives and Outcomes.

Following are the criteria used for distributing DEED funding:

<p>1. Funding Allocation by Percentages</p>	<p>DEED funding will be allocated on the following percentages and criteria:</p> <ul style="list-style-type: none"> • 30% for Single Purpose • 55% for Comprehensive Applications • The remaining 15% allocation is designated for DEED's federal economic development set-aside. • If there is not a need from the unit administering federal economic set-aside funds, these funds will go towards SCDP projects, which would be approved by the Commissioner of DEED. • Allocation percentages may be modified by the Commissioner of DEED if it is determined that there is a shortage of fundable applications in any category, as allowed in State Rules. • DEED does not distribute funds based on specific geographic area.
<p>2. Required Statements Review & MOD Calculation</p>	<p>The Request for Proposal (RFP) include the electronic and hard copy versions of the application, fully completed and submitted by the deadline. The required documents will be evaluated on a competitive basis and criteria:</p> <ul style="list-style-type: none"> • Grants are typically 39 month projects but may longer depending on various factors including, but not limited to timing of HUD release of funds and disasters affecting the project area. • 20% of fund are allocated towards administration with a maximum of 15% of projects cost to grantees and 5% for state staff. <hr/> <p>MOD Calculation are based on the following criteria:</p> <ul style="list-style-type: none"> • The State subtracts from the CDBG Award the amount it sets aside for State Administration: <div style="text-align: center;"> $\\$100,000 + 3\% = \\$ \text{ of CDBG Award}$ $2\% = \text{match (Administration)}$ $1\% = \text{no match (Administration for Technical Assistance)}$ </div>
<p>3. Availability and Determination of Funds</p> <ul style="list-style-type: none"> • Reverted funds • Program Income 	<ul style="list-style-type: none"> • Added to the current SCDP allocation are funds reverted from grantees who did not spend their total grants awarded to them in previous fiscal years. • In addition, grantees must bring forward any Program Income (PI) they have and spend it first before any new CDBG award funds will be released from DEED. Awarded applicants who have Program Income must expend before any new CDBG funds will be disbursed as per grantees approved Program Income Plan. • In the event of a disaster, the State of Minnesota reverses the right to use funds for any eligible CDBG activity to an eligible grantee. Once the State has determined a total SCDP allocation available for award, it allocates this total to the Comprehensive and Single Purpose grant budget based on the Comprehensive funds which is at 33% and Single Purpose funds which is 52%. • The 2020 unencumbered funds balance of \$1,438,954.98 will be used in the 2021 round.

State of MN-DEED MOD-2020

ALLOCATION OF FEDERAL CDBG FUNDS	
\$19,092,191.00	CDBG Allocation FY 2020
\$481,843.82	State Admin (\$100,000 + 2% of \$19,092,191)
\$190,921.91	Technical Assistance (1% of \$19,092,191)
\$18,419,425.27	Available for Grants
\$18,419,425.27	Available for Grants
\$2,762,913.79	Economic Development (15%)
\$10,130,683.90	SCDP Comprehensive (55%)
\$5,525,827.58	SCDP Single Purpose (30%)
\$0.00	Balance
\$10,130,683.90	SCDP Comprehensive
\$5,525,827.58	SCDP Single Purpose
\$15,656,511.48	2020 SCDP Funds Available for Competitive Grants
\$0.00	Estimated Program Income in Apps.
\$2,483,790.07	Reverted SCDP- 2017 and prior
\$1,805,522.43	2019 not used SCDP award
\$2,676,916.00	2019 Reverted Economic Development
\$6,966,228.50	NON 2020 Funds Available for Competitive Grants
\$15,656,511.48	2020 Funds Available for SCDP Competitive Grants
\$6,966,228.50	NON 2020 Funds Available for Competitive Grants
\$22,622,739.98	FUNDS AVAILABLE TO FUND 2020 COMPETITIVE GRANTS
\$21,183,785.00	FUNDS ENCUMBERED FOR 2020 ROUND
\$1,438,954.98	REMAINING BALANCE OF 2020 SCDP ALLOCATION UNENCUMBERED

Contingency Provision Language

The expected amount available this year is an estimate due to delayed FFY 2019 budgets. We expect the final amount to not be substantially different than what is estimated. Should the expected annual allocation be different (more or less) than anticipated during Minnesota's citizen participation process of this plan, the agency's will continue to run their programs as described throughout this plan, and will adjust based on increases or decreases to maximize expected outcomes accordingly.

Program Specific-CDBG

SCDP Special Needs Activities

SCDP funds may be used for affordable housing development that assists special needs populations. The SCDP is flexible and can assist special needs populations in a variety of ways, including rehabilitation of homes, shelters, or community centers that serve these populations. These applicants will follow the regular SCDP process that is currently in place.

SCDP Disaster Response Activities

DEED may allocate reverted dollars from previous or current SCDP funds for use in a federal- and/or state-declared disaster response. The type of response will be determined based on the needs in the disaster area and the other resources that may be available. All other available resources must be accessed prior to the use of SCDP funds. All recipients of assistance will need to meet SCDP requirements. These applicants will follow the regular SCDP process that is currently in place.

Program Income

Program income is income received in excess of \$35,000 in a federal fiscal year by a grantee or a sub-recipient as a result of the activities supported by Minnesota CDBG funds. Grantees or sub-recipients will follow the requirements set by DEED (SCDP) in addition to all HUD program income regulatory requirements. HUD Requirements can be found at 570.489(e).

Program Income (PI) is defined as income generated by the SCDP-funded activities, which include but is not limited to:

- Loan repayments (with interest, if applicable);
- Proceeds from the sale of property purchased with SCDP funds; or
- Interest earned on the PI itself, once back under the control of the Grantee.

All communities that currently have PI on hand and intend on applying for a new SCDP grant must bring the current PI as leveraged funds unless repayment agreements are already in place for use of these funds. All awarded grants with PI on hand will reduce draws based on distribution plans of those funds to the awarded projects.

Internal SCDP Monitoring Procedures

All grants will be monitored to determine whether or not the grant activities meet the following: federal objective, eligible activities, grant and financial management, activity specific and grant progress.

There are two types of monitoring conducted:

- Onsite Monitoring
- Desk Monitoring-ongoing

Onsite monitoring will be completed at least one time within the grant period. The goal is to monitor each grantee early enough to prevent problems but late enough to review grantee performance and progress. A monitoring checklist will be used at the visit with a description of a concern or a finding if applicable. Upon monitoring completion staff will input data into the monitoring spreadsheet.

The following is the onsite monitoring process:

- Notification of visit: The grantee and administrator will be emailed or called to set up the monitoring appointment and provided the monitoring checklist for preparation.
- Entrance meeting onsite(describing the process) will occur between the state, grantee, and administrator;
- State monitoring conducted using monitoring checklist: see areas reviewed in next section;
- Exit Meeting: Provide positive feedback and discuss findings/concerns;
- Cover letter and monitoring report written and approved by director prior to mail out;
- Notification of results to mayor and administrator: Cover letter and report;
- Follow up to clear Findings within 60 days from report date (when possible).

Areas reviewed will consist of:

- Activity Eligibility and National Objective;
- Grant and Financial Management;
- General areas of review: environmental, fair housing, labor standards- if applicable, grant progress, policies/procedures, and individual case files

Desk monitoring consists of DEED reviewing the items below at any time during the grant period:

- Annual Reports/Performance Measurements
- Disbursement Requests
- Labor Standards-Notice of Contract Awards and Final Reports
- Policies and procedures
- Environmental
- Requested information

SCDP Allowable Pre-Agreement Costs

200.458 Pre-award costs. Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.

To minimize additional workload on grantees and the state, as established in 2 CFR 200.485 requirements, this plan includes implementation and incurring of pre-award costs if and when the grantees complete the following documentation in its local files.

The purpose of this communication is to advise grantees about eligible SCDP expenditures and allowable pre-agreement costs. The following expenses may be incurred prior to the executed grant agreement:

- Costs incurred to attend the Small Cities Development Program (SCDP) Implementation Workshop.
- Costs incurred to complete an environmental review.
- Grant start-up activities (i.e. Policies and Procedures).
- Costs incurred to accept applications and determine scope of work.

Grantee must document in file:

- The grantee documents that the costs incurred prior to grant award are necessary for efficient and timely performance of the activity in question.
- The grantee documents that the costs are for eligible activities under the regulations for the applicable funding program.
- The grantee documents that the grantee has complied with all other requirements for pre-award costs under the regulations for the applicable funding program.

We cannot reimburse you for allowable pre-agreement costs until you have all of the following:

- An executed grant agreement with us.
- Cleared the SCDP environmental review process.
- Cleared any special conditions necessary.
- Citizen participation process is complete.

MINNESOTA DEPARTMENT OF HUMAN SERVICES
(DHS)

AP-30 Method of Distribution - 91.320(d)&(k)

ESG Funding

ESG Funding for Emergency Shelter activities covered by this Action Plan is distributed in a competitive funding opportunity. The results of this funding process is reflected in the priorities and specific objectives outlined in State’s 2019 Annual Action Plan Table of Objectives and Outcomes.

ESG funds distributed for prevention and rapid re-housing under this Action Plan were distributed through an amendment process to existing ESG prevention and rapid re-housing sub-recipients (who were selected through a previous competitive process in 2017). The decision to provide funding through the amendment process was made due to the low probability of the State receiving additional ESG funds, and the satisfactory performance of existing sub-recipients. Taken together, the ESG Shelter, Prevention and Rapid Re-Housing funding address three of the State’ priority objectives for ESG funding:

SL-1.1 Provide safe, adequate emergency shelter for those not yet re-housed or diverted from shelter.

SL-1.1 Stably rehouse homeless persons and those at-risk of homelessness

SL-1.1 Ensure homeless families and individuals transition to stable, long-term housing situations.

Following are the criteria used for distributing FFY2019 ESG funding for emergency shelter:

Activity Type	Emergency Shelter
Scored Criteria (Total of 50 points possible)	<p>Equity and Accessibility (10 points)</p> <ul style="list-style-type: none"> • Efforts to hire and retain staff that reflect the population being served. • Actions taken to respond to the needs of culultural and ethnic groups. • Policies and procedures accommodate persons from LGBTQ populations,
	<p>Emergency Shelter: Shelter Operations & Written Standards (30 points)</p> <ul style="list-style-type: none"> • Clearly described policies for each of the Written Standards components. • Consistency with Best Practices for Low-Barrier Shelter. • Effort to provide or coordinate services needed by shelter residents. • Clear description of policies around length of stay and involuntary discharge process (including appeals). • Agency experience in providing proposed program. • Qualified staff who are experienced in providing emergency services.
	<p>Program Budget and Budget Narrative (10 points)</p> <ul style="list-style-type: none"> • Cost effectiveness of program (including cost per day). • Descriptive/complete budget narrative. • Reasonableness of budget.
Other Criteria	<ul style="list-style-type: none"> • Financial and Administrative Capacity
	<ul style="list-style-type: none"> • Previous performance including monitoring and reporting
	<ul style="list-style-type: none"> • Geographic location
	<ul style="list-style-type: none"> • Target Population

As noted above, during the 2017 competitive funding process, the following criteria were used in selecting the ESG Prevention and Rapid Re-Housing sub-recipients (who are now receiving ESG funding amendments under the current Action Plan):

<p>1. Phase I: Required Statements Review</p>	<p>The Required documents will be evaluated on a pass or fail basis. Responders must "pass" each of the requirements identified in these sections to move to Phase II. Required documents for this RFP include the electronic and hard copy versions of the application, fully completed and submitted by the deadline.</p>
<p>2. Phase II: Evaluation of Technical Requirements of Proposals</p> <p>Points have been assigned to these component areas. The total possible points for these component areas are outline in Table 2 below:</p>	<p>Program Accessibility, Approach and Equity (13 points)</p> <ul style="list-style-type: none"> • Accessibility of program • Level of implementation of best practice approaches • Program’s efforts to reach and provide services to overrepresented groups
	<p>Program Design (25 points)</p> <ul style="list-style-type: none"> • Agency experience providing proposed services • Staff experience and capacity to provide proposed services • Appropriate services for target population and program model • Appropriate outcomes for target population (housing programs only)
	<p>Program Revenue and Budget (12 points)</p> <ul style="list-style-type: none"> • Cost effectiveness of program • Detailed information on revenue sources • Diverse and sustainable funding • Descriptive/complete budget narrative • Reasonableness of budget
<p>Other Criteria</p>	<ul style="list-style-type: none"> • Financial and Administrative
	<ul style="list-style-type: none"> • Previous performance including monitoring and reporting
	<ul style="list-style-type: none"> • Capacity Geographic location

AP-90 PROGRAM SPECIFIC REQUIREMENTS: ESG MONITORING

Bi-annually, the DHS Office of Economic Opportunity (OEO) staff reviews all ESG grantees using a Grantee Assessment Tool (GAT) based on the HUD risk analysis tool. The tool has three broad areas of analysis:

1. General agency information, including such factors as Executive/Fiscal Director turnover, unresolved monitoring findings, agency systems and board function;
2. Program Operations, including compliance and reporting issues, partnerships and linkages and the quality of programming based on monitoring; and
3. Fiscal operations, including audit findings, unresolved fiscal problems, fiscal systems and procedures, program deficits, and accurate reporting.

The Grantee Assessment Tool (GAT) allows DHS to determine if a grantee needs immediate attention or can receive on-site monitoring as a part of the regular bi-annual rotation. In either case, the focus of the monitoring will include any risk areas highlighted by the risk analysis tool. The regular monitoring rotation ensures that grantees are monitored at least once during every grant cycle.

Grantee concerns, whether identified through the GAT process, risk analysis, or via a monitoring visit, are addressed in a timely manner. Some issues must be addressed immediately, while others are dealt with over time.

The on-site monitoring tool looks at the overall agency capacity and systems in place to deliver services determined through a guided discussion with program managers and direct service staff. This includes an overview of the strengths and challenges facing the community and participants, coordination and collaboration efforts, major staff or board changes, information systems, outcomes, fiscal systems, supportive service referral, and board function. A random selection of participant files is reviewed for specific documentation on homelessness, data privacy, disability status, case management, follow-up and supportive services. There is a verification of timeliness of grant expenditures and of homeless participation in policies and project development, ensuring that the expected number of participants is being served.

Desk monitoring, including monthly fiscal reporting, is provided throughout the grant period and consists of open communication and joint problem solving with grantees, analysis of monthly fiscal reports, annual audits, and required program reports.

Grantees receive a written monitoring report after the visit. Issues such as late reporting must be corrected immediately. Capacity building occurs as the field representative provides assistance to the grantee during the year. Program staff work collaboratively with monitoring staff to develop the new monitoring instrument, which is reviewed and updated regularly.

DHS conducts a customer satisfaction survey to secure input for program improvement and development. Training and grantee meetings are held periodically as needed. The work plan, customer satisfaction survey, ongoing open communication, and training events provide grantees with a variety of opportunities throughout the grant period to ask questions and provide feedback.