

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: September 15, 2015

Time: 9:00 AM

Meeting to be held in the County Board Room, Historic Courthouse located at 215 1st Avenue South
Suite 300, Long Prairie, Minnesota 56347

Item #		Approx. Time
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	9:01
3	Amendments to the Agenda	9:03
4	Potential Consent Items	9:05
4.1	Approve Meeting Minutes - September 1, 2015	
4.2	Approve Auditor Warrants	
4.3	Approve Commissioner Warrants	
5	Soil, Water and Conservation	9:10
5.1	Hire - Conservationist, Danielle Kuperus	
6	Todd County Park Board	9:15
6.1	Playground Equipment	
6.2	Dock Access Variance	
7	Facilities Committee	9:25
7.1	Hands of Hope Rental Agreement	
8	Sheriff's Department	9:30
8.1	2015-2017 Off Highway Vehicle Grant	
9	Health & Human Services	9:30
9.1	Hire to fill Child Support Officer Position	
9.2	Request to Hire Support Enforcement Aide	
9.3	Hire to Fill Eligibility Worker Position	
9.4	Resignation (Seasonal EAP Worker)	
9.5	Request to Hire Seasonal Energy Assistance Worker	
9.6	Request to Hire Energy Assistance Program Coordinator	
9.7	Hire to Fill Eligibility Worker Position (2)	
9.8	Hire to Fill Social Worker - Child Protection Position	
9.9	Request to Hire Health Education Coordinator	
9.10	Approve Drug Free Communities Grant Funding Award	
10	Commissioner Becker	9:50
10.1	Letter of Support - Broadband	
	Standing Reports	10:00
	Auditor - Treasurer Report	
	Commissioners' Report	
	Adjourn	

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-01	

Title (for publication with the Agenda): Approve September 1, 2015 Meeting Minutes	
Date of Meeting: September 15, 2015	Total time requested: 5 min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
September 1, 2015 Meeting Minutes attached	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve Meeting Minutes from September 1, 2015 as read	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
September 1, 2015*

Call to Order

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 1st day of September, 2015 at 9:00 AM. The meeting was called to order by Chairperson Kircher. The meeting was opened with the Pledge of Allegiance. All Commissioners present, with Neumann being absent.

Introduction of new staff: Danica Mazurek, GIS Department.

Approval of Agenda

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote. To approve the agenda as presented with the following changes:

1. Remove – Recruit Payroll Clerk
2. Add - Discussion – Senator Paul Gazelka, Legislative Update

Routine Business

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve meeting minutes from August 18, 2015.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the actions of the HHS Committee Meeting held August 25, 2015 in accordance with the minutes on file in the Todd County Administration Office.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants numbers 41343 thru 41465 in the amount of \$99,927.52.

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve a 1 Day Temporary On Sale Liquor License for Prairie Dusters Riding Club a/k/a Prairie Dusters Saddle Club for September 26, 2015 in Round Prairie Township at 25864 County 48, Long Prairie, MN.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by roll call vote: Kneisl, yes; Becker, yes; Erickson, yes; Kircher, yes. To approve the removal of the Special Assessment valuing \$12,210.50 from the purchase price of the tax-forfeited parcel 33-0013000 and also approve that the County General Fund will refund the Forfeited Tax Sale Fund for said expense.

On a motion by Kneisl and second by Erickson, the following resolution was introduced and adopted by unanimous vote:

TRANSFER OF FUNDS FROM GENERAL FUND TO FORFEITED TAX SALE FUND

WHEREAS, the Todd County Board of Commissioners have approved a Board Action removing the Special Assessment on parcel 33-0013000 in the amount of \$12,210.50, and;

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Todd County Board of Commissioners have agreed to reimburse the Forfeited Tax Sale Fund for the \$12,210.50 for the expenses incurred.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the transfer of the funds in the amount of \$12,210.50 from the General Fund to the Forfeited Tax Sale Fund.

On a motion by Erickson and second by Kneisl, the following resolution was introduced and adopted by unanimous vote: To approve establishment and creation of the Finance / Budget Committee and also to appoint Commissioner Barb Becker and Commissioner Randy Neumann to the Finance / Budget Committee.

South Country Health Alliance

Leota Lind, Chief Executive Office of South County Health Alliance was present and reported on the annual report and gave an update on the outcomes of the statewide procurement for managed care.

Facilities Committee

On motion by Erickson and second Becker, the following motion was introduced and adopted by unanimous vote: To approve to formally agree to relocate Hands of Hope to Main Street Government Center and allow review and adjustments to the current lease agreement to address the new office space requested.

Todd County Development Corporation

On a motion by Kneisl and second by Erickson, the following resolution was introduced and adopted by unanimous vote: To approve a letter of support for the "Long Prairie Area Broadband Project to jump Start Todd County Fiber".

Parks and Trails Budget Update: Tabled.

Public Works

On motion by Kneisl and second Becker, the following resolution was introduced and adopted by unanimous vote:

TRANSFER OF EXCESS MUNICIPAL STATE AID CONSTRUCTION FUNDS TO REGULAR STATE AID CONSTRUCTION FUNDS

WHEREAS, Minnesota Statue 162.08, Subdivision 4 (3d), provides that accumulated balances in excess of two years apportionments may be spent on projects located outside of municipalities under 5,000 population when approved solely by resolution of the county board, and;

WHEREAS, Counties having a Municipal State Aid Construction Fund Balance exceeding three years apportionments are subject to a penalty on future year apportionments, and;

WHEREAS, the current State Aid Municipal Construction Fund Account Balance indicates an excess amount of \$311,842, which would subject Todd County to a penalty reduction on the 2016 State Aid Apportionment.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners request that the Commissioner of Transportation transfer \$311,842 from the Todd County Municipal State Aid Construction Fund Account, in excess of the two years apportionment, into the Todd County Regular State Aid Construction Fund Account.

TODD COUNTY BOARD OF COMMISSIONERS

On motion by Erickson and second Kneisl, the following resolution was introduced and adopted by unanimous vote: To approve the Cooperative Construction Agreement between the County of Todd, Gordon Township, and Leslie Township concerning the project administration, project engineering, construction management, cost participation, and future maintenance of the proposed 2016 construction project on 210th Street located on the Gordon/Leslie Township Line also known as Battle Point Park Road.

Planning & Zoning

On motion by Erickson and second Becker, the following motion was introduced and adopted by unanimous vote: To approve CUP Subdivision request to create a subdivision in Section 34, Turtle Creek Township to be subdivided from Pine Island Cove to be known as "Pine Island Cove First Addition." Plat consists of Lot 1, Block 1 (59,547 sq ft) located on Pine Island Lake, RD Shoreland Zoning District. Owner: Rod and Pamela Borg. Parcel Number: 24-0057101. PINE ISLAND COVE (34-131-32) PART OF LOT 2 BLK 1 LYING E'ERLY OF DESC LINE: COMM AT NE COR OF LOT 2, NW 194.47 FT, W'ERLY 107.24 FT TO PT OF BEG, THENCE SE 253.95 FT, SE 3 FT TO SHORELINE & TERMINATING to be known as "Pine Island Cove First Addition." Approval of the plat as presented with the following conditions: 1.) Obtain permit for one RV to remain on site placed outside of the setbacks. 2.) Removed collapsed boathouse or replace with exact for exact. 3.) No establishment of easements for non-riparian lot access.

On motion by Erickson and second Kneisl, the following resolution was introduced and adopted by unanimous vote:

FINAL PLAT APPROVAL –

“LIVING WATERS MENNONITE CHURCH CEMETERY” SUBDIVISION

WHEREAS, applicant Living Waters Mennonite Church, applied to subdivide property located in Section 35 of Ward Township. Plat of "Living Waters Mennonite Church Cemetery" subdivision consisting of part of the East Half of the East half of the northeast Quarter of the North East Quarter, Section 35, Twp 131 N, Range 33 W, Ward Township, Todd County, Minnesota containing 403 burial lots.

Agriculture/Forestry -2 zoning district. Plat abuts an existing public road (275th Ave).

WHEREAS, applicants appeared before the Todd County Planning Commission at a public hearing on April 2, 2015, where this preliminary plat known as "Living Waters Mennonite Church Cemetery" subdivision was recommended to the County Board of Commissioner for approval with three conditions; and;

WHEREAS, on April 21, 2015 the Todd County Board of Commissioners approved "Living Waters Mennonite Church Cemetery" Preliminary Plat to move forward and be completed on the condition that the site be maintained by the Mennonite Church.

WHEREAS, the Planning & Zoning Department has completed the necessary final plat review and find that all items required for final plat approval have been completed.

NOW, THEREFORE BE IT RESOLVED, the final plat of "Living Waters Mennonite Church Cemetery" subdivision be approved as presented.

Soil & Water Conservation District

On motion by Kneisl and second Becker, the following motion was introduced and adopted by unanimous vote: To authorize payment of NRBG Feedlot, Wetlands, and Water Plan match amounts totaling \$55,930 to Fund 79 where those funds will be dedicated to toward implementing those programs.

TODD COUNTY BOARD OF COMMISSIONERS

Health & Human Services

On motion by Kneisl and second Becker, the following motion was introduced and adopted by unanimous vote: To approve adoption of the proposed Todd County Family Services Collaborative for Children and Families Interagency Governance Agreement as recommended by the Todd County Joint Powers Collaborative Board at their June 22, 2015 Governing Board meeting, effective January 1, 2016.

On motion by Erickson and second Becker, the following motion was introduced and adopted by unanimous vote: To approve action to dissolve membership in the now standing joint powers Todd County Collaborative Agreement with various other Todd County governmental and non-profit partners, effective at the end of the day December 31, 2015 due to the reason of cooperatively providing the same programs and services under Minnesota statutes allowing for an Interagency Agreement between the said named parties rather than by a joint powers statutory agreement.

On motion by Erickson and second Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the 2016-2017 Todd County Plan for the Administration of the Child Care Assistance Program.

On motion by Becker and second Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Energy Assistance Program Internal Controls Documentation for FFY2016.

On motion by Erickson and second Becker, the following motion was introduced and adopted by unanimous vote: To approve the temporary appointment and pay adjustment of Shirley Riski to the position of Child Support Officer retroactive to August 4, 2015. Position will revert back to Support Enforcement Aide when staffing levels permit.

On motion by Kneisl and second Becker, the following motion was introduced and adopted by unanimous vote: To approve the temporary appointment and pay adjustment of Neva Volkman to the position of Support Enforcement Aide retroactive to August 4, 2015. Position will revert back to Office Support Specialist when staffing levels permit.

On motion by Kneisl and second Erickson, the following motion was introduced and adopted by unanimous vote: To hire Candice Tepfer to fill the HHS Registered Nurse position at Grade 20, Step 4.

Human Resources

On motion by Kneisl and second Becker, the following motion was introduced and adopted by unanimous vote: To approve the resignation of Beth Shell, Payroll Clerk effective date of September 11, 2015.

Auditor-Treasurer Report

There is a Budget Work Session scheduled for September 9, 2015 at 9:00 am. The Budget Committee will be following the Work Session. 16 tax forfeited properties have sold.

Commissioners' Report

The Commissioners reported on the meetings they had attended.

TODD COUNTY BOARD OF COMMISSIONERS

Commissioner Kircher recessed the meeting until September 15, 2015, 9:00 am.

Commissioner Warrants

Commissioner Warrants

Vendor Name	Account
CENTRAL APPLICATORS INC	17,187.70
COMMISSIONER OF TRANSPORTATION	2,753.91
CRETEX CONCRETE PROD MIDWEST	4,010.56
DELL MARKETING L.P.	6,986.63
EMERGENCY AUTOMOTIVE TECH	4,491.63
M-R SIGN COMPANY INC	2,263.10
MORRISON CO PUBLIC HEALTH SERV	6,331.60
SCHOOL DISTRICT 2753	2,287.34
TRUENORTH STEEL	21,463.88
TURNKEY/THREE SQUARE MARKET	4,013.46
WIDSETH SMITH NOLTING INC	4,490.00
Payments less than 2000	23,647.71
Final Total	99,927.52

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-02	

Title (for publication with the Agenda): Approve Auditor Warrants	
Date of Meeting: 09/15/2015	Total time requested: 5 min
Department Requesting Action: Auditor Treasurer Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To Approve the Auditor Warrants number 225709 thru 225909 in the amount of \$686,697.32.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

Auditor Warrants	
Vendor	Amount
BIG BIRCH LAKE ASSOCIATION	4,035.63
LONG PRAIRIE OIL COMPANY	3,929.38
LONG PRAIRIE SANITATION INC	2,987.15
SCHOOL DISTRICT 213	10,379.82
SCHOOL DISTRICT 2170	2,008.38
SCHOOL DISTRICT 2753	7,211.86
SCHOOL DISTRICT 787	7,011.58
TOWN OF BIRCHDALE	2,014.90
TOWN OF GORDON	3,323.30
TOWN OF STAPLES	2,741.60
TOWN OF TURTLE CREEK	3,333.68
TOWN OF WARD	4,263.56
TOWN OF WEST UNION	2,584.26
VERIZON	2,045.36
Payments less than 2000	19,532.45
AMERICAN HERITAGE BANK	43,691.54
Clark Equipment Co. dba Bobcat Company	22,000.00
COMPUTER PROFESSIONALS	4,231.88
FLEET SERVICES/WEX BANK	5,722.53
GOULD/RHONDA M	2,285.00
LONG PRAIRIE OIL COMPANY	4,382.06
MN DEPT OF FINANCE	7,291.50
MORRISON COUNTY	35,120.80
Prairie Lakes Municipal Solid Waste Auth	39,551.40
WATERGUARDS, LLC	15,912.00
Payments less than 2000	12,558.56
BIG BIRCH LAKE ASSOCIATION	3,733.13
CARD SERVICES COBORNS	3,799.40
CENTRAL SPECIALTIES INC	4,845.01
GENE-O'S COUNTRYSIDE REST LLC	7,135.58
HOST EXTERIOR INC	3,500.00
MINNESOTA POWER & LIGHT	12,192.24
PETERS & CHURCHWELL	4,285.55
PICTOMETRY	18,664.29
STAPLES ADVANTAGE	3,345.21
THOMSON REUTERS - WEST	2,095.22
Payments less than 2000	8,404.20
AMERICAN HERITAGE	7,536.60
FLEET SERVICES DIVISION	12,000.00
MADDEN GALANTER HANSEN, LLP	2,466.80
TOWMASTER	92,701.29
TRAFFIC MARKING SERVICE INC	4,680.59
ZAYO ENTERPRISE NETWORKS	3,320.63
Payments less than 2000	10,673.03

BIG BIRCH LAKE ASSOCIATION	3,334.38
RESOURCE TRAINING AND SOLUTIONS	188,866.00
TODD CO AUD-TREAS	8,456.00
VERIZON	2,199.63
Payments less than 2000	8,312.36
Final Total	686,697.32

Auditor Warrants	
Vendor	Amount
BIG BIRCH LAKE ASSOCIATION	4,035.63
LONG PRAIRIE OIL COMPANY	3,929.38
LONG PRAIRIE SANITATION INC	2,987.15
SCHOOL DISTRICT 213	10,379.82
SCHOOL DISTRICT 2170	2,008.38
SCHOOL DISTRICT 2753	7,211.86
SCHOOL DISTRICT 787	7,011.58
TOWN OF BIRCHDALE	2,014.90
TOWN OF GORDON	3,323.30
TOWN OF STAPLES	2,741.60
TOWN OF TURTLE CREEK	3,333.68
TOWN OF WARD	4,263.56
TOWN OF WEST UNION	2,584.26
VERIZON	2,045.36
Payments less than 2000	19,532.45
AMERICAN HERITAGE BANK	43,691.54
Clark Equipment Co. dba Bobcat Company	22,000.00
COMPUTER PROFESSIONALS	4,231.88
FLEET SERVICES/WEX BANK	5,722.53
GOULD/RHONDA M	2,285.00
LONG PRAIRIE OIL COMPANY	4,382.06
MN DEPT OF FINANCE	7,291.50
MORRISON COUNTY	35,120.80
Prairie Lakes Municipal Solid Waste Auth	39,551.40
WATERGUARDS, LLC	15,912.00
Payments less than 2000	12,558.56
BIG BIRCH LAKE ASSOCIATION	3,733.13
CARD SERVICES COBORNS	3,799.40
CENTRAL SPECIALTIES INC	4,845.01
GENE-O'S COUNTRYSIDE REST LLC	7,135.58
HOST EXTERIOR INC	3,500.00
MINNESOTA POWER & LIGHT	12,192.24
PETERS & CHURCHWELL	4,285.55
PICTOMETRY	18,664.29
STAPLES ADVANTAGE	3,345.21
THOMSON REUTERS - WEST	2,095.20
Payments less than 2000	8,404.20
AMERICAN HERITAGE	7,536.60
FLEET SERVICES DIVISION	12,000.00
MADDEN GALANTER HANSEN, LLP	2,466.80
TOWMASTER	92,701.29
TRAFFIC MARKING SERVICE INC	4,680.59
ZAYO ENTERPRISE NETWORKS	3,320.63

Payments less than 2000	10,673.03
Final Total	475,528.93

Health & Human Services

# 878 Foster Care Provider	2,435.98
# 10746 Foster Care Provider	2,221.77
# 14051 Foster Care Procider	3,771.46
Payments less than 2000	22,827.94
Final Total	31,257.15

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150905-03	

Title (for publication with the Agenda): Approve Commissioner Warrants	
Date of Meeting: 09/15/2015	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the Commissioner Warrants number 41466 thru 41559 in the amount of \$130,794.67 and HHS Warrants in the amount of 31,257.15.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-04	

Title (for publication with the Agenda): Conservation Technician Hiring	
Date of Meeting: 9/15/15	Total time requested: 5 min
Department Requesting Action: SWCD	
Presenting Board Action/Discussion at Meeting: Tim Stieber	
Background <input type="checkbox"/> Supporting Documentation enclosed	
<p>A search process and interviews indentified a suitable candidate for the Conservation Technician position. Advertisement and interviews for this position were authorized by board action on July 21, 2015.</p> <p>In the 2015 legislative session - additional responsibilities were assigned to SWCD's along with additional resources that will cover the costs associated with this position for a minimum of two years.</p> <p>Danielle Kuperus was interviewed and an offer made and accepted for the position at Grade 18 Step 2 which equals \$16.52 per hour. She could start work September 21, 2015. Previously this position was budgeted for Grade 18 Step 8 for the remainder of 2015.</p>	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Motion to approve hiring Danielle Kuperus for Conservation Technican at Grade 18, Step 2 for SWCD to manage Buffer Initiative responsibilities.	
Financial Implications: \$	Comments
Funding Source: BWSR	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

<p>Signatures</p> <p>STATE OF MINNESOTA } COUNTY OF TODD }</p> <p>I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:</p>	Seal
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Todd County, MN Personnel Action Form



Action Requested		
Type 1	Type II	Type III
<input type="checkbox"/> Internal Post	<input type="checkbox"/> PT Status	<input type="checkbox"/> Discipline
<input type="checkbox"/> External Post	<input type="checkbox"/> FT Status	<input type="checkbox"/> Uncharacterized
<input checked="" type="checkbox"/> Hire	<input type="checkbox"/> Unpaid Leave	<input type="checkbox"/> Honorable
<input type="checkbox"/> Promote w/in Dept	<input type="checkbox"/> Paid Leave	<input type="checkbox"/> Job Desc Change
<input type="checkbox"/> Transfer Dept	<input type="checkbox"/> Medical Leave	<input type="checkbox"/> Extend Probation
<input type="checkbox"/> Create New Position	<input type="checkbox"/> Resignation	<input type="checkbox"/> End Probation
<input type="checkbox"/> Pay Change Request	<input type="checkbox"/> Termination	<input type="checkbox"/> Exit Interview
<input type="checkbox"/> Demote	<input type="checkbox"/> Retirement	<input type="checkbox"/> Other

Employee Information <i>(name not required for posting of positions)</i>			
Name: Danielle Kuperus			
Job Title: Conservation Technician			
<i>(The following is required for Type I and II action)</i>			
Fund: 605	Dept: SWCD	Program:	Service:
Comments			
<input type="checkbox"/> Supporting Documentation enclosed			
Authorization		Signature	Date
Supervisor: Tim Stieber		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	9-9-15
Department Head: Tim Stieber		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	9-9-15
County Auditor:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Board Chairperson: Dave Kircher		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Filed: <input type="checkbox"/> Supervisory <input type="checkbox"/> Personnel			

For HR use only

Date Received:	
Action taken:	
Date Returned to Supervisor:	HR Signature:
Payroll Notified: <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	

Todd County, MN Board Action Form

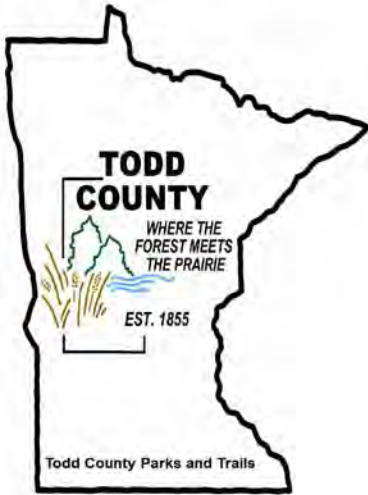


Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-05	

Title (for publication with the Agenda): Parks & Trails Topics	
Date of Meeting: 9/15/2015	Total time requested: 5 min
Department Requesting Action:	
Presenting Board Action/Discussion at Meeting:	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See attached BAF's from Todd County Park Board	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

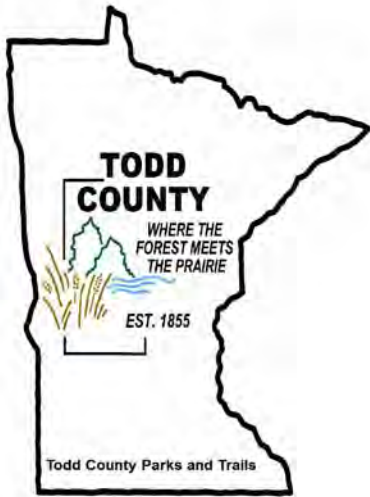


Todd County Parks and Trails Board Action Form

Action Requested	
<input checked="" type="checkbox"/> Action / Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other:

Title (for Publication with the Agenda): Battle Point Park Playground Equipment	
Date of Meeting: September 15, 2015	Total Time Requested: 5 Minutes
Department Requested for Action: Board of Commissioners	
Presenting Board Action / Discussion at Meeting: August 12, 2015 Parks & Trails Monthly Board Meeting	
Background: <input type="checkbox"/> Supporting Documentation Enclosed:	
Options: <input type="checkbox"/> Supporting Documentation Enclosed	
Recommendation: <input checked="" type="checkbox"/> The Todd County Park and Trails Board approves / Request the Following by Motion:	
Financial Implications: \$	Comments: Request \$14,000 from Parks & Trails Accrual Account for Phase 2 of the Battle Point Park Playground Equipment.
Funding Source:	
Budgeted: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Action	Voting in Favor	Voting Against
Motion by: Gloria Nokes	<input checked="" type="checkbox"/> Loken	<input type="checkbox"/> Loken
Seconded By: Kevin Langer	<input checked="" type="checkbox"/> Langer	<input type="checkbox"/> Langer
<input checked="" type="checkbox"/> Passed	<input checked="" type="checkbox"/> Christopherson	<input type="checkbox"/> Christopherson
<input type="checkbox"/> Failed	<input checked="" type="checkbox"/> Richter	<input type="checkbox"/> Richter
<input type="checkbox"/> Tabled	<input type="checkbox"/> Determan	<input type="checkbox"/> Determan
	<input type="checkbox"/> Weego	<input type="checkbox"/> Weego
	<input checked="" type="checkbox"/> Nokes	<input type="checkbox"/> Nokes



Todd County Parks and Trails Board Action Form

Action Requested	
<input checked="" type="checkbox"/> Action / Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other:

Title (for Publication with the Agenda): Dock Access Variance	
Date of Meeting: September 15, 2015	Total Time Requested: 5 Minutes
Department Requested for Action: Board of Commissioners	
Presenting Board Action / Discussion at Meeting: September 9, 2015 Parks & Trails Monthly Board Meeting	
Background: <input type="checkbox"/> Supporting Documentation Enclosed:	
Options: <input type="checkbox"/> Supporting Documentation Enclosed	
Recommendation: <input checked="" type="checkbox"/> The Todd County Park and Trails Board approves / Request the Following by Motion:	
Financial Implications: \$	Comments: Request 10 foot shoreline variance between Swimming Beach and Boat Access Floating Dock. Reason: Placement of a dock to free up the Boat Access and alleviate any safety concerns from overcrowding.
Funding Source:	
Budgeted: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Action	Voting in Favor	Voting Against
Motion by: Dave Determan	<input checked="" type="checkbox"/> Loken	<input type="checkbox"/> Loken
Seconded By: Gloria Nokes	<input type="checkbox"/> Langer	<input type="checkbox"/> Langer
<input checked="" type="checkbox"/> Passed	<input checked="" type="checkbox"/> Christopherson	<input type="checkbox"/> Christopherson
<input type="checkbox"/> Failed	<input type="checkbox"/> Richter	<input type="checkbox"/> Richter
<input type="checkbox"/> Tabled	<input checked="" type="checkbox"/> Determan	<input type="checkbox"/> Determan
	<input type="checkbox"/> Weego	<input type="checkbox"/> Weego
	<input checked="" type="checkbox"/> Nokes	<input type="checkbox"/> Nokes

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-07	

Title (for publication with the Agenda): Hands of Hope - Rental Agreement	
Date of Meeting: September 15, 2015	Total time requested: 5 minutes
Department Requesting Action: Hands of Hope	
Presenting Board Action/Discussion at Meeting: Facilities Committee	
Background <input type="checkbox"/> Supporting Documentation enclosed	
On September 1, 2015, the Todd County Board of Commissioners gave approval for Hands of Hope to move their office to Main Street Government Center to accommodate additional staff. Due to this change and due to the additional presence in the Staples office, the current rental agreement needs to be adjusted.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Accept new rental agreement as presented. Do not accept new rental agreement	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Accept new rental agreement with changes for Main Street Government Center and the additional space in Staples office.	
Financial Implications: \$ increased revenue in rental payments	Comments
Funding Source: Hands of Hope	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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Seal	

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-13	

Title (for publication with the Agenda): 2015-2017 Off Highway Vehicle (OHV) Grant	
Date of Meeting: September 15 th , 2015	Total time requested: 5 min
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting: Sheriff Don Asmus	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Three grants to be signed to accept the Off Highway Vehicle (OHV) Grant. This grant is to fund Off Highway Vehicle enforcement activities, staff training and holding ATV safety classes.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Three grants to be signed.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
The Todd County Board of Commissioners accept the 2015-2017 Off Highway Vehicle (OHV) Grant from the State of Minnesota for the amount of \$13,132.00.	
Financial Implications: \$13,132.00	Comments
Funding Source: State Grant	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
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Seal	

TODD COUNTY BOARD OF COMMISSIONERS

2015-2017 OFF HIGHWAY VEHICLE GRANT

WHEREAS, Todd County Sheriff Don Asmus has submitted the 2015-2017 Off Highway Vehicle (OHV) Grant to the Todd County Board of Commissioners, and;

WHEREAS, the Off Highway Vehicle Grant is to fund Off Highway Vehicle enforcement activities, staff training, and the holding of ATV Safety classes, and

WHEREAS, this grant awards the amount of \$13,132.00 to Todd County for the time period of July 1st, 2015 to June 30th, 2017 .

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners accept the 2015-2017 Off Highway Vehicle Grant and authorize Sheriff Don Asmus to carry out the conditions of the grant.

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-08	

Title (for publication with the Agenda): Hire to Fill Child Support Officer Position	
Date of Meeting: 09/15/2015	Total time requested: 5 min
Department Requesting Action: Health and Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Lisa Chapin	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
An opening has existed in Health and Human Services since the resignation of Tracy Pederson in July 2015. The recruitment and hiring was approved by Board Action on July 21st, 2015.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To promote Shirley Riski to fill the HHS position of Child Support Officer at Grade 18, Step 8.	
Financial Implications: \$23.844/hr Grady 18, Step 8	Comments
Funding Source: Fund 11-Social Services	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

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Seal	

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-17	

Title (for publication with the Agenda): Request to hire Support Enforcement Aide	
Date of Meeting: 09/15/2015	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Lisa Chapin	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The Support Enforcement Aide obtains accurate information, documents and collects genetic materials for use in establishing paternity and child support orders within the State of Minnesota; initiates the sanction process on child care and public assistance for uncooperative custodial parents; enters required information into the computer system to ensure data integrity and determine next case action; monitors accounts for compliance with court ordered payment plans; opens and closes cases; may maintain a specialized caseload; and performs related work as assigned.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve the request for TCHHS to recruit and hire a Support Enforcement Aide, to fill the position left vacant by the promotion of Shirley Riski.	
Financial Implications: \$14.529/hr - \$22.420/hr - Grade 17	Comments
Funding Source: 11	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures STATE OF MINNESOTA } COUNTY OF TODD } I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	Seal
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Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-10	

Title (for publication with the Agenda): Hire to Fill Eligibility Worker Position (1)	
Date of Meeting: 09/15/2015	Total time requested: 5 min
Department Requesting Action: Health and Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Lisa Chapin	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
An opening has existed in Health and Human Services since the resignation of Bobbi Jo Freie in July 2015. The recruitment and hiring was approved by Board Action on July 21st, 2015.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To promote Janel Toppari-Sovich to fill the HHS position of Eligibility Worker at Grade 17, Step 4.	
Financial Implications: \$17.913/hr Grady 17, Step 4	Comments
Funding Source: Fund 11-Social Services	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
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Seal	

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-18	

Title (for publication with the Agenda): HHS Staff Resignation (Seasonal EAP Worker)	
Date of Meeting: 09/15/2015	Total time requested: 5 min
Department Requesting Action: Health and Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Lisa Chapin	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Pat Falkowski, Seasonal EAP Worker, has informed TCHHS that she will not be returning for the FFY2016 Energy Assistance Program.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Accept the resignation of Pat Falkowski effective immediately.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

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Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-16	

Title (for publication with the Agenda): Request to hire Seasonal Energy Assistance Program Worker	
Date of Meeting: 09/15/2015	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Lisa Chapin	
Background <input type="checkbox"/> Supporting Documentation enclosed	
A part-time seasonal worker is needed to work with the Energy Assistance Program, processing applications and determining eligibility and benefit amounts. This position was left vacant by Pat Falkowski, who is not returning for the 2015/2016 EAP season. This position is funded by the Federal Energy Assistance Grant.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve the request for TCHHS to recruit and hire a Seasonal Energy Assistance Program Worker, to fill the position left vacant by the resignation of Pat Falkowski.	
Financial Implications: \$12.97/hr - \$19.831 - Grade 15	Comments
Funding Source: 11	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
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Seal	

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-14	

Title (for publication with the Agenda): Request to Hire Energy Assistance Program Coordinator	
Date of Meeting: 09/15/2015	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Lisa Chapin	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The Energy Assistance Program Coordinator administers the Energy Assistance Program including: determining eligibility of clients for programs, authorize payments to clients and vendors, provide budgetary and financial monitoring, collaborate and coordinate program with County and community resources and partners, advises Unit Manager, HHS Division Director and County Board on program policies and standards, and performs related work as assigned. Position also acts in a support and backup role to Office Support Specialist I & Office Support Specialist II positions. This position is funded in part by the Federal Energy Assistance Grant.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve the request for TCHHS to recruit and hire an Energy Assistance Program Coordinator, to fill the position left vacant by the promotion of Janel Toppari-Sovich.	
Financial Implications: \$13.776/hr - \$21.085/hr - Grade 16	Comments
Funding Source: 11	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures
STATE OF MINNESOTA COUNTY OF TODD I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:
Seal

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-09	

Title (for publication with the Agenda): Hire to Fill Eligibility Worker Position (2)	
Date of Meeting: 09/15/2015	Total time requested: 5 min
Department Requesting Action: Health and Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Lisa Chapin	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
An opening has existed in Health and Human Services since the promotion of Terri Scheve in July 2015. The recruitment and hiring was approved by Board Action on July 21st, 2015.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To promote Neva Volkman to fill the HHS position of Eligibility Worker at Grade 17, Step 5.	
Financial Implications: \$19.025/hr Grady 17, Step 5	Comments
Funding Source: Fund 11-Social Services	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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Seal	

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-11	

Title (for publication with the Agenda): Hire to fill Social Worker - Child Protection Position	
Date of Meeting: 9/1/2015	Total time requested: 5 min
Department Requesting Action: Health and Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Emily Steinert	
Background <input type="checkbox"/> Supporting Documentation enclosed	
An opening has existed in Health and Human Services since the State of MN awarded grant funds for additional Child Protection staff. The recruitment and hiring was approved by Board Action on July 7 th , 2015.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To promote David Determan to fill the HHS Social Worker - Child Protection position at Grade 20, Step 6.	
Financial Implications: \$26.416/hr	Comments
Funding Source: 11	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures

STATE OF MINNESOTA }
 COUNTY OF TODD }

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Seal

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-15	

Title (for publication with the Agenda): Request to hire Health Education Coordinator	
Date of Meeting: 09/15/2015	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Katherine Mackedanz	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The purpose of the Health Education Coordinator's position is to favorably influence overall community health status by providing comprehensive and coordinated prevention efforts. These prevention efforts are designed to facilitate healthy decisions and to prevent the risk factors that cause disease, illness and injury. This is a grant funded position.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve the request for TCHHS to recruit and hire a Health Education Coordinator, to fill the position left vacant by the promotion of David Determan.	
Financial Implications: \$16.265/hr - \$25.169/hr - Grade 19	Comments
Funding Source: 21	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150915-06	

Title (for publication with the Agenda): Approve Drug Free Communities Grant Funding Award	
Date of Meeting: September 15, 2015	Total time requested: 5 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Jackie Och/Katherine Mackedanz	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Todd County Health & Human Services in collaboration with the Todd County Citizens Against Drugs Coalition has been awarded a Drug Free Communities (DFC) grant to continue substance abuse prevention work across Todd County. This is a five year funding opportunity (October, 2015-September, 2020) and provides \$125,000 per year to support staffing, implementation of evidence-based prevention strategies and community coalition development. The DFC grant focuses on youth grades 6-12 th grade and will implement strategies across Todd County to reduce three main substances: youth alcohol, tobacco, and marijuana use.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the Drug Free Communities Grant award.	
Financial Implications: \$625,000	Comments
Funding Source: SAMHSA	
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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Seal	



DFC
 Department of Health and Human Services
 Substance Abuse and Mental Health Services Administration
 Center for Substance Abuse Prevention

Issue Date: 09/04/2015

Grant Number: 1H79SP021051-01
FAIN: SP021051

Program Director:
 Katherine Mackedanz

Project Title: Todd Co. HHS applying on behalf of the Todd Co. Citizens Against Drugs Coalition

Grantee Address	Business Address
COUNTY OF TODD Katherine Mackedanz Health & Human Services Community Planning Unit 212 2nd Ave S Long Prairie, MN 563471608	Jena Peterson Administrative Services Unit Manager Todd County Health & Human Services 212 2nd Ave S Long Prairie, MN 563471608

Budget Period: 09/30/2015 – 09/29/2016
Project Period: 09/30/2015 – 09/29/2020

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$125,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to COUNTY OF TODD in support of the above referenced project. This award is pursuant to the authority of the DFC Act 1997 (PL 105-20) reauth.PL107-82,115 STAT 814 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,

Virginia Simmons
 Grants Management Officer
 Division of Grants Management

See additional information below

SECTION I – AWARD DATA – 1H79SP021051-01

Award Calculation (U.S. Dollars)

Salaries and Wages	\$69,429
Fringe Benefits	\$27,409
Personnel Costs (Subtotal)	\$96,838
Supplies	\$2,190
Consortium/Contractual Cost	\$12,500
Travel Costs	\$8,560
Other	\$4,912
Direct Cost	\$125,000
Approved Budget	\$250,000
Federal Share	\$125,000
Non-Federal Share	\$125,000
Cumulative Prior Awards for this Budget Period	\$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$125,000

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$125,000
2	\$125,000
3	\$125,000
4	\$125,000
5	\$125,000

*Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number: 93.276
 EIN: 1416005908A1
 Document Number: 15SP21051A
 Fiscal Year: 2015

IC	CAN	Amount
SP	C96R655	\$125,000

IC	CAN	2015	2016	2017	2018	2019
SP	C96R655	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000

SP Administrative Data:

PCC: DFC / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79SP021051-01

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 1H79SP021051-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:

Additional Costs

SECTION IV – SP Special Terms and Conditions – 1H79SP021051-01

PROGRAM OVERVIEW

The Drug-Free Communities (DFC) Support Program is a collaborative effort between the Office of National Drug Control Policy (ONDCP) and the Substance Abuse and Mental Health Services Administration (SAMHSA). ONDCP issues grant awards to community coalitions through an interagency agreement with SAMHSA. According to the Drug-Free Communities Act of 1997, the purpose of DFC funding is to address two major goals: 1) establish and strengthen collaboration among communities, public and private non-profit agencies, and Federal, state, local and tribal governments to support the efforts of community coalitions, and 2) reduce substance use among youth and, over time, among adults.

While responsibility rests with the recipient for achieving the primary goals of the program, SAMHSA shall monitor and provide continuing technical assistance, consultation, and coordination in the execution of the project during the funding period. You can find additional details about the support available to you as a recipient on the program's website at <http://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program>.

In addition to these Terms and Conditions and the applicable statutes and regulations, recipients are bound by the HHS Grants Policy Statement, which can be accessed at <http://beta.samhsa.gov/grants/grants-management/policies-regulations> and all requirements in the Request for Applications (RFA) for the FY 2015 Drug-Free Communities (DFC) Support Program available at <http://www.samhsa.gov/grants/grant-announcements/sp-15-001>.

TERMS AND CONDITIONS OF AWARD

Failure to comply with the Terms and Conditions of the award may result in financial drawdown restrictions on your Payment Management System account or denial of funding in the future as outlined in the following section. Sub-recipients and contractors under grants are subject to the requirements of the cost principles otherwise applicable to their type of organization and to any requirements placed on them by the recipient to be able to comply with the Terms and Conditions

of the award. Please refer to the HHS Grants Policy Statement available at <http://beta.samhsa.gov/grants/grants-management/policies-regulations> for detailed information.

PROGRESSIVE DISCIPLINE AND APPEALS PROCESS

If for any reason you do not comply with the applicable terms, conditions, rules and regulations for the DFC Program, your grant will be subject to the Progressive Discipline and Appeals Process developed by ONDCP and SAMHSA. There are three progressive discipline actions that can be taken: 1) High Risk status, 2) Suspension, and 3) Termination. Failure to comply with special Terms and Conditions may also result in a financial drawdown restriction on your Payment Management System account or denial of funding in the future.

An overview of this plan and the complete explanation and procedures are posted on the Drug-Free Communities Support Program website at <http://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program>.

ROLES AND RESPONSIBILITIES OF THE RECIPIENT

For the purposes of the DFC Program, a "recipient" is either a coalition that has received a grant or is an outside agent that is serving as the recipient on behalf of a community coalition. The following Statutory Eligibility Requirements must be met each year while the coalition is funded by the DFC Program. Failure to meet one of these requirements is considered non-compliance with grant regulations (see Progressive Discipline and Appeals Process).

Statutory Eligibility Requirements for DFC-funded coalitions (if you are the recipient for a separate coalition, you are still responsible for ensuring all eligibility criteria are met by the coalition):

- " The coalition must have at least one representative from the required 12 sectors, as outlined in the RFA and the Drug-Free Communities Act of 1997;
- " The coalition must maintain meeting minutes that demonstrates it is a unique entity that has substantial involvement from its members and is working toward the goals of the DFC Program;
- " The coalition must address multiple (more than one) drugs in its 12-Month Action Plan for each year of funding;
- " The coalition must have as its principal mission the reduction of youth substance use;
- " The coalition has not received 10 years of DFC funding; and
- " The coalition must capture and provide specific data as required by the DFC National Evaluation team.

Statutory Eligibility Requirements for all DFC Recipients (coalitions or outside agents):

- " The recipient must be an entity eligible to receive Federal funds;
 - " The recipient must not request more than \$125,000 per year;
 - " The recipient must document the level of non-Federal match defined in the DFC Act;
- and
- " The recipient can only be awarded one DFC Grant at a time.

Other Requirements for all DFC Recipients (coalitions or outside agents):

- " The recipient must continue implementing the specific goals and objectives outlined in their approved application for DFC funding. The recipient must develop a funding plan that ensures (1) the required match of requested Federal funds and (2) solicitation of substantial financial support from non-Federal sources for sustainability purposes.
- " The lead "key" personnel (Program Director/Project Coordinator) of the DFC-funded coalition must participate in the DFC Me system (<https://dfcme.ondcp.eop.gov/>) so that he/she receives information from ONDCP DFC Staff on a timely basis (see Special Term #7 below for more details).
- " The recipient must use the Strategic Prevention Framework (SPF), a five-step evidence based process for community planning and decision making.
- " The recipient must plan and implement the appropriate environmental strategies as part of their comprehensive 12-Month Action Plan.

Requirements for Recipients in Year 3 and 7:

The coalition must submit via email a Sustainability Plan to the Government Project Officer (GPO) within 60 days of the start of years 3 and 7 of DFC funding. The GPO will review and provide the coalition with feedback on their plan within 30 days of receipt.

RESTRICTIONS ON RECIPIENT LOBBYING

(c) Title 18 > Part I > Chapter 93 > Section 1913: No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his/her request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute as a violation of section 1352 (a) of title 31.

SPECIAL TERMS OF AWARD

1. The recipient must receive and expend non-Federal matching funds as required in the Request for Applications (RFA) and the Drug-Free Communities Act. In-kind support (i.e., donations, volunteer time, etc.) may also be used to satisfy the match requirement.

2. The recipient must comply with the DFC National Evaluation requirements. ONDCP requires all recipients to collect core measures data specific to the geographic area designated in the approved application. The core measures data collection size must be sufficient to provide an accurate and meaningful statistical representation of the people being surveyed in each of the geographical areas served by the coalition.

Data for the following four core measures must be collected and reported every two years on alcohol, tobacco, marijuana, and prescription drugs for three grades (6th-12th) with a recommended combination of at least one middle school grade and at least one high school grade:

1. Past 30-day use
2. Perception of risk or harm
3. Perception of parental disapproval of use
4. Perception of peer disapproval of use

The recipient is responsible for providing these core measures data every two years on or before the deadline established for each reporting period as highlighted on the program website at <http://www.whitehouse.gov/ondcp/information-for-current-grantees>.

Failure to meet established deadlines could result in the GPO placing the grantee on High-Risk status, which could lead to an eventual suspension or termination of the grant for failure to comply with reporting requirements. ONDCP reserves the right to change measures for effective and meaningful evaluation of the program.

3. When requested, the recipient must develop a Corrective Action Plan (CAP) and complete the approved plan within the designated timeframe designated by the GPO. The Corrective Action Plan must be designed to address identified deficiencies in performance and/or in the conditions contributing or causing the identified unsatisfactory performance.

4. Recipients are required to adhere to all the sections of the Roles and Responsibilities of Grantees as outlined in earlier sections of the Notice of Award (NoA).
5. The recipient must continue to meet the Statutory Eligibility Requirements, as required by the original Request for Applications and the Drug-Free Communities Act during each year of funding.
6. Requests to carryover funds from one fiscal year to another are due to the GMO by the first Monday in February. All such requests must include a copy of the coalition meeting minutes showing coalition approval of the request.
7. The lead "key" personnel (Program Director/Project Coordinator) of the DFC-funded coalition must participate in the DFC Me system (<https://dfcme.ondcp.eop.gov/>), so that he/she receives information from ONDCP DFC Staff on a regular basis. This includes submitting the lead paid staff's contact information, as well as the contact information of one member from each of the required 12 sectors. The lead paid staff should discuss the use of the DFC Me system with sector members chosen to represent each sector, so that they understand their role in distribution of information sent to them. Information sent to specific sectors will always be sent to the "key" personnel.
8. The DUNS number recipients use on their application must be registered and active in the System for Award Management (SAM) which can be accessed at <https://www.sam.gov>. Recipients must update their SAM information at least every 12 months to maintain an active account.
9. Financial Capability Review (FCR): The Office of Financial Advisory Services (OFAS), SAMHSA is currently conducting a review of your organization's financial management system. If the review discloses material weaknesses or other financial management concerns, grant funding may be restricted in accordance with 45 CFR 75/ 2 CFR 200, as applicable. The restriction will affect the draw-down of funds from your organization's Payment Management Services account; subject to the review of the Office of Financial Advisory Services (OFAS) and the approval of the applicable grants Management Specialist and Government Project Officer.

STANDARD TERMS OF AWARD

1. As required by the Federal Funding Accountability and Transparency Act of 2006, this new award is subject to the subaward and executive compensation reporting requirement of 2 CFR Part 170. Although the full text of this regulation is attached, you may access the language online at <https://www.fsr.gov/> .
The following SAMHSA Term of Award is applicable to all (Type 1) new SAMHSA grants which start on or after Oct. 1, 2010. At this time, Type 2s (competing renewals) and Type 3s (competing supplements) are not included, but may be subject to this requirement in the future:
 1. Reporting Subawards and Executive Compensation
 1. Reporting of first-tier subawards.
 2. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
 2. Where and when to report.
 - i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsr.gov>.
 - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
 3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsr.gov> specify.
 - a) Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if-
 - I. the total Federal funding authorized to date under this award is \$25,000 or more;
 - II. in the preceding fiscal year, you received-

- A. 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

- B. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

- C. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

- i. As part of your registration profile, you must access the System for Award Management (SAM) at: <https://www.sam.gov/portal/public/SAM/>.

- ii. By the end of the month following the month in which this award is made, and annually thereafter.

- c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if-

- i. in the subrecipient's preceding fiscal year, the subrecipient received-

- (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

- (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

- ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.

- ii. By the end of the month following the month during which you make the subaward.

For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

- d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards,

and

- ii. The total compensation of the five most highly compensated executives of any

subrecipient.

- e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
2. Executive means officers, managing partners, or any other employees in management positions.
3. Subaward:
- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. II.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
4. Subrecipient means an entity that:
- i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
- i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax-qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

2. Indirect Cost Rates: §200.414/§75.414

(f) In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200/Appendix VII to part 75 -States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in §200.403/§75.403 FACTORS AFFECTING ALLOWABILITY OF COSTS, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

(g) Any non-Federal entity that has a current federally negotiated indirect cost rate may apply for a one-time extension of the rates in that agreement for a period of up to four years. This extension will be subject to the review and approval of the cognizant agency for indirect costs. If an extension is granted the non-Federal entity may not request a rate review until the extension period ends. At the end of the 4-year 5 extension, the non-Federal entity must re-apply to negotiate a rate. Subsequent one-time extensions (up to four years) are permitted if a renegotiation is completed between each extension request.

3. Mandatory disclosures.

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 31 U.S.C. 3321).

4. English Language

All Federal financial assistance announcements and Federal award information must be in the English language. Applications must be submitted in the English language and must be in the terms of U.S. dollars. If the Federal awarding agency receives applications in another currency, the Federal awarding agency will evaluate the application by converting the foreign currency to United States currency using the date specified for receipt of the application.

5. Non-Federal entities may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the non-Federal entity's employees who are working on the Federal award are not fluent in English, the non-Federal entity must provide the Federal award in English and the language(s) with which employees are more familiar.

6. The Division of Grants Management created a Public Assistance (P) Account in the Division of Payment Management's (DPM) Payment Management System to provide a separate accounting of Federal funds per SAMHSA grant. When discussing your account with the DPM's Account Representative, provide the document number identified on Page 2 of the Notice of Award under Section I - AWARD DATA, Fiscal Information.

7. As the recipient organization, you acknowledge acceptance of the grant Terms and Conditions by drawing down or otherwise obtaining funds from the Payment Management System. In doing so, your organization must ensure that you exercise prudent stewardship over Federal funds and that all costs are allowable, allocable and reasonable.

8. The Department of Health and Human Services' (HHS), Office of General Counsel (OGC) has provided guidance on how the lobbying restrictions in the Fiscal Year 2012 Consolidated Appropriations Act (CAA, 2012) will affect HHS programs. Section 503 of the Labor, HHS, and Education Appropriation Act (Division F of the CAA, 2012) is the most comprehensive provision focused on lobbying restrictions. Recent changes to this section may have implications for SAMHSA and its grantees. Language provided by OGC, below provides specific guidance on: agency actions; grantee lobbying; tax increases and other restrictions on legal consumer products; and clarification of Internal Revenue Code provisions.

Section 503 - Agency Actions

a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

Section 503(b) - Recipient and Contractor Lobbying

b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

9. Grant funds cannot be used to supplant current funding of existing activities. Under the HHS Grants Policy Directives, 1.02 General-Definition: Supplant is to replace funding of a recipient's existing program with funds from a Federal grant.

10. The recommended future support as indicated on the NoA reflects total costs (direct plus indirect). Funding is subject to the availability of Federal funds, the demonstration of matching funds, and acceptable documentation of the progress of the grant.

11. Confidentiality of Alcohol and Drug Abuse Patient Records regulations (42 CFR 2) are applicable to any information about alcohol and other drug abuse patients obtained by a program (42 CFR 2.11) if the program is Federally-assisted in any manner (42 CFR 2.12b). Accordingly, all project patient records are confidential and may be disclosed and used only in accordance with (42 CFR 2). The grantee is responsible for assuring compliance with these regulations and principles, including responsibility for assuring the security and confidentiality of all electronically transmitted patient material.

12. Accounting Records and Disclosure: Awardees and sub-recipients must maintain records which adequately identify the source and application of funds provided for financially assisted activities. These records must contain information pertaining to grant or sub-grant awards matching funds and in-kind support, and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. The awardee, and all its sub-recipients, should expect that SAMHSA, or its designee, may conduct a financial compliance audit and on-site program review of grants with significant amounts of Federal funding. Please reference the Reporting Requirements section for Audit Requirements.

13. Per (45 CFR 75) and the HHS Grants Policy Statement, any copyrighted or copyrightable works developed under this cooperative agreement/grant shall be subject to a royalty-free, non-exclusive and irrevocable license to the government to reproduce, publish, or otherwise use them and to authorize others to do so for Federal government purposes. Income earned from any copyrightable work developed under this grant must be used as program income.

14. A notice in response to the President's Welfare-to-Work Initiative was published in the Federal Register on May 16, 1997. This initiative is designed to facilitate and encourage grantees and their sub-recipients to hire welfare recipients and to provide additional needed training and/or mentoring as needed. The text of the notice is available electronically on the OMB home page at <http://www.whitehouse.gov/omb/fedreg/omb-not.html>.

15. Program income accrued under this award may be used in accordance with the additional costs alternative described in (45 CFR 75.307 (e)(2)) as applicable. Program income must be used to further the grant objectives and shall only be used for allowable costs as set forth in the applicable OMB Circulars A-102 ("Grants and Cooperative Agreements with State and Local Governments") and A-110 ("Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations").

Program income must be used to further the grant objectives and shall only be used for allowable costs as set forth in the applicable OMB Circulars A-102 (Grants and Cooperative Agreements with State and Local Governments) and A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations). Any other use of program income (such as to meet match requirements) must have prior approval from the Division of Grants Management.

16. Actions that require prior approval must be submitted in writing to the GMO and copy the GPO. The request must bear the signature of the authorized business official of the grantee organization as well as the Program Director. Approval of the request may only be granted by the GMO and will be in writing. No other written or oral approval should be accepted and will not be binding on SAMHSA. Post-award requirements and instructions may be found at www.samhsa.gov then click on "grants", then "grants management".

17. The recipient is required to notify the Government Program Official (GPO) in writing if the Program Director (PD) or "key" personnel specifically named in the NoA will withdraw from the project entirely, be absent from the project during any continuous period of 3 months or more, or reduce time devoted to the project by 25 percent or more from the level that was approved at the time of award (for example, a proposed change from 40 percent effort to 30 percent or less effort). SAMHSA must approve any alternate arrangement proposed by the recipient, including any replacement of the PD or "key" personnel named in the NoA.

The request for approval of a substitute PD/"key" personnel should include a justification for the change, the biographical sketch of the individual proposed, other sources of support (if applicable), and any budget changes resulting from the proposed change. If the arrangements proposed by the recipient, including the qualifications of any proposed replacement, are not acceptable to SAMHSA, the grant may be suspended or terminated. If the recipient wants to terminate the project because it cannot make suitable alternate arrangements, it must notify the GMO, in writing, of its wish to terminate, and the GMO will forward closeout instructions. "Key" personnel (or "key" personnel positions, if staff has not been selected) is listed below:

Katherine Mackedanz, Program Director @ 10% level of effort
David Determan Project Coordinator @ 100% level of effort

All changes in "key" personnel including level of effort must be sent electronically to the GPO, including a biographical sketch and other documentation and information as stated above who will make a recommendation for approval or disapproval to the assigned Grants Management Specialist (GMS). Only the GMO may approve "key" personnel changes.

18. Refer to the NoA under Section II (Payment/Hotline Information) regarding the Payment Management System and the HHS Inspector General's Hotline concerning fraud, waste or abuse.

19. As the recipient organization, you acknowledge acceptance of the grant Terms and Conditions by drawing or otherwise obtaining funds from the Payment Management System. In doing so, your organization must ensure that you exercise prudent stewardship over Federal funds and that all costs are allowable, allocable and reasonable.

20. No HHS funds may be paid as profit (fees) per (45 CFR Part 75.215 (b)).

21. Where a conference is funded by a grant or cooperative agreement the recipient must include the following statement on all conference materials (including promotional materials, agenda, and internet sites):

Funding for this conference was made possible (in part) by (insert grant or cooperative agreement award number) from ONDCP and SAMHSA. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Office of National Drug Control Policy or the Department of Health and

Human Services; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

22. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to: <http://www.samhsa.gov/grants/grants-management/policies-regulations/additional-directives>.

23. Recipients must comply with the requirements of the National Historical Preservation Act and EO 13287, Preserve America. The HHS Grants Policy Statement provides clarification and uniform guidance regarding preservation issues and requirements (pages I-20, "Preservation of Cultural and Historical Resources). Questions concerning historical preservation, please contact SAMHSA's Office of Program Services, Building, Logistics and Telecommunications Branch at 240-276-1001.

24. Executive Order 13410: Promoting Quality and Efficient Health Care in Federal Government Administered or Sponsored Health Care Programs promotes efficient delivery of quality health care through the use of health information technology, transparency regarding health care quality and price, and incentives to promote the widespread adoption of health information technology and quality of care. Accordingly, all grantees that electronically exchange patient level health information to external entities where national standards exist must:

" Use recognized health information interoperability standards at the time of any Health Information Technology (HIT) system update, acquisition, or implementation, in all relevant information technology systems supported, in whole or in part, through this agreement/contract. Please consult <http://www.healthit.gov> for more information.

" Use Electronic Health Record systems (EHRs) that are certified by agencies authorized by the Office of the National Coordinator for Health Information Technology (ONC), or that will be certified during the life of the grant. For additional information contact: Jim Kretz at 240-276-1755 or Jim.Kretz@samhsa.hhs.gov; Kathryn Wetherby at 240-276-2899 or Kathryn.Wetherby@samhsa.hhs.gov. Questions and issues may be raised on SAMHSA's HIT Forum at <http://cmhbbs.samhsa.gov/>.

25. If Federal funds are used by the grantee to attend a meeting, conference, etc. and meal(s) are provided as part of the program, then the per diem applied to the Federal travel costs (M&IE allowance) must be reduced by the allotted meal cost(s).

26. By signing the Standard Form 424 application face page in Item #21, the Authorized Representative (AR) certifies (1) to the statements contained in the list of certifications* and (2) provides the required assurances* and checking the I AGREE box provides SAMHSA with the AR's agreement of compliance. It is not necessary to submit signed copies of these documents, but should be retained for your records.

*The documents are available on the SAMHSA website at <http://beta.samhsa.gov/grants/applying/forms-resources> or contained within the Request for Applications (RFA).

REPORTING REQUIREMENTS

Semi-Annual Progress Reports:

1. The DFC Semi-Annual Progress Reports, submitted through the DFC Me system, are completed twice a year in February and August. Completion of the DFC Semi-Annual Progress Report requires in part that DFC grantees report activity data within each strategy type. DFC Recipients may enter activity data into the DFC Me system throughout the reporting period as activities are completed. DFC Recipients are NOT required to report the core measures during every reporting period. It is the responsibility of the grantee to know when core measure data is required and to enter it at the proper time (every two years starting with baseline collection year). DFC Me Reports for all FY 2015 Year 1 and Year 6 grantees are due on the following dates:

February 2016

August 2016

All Year 1 recipients will report baseline core measure data in February 2016. This is the data provided in your initial application to the DFC Program or the most recent core measure data available to you. Year 1 recipients will not report core measures data again until February 2018. Year 6 recipients who received continuous funding between Years 5 and 6 will remain on the core measure reporting schedule established in the first five years of DFC funding. Year 6 recipients that have not had sequential years of DFC funding will need to speak with the DFC National Evaluation Team to determine when to report core measures.

Annual Coalition Classification Tool:

2. In addition, all DFC Recipients must complete the Coalition Classification Tool (CCT) once per year:

August 2016

Financial Reports:

3. The Federal Financial Report (FFR), Standard Form 425 (SF-425) is required on an annual basis and must be submitted for each budget period on the report due date(s) schedule after the close of the 12- month budget period. The FFR is required for each 12-month period, regardless of the overall length of the approved extension period authorized by SAMHSA. In addition, a final FFR is due within 90 days after the end of the extension.

The FFR must be submitted no later than:

Monday, January 30, 2017

a) NOTE: SINGLE GRANT REPORTING IS REQUIRED FOR EACH SAMHSA PROJECT AS STATED ON THE FFR (#10 d-o). Do not include any amount in Line 10f that has been reported in Line 10e. If applicable, include the required match on this form under Recipient Share (#10 i-k) and Program Income (l-o) in order for SAMHSA to determine whether matching is being provided and the rate of expenditure is appropriate. Adjustments to the award amount, if necessary, will be made if the grantee fails to meet the match.

b) The FFR must be prepared on a cumulative basis and all program income must be reported.

c) If your organization intends to automatically carryover an unobligated balance of funds from the prior year(s) up to 10 percent of the federal share as reflected in the current Notice of Award, it must be stated in the Remarks section (#12) of the FFR. The subsequent FFR must reflect the actual carryover amount in the Remarks section (#12) also. If the actual carryover amount exceeds the 10 percent threshold, the excess grant funds must be returned. SAMHSA reserves the right to change and/or suspend the practice of permitting grantees to automatically carryover unobligated balances of funds without prior approval.

d) When submitting the FFR to SAMHSA, the amounts reported under Transactions (#10 a-c) to the (DPM), must equal or be reconciled with the Federal Expenditures and Unobligated Balance reported in (#10d-h). The FFR may be accessed from the following website at http://www.whitehouse.gov/omb/grants_forms including instructions. The data can be entered directly on the form and the system will calculate the figures, then it can be printed and mailed to this office.

4. Audit requirements for Federal award recipients are detailed at

http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf.

Specifically, non-Federal entities that expend a total of \$500,000 or more in Federal awards, during each Fiscal Year, are required to have an audit completed in accordance with OMB Circular A-133. The Circular defines Federal awards as Federal financial assistance (grants) and Federal cost-reimbursement (contracts) received both directly from a Federal awarding agency as well as indirectly from a pass-through entity and requires entities submit, to the Federal Audit Clearinghouse (FAC), a completed Data Collection Form (SF-SAC) along with the Audit Report, within the earlier of 30 days after receipt of the report or nine months after the fiscal year end.

1. Submission of the Federal Cash Transactions Report PSC 272 is due 45 days after the end of each fiscal quarter. This Division of Payment Services report is completed on-line. To access the information and review the exact due dates go to <http://www.dpm.psc.gov/>

2. The recipient must comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the RFA or by the Program Official. This information is needed in order to comply with PL 102-62 which requires that SAMHSA report evaluation data to ensure the effectiveness and efficiency of its programs. Please contact your Program Official for additional submission information.

The Data Collection Forms and Audit Reports MUST be submitted to the FAC electronically at <http://harvester.census.gov/fac/collect/ddeindex.html>. For questions and information concerning the submission process, please visit <http://harvester.census.gov/sac/> or call the FAC 1-800-253-0696.

Failure to comply with the above stated Terms and Conditions may result in suspension, classification as High Risk status, termination of this award, or denial of funding in the future. All previous Terms and Conditions remain in effect until specifically approved and removed by the Grants Management Officer.

All responses to special Terms and Conditions of award and post-award requests must be electronically mailed to the Division of Grants Management Specialist and to the Government Project Officer as identified on your Notice of Award.

It is essential that the Grant Number be included in the SUBJECT line of the email.

CONTACTS

All responses to Terms and Conditions of award and post-award requests must be mailed to the Division of Grants Management, Office of Financial Resources (OFR), SAMHSA below:

For Regular Delivery:
Division of Grants Management
OFR, SAMHSA
1 Choke Cherry Road, Room 7-1091
Rockville, MD 20857

For Overnight or Direct Delivery:
Division of Grants Management
OFR, SAMHSA
1 Choke Cherry Road, Room 7-1091
Rockville, MD 20850

Charlotte Olson, Program Official

Phone: (240) 276-2541 **Email:** charlotte.olson@samhsa.hhs.gov

Karen Warner, Grants Specialist

Phone: 240-276-1426 **Email:** karen.warner@samhsa.hhs.gov **Fax:** 240-276-1430

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 2015015-12	

Title (for publication with the Agenda): Letter of Support - Broadband Project - Century Link	
Date of Meeting: 9/15/2015	Total time requested: 5 min
Department Requesting Action: Todd County Development Corporation	
Presenting Board Action/Discussion at Meeting: Commissioner Becker	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Approve a letter of support for the Broadband Project for Century Link.	
Financial Implications: \$0	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD } I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

September 11, 2015

Minnesota DEED
Office of Broadband Development
1st National Bank Building
332 Minnesota Street, Suite E200
St. Paul, MN 55101

Dear Grant committee:

I am Commissioner for District 1 in Todd County and am submitting this letter of support for CenturyLink to provide broadband internet service to unserved areas in my district.

The project area contains 350 living units of which 30 are currently served by CenturyLink broadband. As a rural county in Minnesota, many areas in my district experience poor to no broadband coverage. Unfortunately, without adequate broadband coverage and connectivity speed, our area citizens, agricultural producers and businesses are at a competitive disadvantage in the local, regional and global marketplace. We understand that this project will provide 10/1 broadband speed (10 MB download/1Mb upload) and encourage CenturyLink to provide 25/3 (State level) service.

I fully support CenturyLink's efforts in providing broadband internet service in this project area of Todd County.

Sincerely,

Commissioner Barb Becker
25089 430th Street
Browerville MN 56438
(218) 894-1493

September 15, 2015

Minnesota DEED
Office of Broadband Development
1st National Bank Building
332 Minnesota Street, Suite E200
St. Paul, MN 55101

Dear Grant committee:

The Todd County Board of Commissioners is submitting this letter of support for CenturyLink to provide internet service in an unserved area south of Staples.

The project area contains 350 living units of which 30 are currently served by CenturyLink broadband. As a rural county in Minnesota, this area experiences poor to no broadband coverage. Unfortunately, without adequate broadband coverage and connectivity speed, our area citizens, agricultural producers and businesses are at a competitive disadvantage in the local, regional and global marketplace. We understand that this project will provide 10/1 broadband speed (10 MB download/1Mb upload) and encourage CenturyLink to consider providing 25/3 (State level) service.

Todd County Board of commissioners fully supports CenturyLink's efforts in providing broadband internet service in this project area and all rural areas of Todd County.

Sincerely,

David Kircher, Board Chairman
Todd County Board of Commissioners