



STEELE COUNTY BOARD OF COMMISSIONERS WORK SESSION AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

*Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.*

TUESDAY, September 12, 2023 AT 4:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. 2024 Budget Presentations
 - a. Extension – Lisa Diercks
3. 2024 Budget Review
 - a. Wellness Fund
 - b. Preliminary Levy
4. Appointment of Commissioners to meet with Union reps.
5. Emergency Management Performance Grant (EMPG) – 2022-2023
6. Emergency Management Performance Grant (EMPG) – 2022 American Rescue Plan Act Grant Supplemental
7. Other Business

Presentation

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.



Steele County Agenda Item

Subject: Emergency Management Performance Grant (EMPG) – 2022-2023

Department: Emergency Management

Committee Meeting Date: September 12, 2023

Board Meeting Date: September 12, 2023

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Accept HSEM EMPG funding for 2022-2023.

Background (*Including Budget Impact*):

The Emergency Management Performance Grant (EMPG) –federal funding for 2022-2023 grant years program supplies, salaries, and fringe benefits. This grant aids county emergency management agencies to enhance their Emergency Management program funding for \$39,641.

There are 100% match requirements for this grant with current budgeted program costs, salary and fringe benefits for the Emergency Management Director and Deputy Director positions totaling \$39,641.

Attachments:

2022 EMPG Steele Co Grant Agreement

Certification Regarding Lobbying



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190	Grant Program: 2022 Emergency Management Performance Grant Grant Contract Agreement No.: A-EMPG-2022-STEELECO-001
Grantee: Steele County 630 Florence Avenue Owatonna, MN 55060	Grant Contract Agreement Term: Effective Date: 01/01/2022 Expiration Date: 12/31/2023
Grantee’s Authorized Representative: Steele County Emergency & Risk Management ATTN: Kristen Sailer – Emergency Management Director 630 Florence Avenue Owatonna, MN 55060 Phone: 507-444-7501 E-mail: kristen.sailer@steelecountymn.gov	Grant Contract Agreement Amount: Original Agreement \$ 39,641.00 Matching Requirement \$ 39,641.00
State’s Authorized Representative: Homeland Security and Emergency Management ATTN: Ms. Kyle Temme 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA/ALN: 97.042 FAIN: EMC-2022-EP-00007 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. §16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2022 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 223. St. Paul, MN 55101-2190. The Grantee shall also comply with all requirements referenced in the 2022 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-EMPG-2022-STEELECO-001 / P.O. No. 3000084254

Project No.: N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

2022 (EMPG) Emergency Management Performance Grant

Budget Summary (Report)

Organization:
Steele County

EXHIBIT A
A-EMPG-2022-STEELECO-001

Budget		
Budget Category	Award	Match
Planning		
EM Dept Special Project - Equipment and Supplies	\$10,000.00	\$10,000.00
Total	\$10,000.00	\$10,000.00
Organization		
EM Dept Salary and Fringe Benefits	\$29,641.00	\$29,641.00
Total	\$29,641.00	\$29,641.00
Total	\$39,641.00	\$39,641.00
Allocation	\$39,641.00	\$39,641.00
Balance	\$0.00	\$0.00



Steele County Agenda Item

Subject: Emergency Management Performance Grant (EMPG) – 2022 American Rescue Plan Act Grant Supplemental

Department: Emergency Management

Committee Meeting Date: September 12, 2023

Board Meeting Date: September 12, 2023

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Accept HSEM EMPG ARPA Supplemental funding for 2022.

Background (*Including Budget Impact*):

The Emergency Management Performance Grant (EMPG) American Rescue Plan Act Grant (ARPA) – supplemental federal funding for 2022 grant years program equipment, and supplies. This grant aids county emergency management agencies to enhance their Emergency Management program funding for \$144,326.00.

There are 100% match requirements for this grant with current budgeted program costs Emergency Management Department operations totaling \$144,326.00.

Attachments:

2022 EMPG ARPA Steele Co Grant Agreement

Certification Regarding Lobbying



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190	Grant Program: 2022 Emergency Management Performance American Rescue Plan Act Grant Grant Contract Agreement No.: A-EMPG-ARPA-2022-STEELECO-006
Grantee: Steele County 630 Florence Avenue Owatonna, MN 55060	Grant Contract Agreement Term: Effective Date: 01/01/2023 Expiration Date: 09/30/2023
Grantee’s Authorized Representative: Steele County Emergency & Risk Management ATTN: Kristen Sailer – Emergency Management Director 630 Florence Avenue Owatonna, MN 55060 Phone: 507-444-7501 E-mail: kristen.sailer@steelecountymn.gov	Grant Contract Agreement Amount: Original Agreement \$ 144,326.00 Matching Requirement \$ 144,326.00
State’s Authorized Representative: Homeland Security and Emergency Management ATTN: Ms. Kyle Temme 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA/ALN: 97.042 FAIN: EMC-2021-EP-00012 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. §16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2022 Emergency Management Performance American Rescue Plan Act Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 223. St. Paul, MN 55101-2190. The Grantee shall also comply with all requirements referenced in the 2022 Emergency Management Performance American Rescue Plan Act Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



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Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

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1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-EMPG-ARPA-2022-STEELECO-006 / P.O. No. 3000088850

Project No.: N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

2022 (EMPG-ARPA) Emergency Management Performance American Rescue Plan Act Grant

Budget Summary (Report)

Organization:
Steele County

EXHIBIT A
A-EMPG-ARPA-2022-STEELECO-006

Budget		
Budget Category	Award	Match
Equipment		
Equipment	\$144,326.00	\$144,326.00
Total	\$144,326.00	\$144,326.00
Total	\$144,326.00	\$144,326.00

CERTIFICATION REGARDING LOBBYING

For State of Minnesota Contracts and Grants over \$100,000

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Organization Name

Name and Title of Official Signing for Organization

By: _____
Signature of Official

Date

07/07