



# Minnesota Department of Human Services Grant Contract

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This Grant Contract, and all amendments and supplements to the contract (“CONTRACT”), is between the State of Minnesota, acting through its Department of Human Services, Homelessness, Housing, and Support Services Division (“STATE”) and Care and Share Crookston, Inc., an independent grantee, not an employee of the State of Minnesota, located at 220 E Third St, Crookston, MN 56716 (“GRANTEE”).

## RECITALS

STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) has authority to enter into contracts for the following services: to provide emergency shelter, drop-in/day shelter or street outreach for individuals and families experiencing homelessness with funding from the Emergency Services Program.

GRANTEE represents that it is duly qualified and willing to perform the services set forth in this CONTRACT to the satisfaction of STATE.

THEREFORE, the parties agree as follows:

## CONTRACT

### 1. CONTRACT TERM AND SURVIVAL OF TERMS.

**1.1. Effective date:** This CONTRACT is effective on 7/1/2025, or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

**1.2. Expiration date.**

This CONTRACT is valid through 06/30/2027, or until all obligations set forth in this CONTRACT have been satisfactorily fulfilled, whichever occurs first.

**1.3. No performance before notification by STATE.** GRANTEE may not begin work under this CONTRACT, nor will any payments or reimbursements be made, until all required signatures have been obtained per Minn. Stat. § 16B.98, subd. 7, and GRANTEE is notified to begin work by STATE's Authorized Representative.

**1.4. Survival of terms.** GRANTEE shall have a continuing obligation after the expiration or termination of CONTRACT to comply with the following provisions of CONTRACT: Indemnification;

Information Privacy and Security; Intellectual Property Rights; Publicity; Ownership of Equipment; State audit; and Jurisdiction and Venue.

**1.5. Time is of the essence.** GRANTEE will perform its duties within the time limits established in CONTRACT unless it receives written approval from STATE. In performance of CONTRACT, time is of the essence.

## **2. GRANTEE'S DUTIES.**

**2.1. Duties.** GRANTEE shall perform duties in accordance with **Attachment A**, Work Plan, which is attached and incorporated into this CONTRACT.

- a. Cooperate in the STATE's fiscal and program monitoring activities and implement and comply with such remedial action as is proposed by the STATE in a timely manner.

### **2.2. Grant Progress Reports.**

The GRANTEE shall comply with STATE Grant Progress Report requirements pursuant to OGM Policy 08-09, which include but are not limited to:

1. Participation in Minnesota's Homeless Management Information System (HMIS), including entering program-related data (unless a waiver is granted by the STATE).
  - a. If a GRANTEE meets the definition of "victim service provider" as defined at 24 C.F.R. 576.2, then the GRANTEE is prohibited from entering any data into the Minnesota's Homeless Management Information System (HMIS) and is granted a waiver by the STATE.
2. Submitting Annual Consolidated Annual Performance and Evaluation Report (generated in HMIS) in the format and containing the content established by the STATE. Unless otherwise notified by the STATE, the Annual Reports are due August 15<sup>th</sup> of each year, covering the prior twelve months (July 1-June 30).
3. If a waiver is granted by the STATE to enter program-related data in Minnesota's Homeless Management Information System (HMIS), the GRANTEE shall:
  - a. Enter program-related data in an alternative ESP Report Template for Non-HMIS Providers (provided by the STATE).
  - b. Submit this alternative ESP Report Template for Non-HMIS Providers (containing the content format established by STATE) by the dates listed below (Unless otherwise notified by STATE):
    - ESP Annual Reports are due August 15<sup>th</sup> of each year, covering the prior twelve months (July 1-June 30).

**2.3. Accessibility.** Any information systems, tools, content, and work products produced under this CONTRACT, including but not limited to software applications, web sites, video, learning modules,

webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the [State of Minnesota Accessibility Standard](#),<sup>1</sup> as updated on July 1, 2024. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 (Level AA) and Section 508 of the Rehabilitation Act of 1973.

Information technology deliverables and services offered must comply with the State of Minnesota Accessibility Standard and any documents, reports, communications, etc. contained in an electronic format that GRANTEE delivers to or disseminates for the STATE must be accessible. (The relevant requirements are contained under the “Standards” tab at the link above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment pursuant to clause 3.2(a) of CONTRACT.

### **3. CONSIDERATION AND TERMS OF PAYMENT.**

**3.1. Consideration.** STATE will pay for all services satisfactorily provided by GRANTEE under this CONTRACT.

**a. Compensation.**

1. GRANTEE will be paid in accordance with **Attachment B**, Budget, which is attached and incorporated into this CONTRACT.
2. Budget Modification.
  - a. GRANTEE must obtain STATE written approval before changing any part of the budget.
  - b. Notwithstanding Clause 19.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of that budget year total and does not change the total obligation amount.
  - c. If GRANTEE’s approved budget changes proceed without an amendment pursuant to this clause, GRANTEE must record the budget change in EGMS or on a form provided by STATE.

**b. Travel and subsistence expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of GRANTEE's performance under this CONTRACT shall be no greater an amount than provided in the most current [Commissioner’s Plan, Chapter 15](#).<sup>2</sup> GRANTEE shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.

**c. Total obligation.** The total obligation of STATE for all compensation and reimbursements to GRANTEE shall not exceed **two hundred fifty thousand dollars (\$250,000.00)**.

**d. Withholding.** For compensation payable under this CONTRACT, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by STATE as required.

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<sup>1</sup> <https://mn.gov/mnit/about-mnit/accessibility/>

<sup>2</sup> <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>

### **3.2. Terms of payment**

- a. Invoices.** Payments shall be made by STATE promptly after GRANTEE submits an invoice for services performed and the services have been determined acceptable by STATE's authorized agent pursuant to Clause 4.1. Invoices shall be submitted in a form prescribed by STATE, if applicable, and according to the following schedule: **Each month GRANTEE shall submit an Expenditure Report to Enterprise Grant Management System (EGMS) to request reimbursement and report expenditures.** If STATE does not prescribe a form, GRANTEE may submit invoices in a mutually agreed invoice format.
- b. Federal funds. Not applicable.**

## **4. CONDITIONS OF PAYMENT.**

**4.1. Satisfaction of STATE.** All services provided by GRANTEE pursuant to this CONTRACT shall be performed to the satisfaction of STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules, and regulations including business registration requirements of the Office of the Secretary of State. GRANTEE shall not receive payment for work found by STATE to be unsatisfactory, or performed in violation of federal, state, or local law, ordinance, rule, or regulation, or if GRANTEE has failed to provide Grant Progress Reports pursuant to Clause 2.2, or if the Progress Reports are determined to be unsatisfactory.

**4.2. Payments to subcontractors.** (If applicable) As required by Minn. Stat. § 16A.1245, GRANTEE must pay all subcontractors, within ten (10) calendar days of GRANTEE's receipt of payment from STATE for undisputed services provided by the subcontractor(s) and must pay interest at the rate of 1-1/2 percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

**4.3. Administrative costs and reimbursable expenses.** Pursuant to Minn. Stat. § 16B.98, subd. 1(a), GRANTEE agrees to minimize administrative costs as a condition of this grant. GRANTEE shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq. GRANTEE shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If GRANTEE receives funds from a source other than STATE in exchange for services, then GRANTEE may not receive payment from STATE for those same services. GRANTEE shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.

### **4.4. Unexpended Funds.**

GRANTEE must promptly return to the STATE any unexpended funds that have not been accounted for annually in a financial report to the STATE due at grant closeout.

## **5. PAYMENT RECOUPMENT.**

GRANTEE must reimburse STATE upon demand or STATE may deduct from future payments under this CONTRACT or future CONTRACTS the following:

- a. Any amounts received by GRANTEE from the STATE for contract services that have been inaccurately reported or are found to be unsubstantiated;
- b. Any amounts paid by GRANTEE to a subcontractor not authorized in writing by STATE;
- c. Any amount paid by STATE for services which either duplicate services covered by other specific grants or contracts, or amounts determined by STATE as non-allowable under the line-item budget, clause 3.1.a.;
- d. Any amounts paid by STATE for which GRANTEE'S books, records and other documents are not sufficient to clearly substantiate that those amounts were used by GRANTEE to perform contract services, in accordance with clause 2, GRANTEE'S Duties; and/or
- e. Any amount identified as a financial audit exception.

## **6. TERMINATION.**

### **6.1. Termination by the State.**

- a. **Without cause.** STATE may terminate this CONTRACT without cause, upon 30 days' written notice to GRANTEE. Upon termination, GRANTEE will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- b. **Termination for Cause.** STATE may immediately terminate this CONTRACT if the STATE finds that there has been a failure to comply with the provisions of the CONTRACT, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. STATE may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

### **6.2. Termination by the Commissioner of Administration.**

In accord with Minn. Stat. § 16B.991, subd. 2, the Commissioner of Administration may unilaterally terminate this CONTRACT if further performance under the CONTRACT would not serve agency purposes or is not in the best interest of the STATE.

**6.3. Insufficient funds.** STATE may immediately terminate this CONTRACT if it does not obtain funding from the Minnesota Legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written notice to GRANTEE. STATE is not obligated to pay for any services that are provided after the effective date of termination. GRANTEE will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. STATE will not be assessed any penalty if the CONTRACT is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. STATE must provide GRANTEE notice of the lack of funding within a reasonable time of STATE'S receiving that notice.

**6.4. Breach.** Notwithstanding clause 6.1, upon STATE'S knowledge of a curable material breach of the CONTRACT by GRANTEE, STATE shall provide GRANTEE written notice of the breach and ten (10) days to cure the breach. If GRANTEE does not cure the breach within the time allowed, GRANTEE will be in default of this CONTRACT and STATE may terminate the CONTRACT immediately thereafter. If GRANTEE

has breached a material term of this CONTRACT and cure is not possible, STATE may immediately terminate this CONTRACT.

**6.5. Conviction relating to a state grant.** In accord with Minn. Stat. § 16B.991, subd. 1, this CONTRACT will immediately be terminated if the recipient is convicted of a criminal offense relating to a state grant agreement.

## **7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.**

**7.1. State.** STATE's authorized representative for the purposes of administration of this CONTRACT is **Andrea Simonett** or successor. Phone and email: **612-431-6327** and **andrea.simonett@state.mn.us**. This representative shall have final authority for acceptance of GRANTEE's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 3.2.

**7.2. Grantee.** GRANTEE's Authorized Representative is **Carolina Diaz** or successor. Phone and email: **218-281-2644** and **carolina@careandsharecrk.org**. If GRANTEE's Authorized Representative changes at any time during this CONTRACT, GRANTEE must immediately notify STATE.

**7.3. Information Privacy and Security.** (If applicable) GRANTEE's responsible authority for the purposes of complying with data privacy and security for this CONTRACT is **Carolina Diaz** or successor. Phone and email: **218-281-2644** and **carolina@careandsharecrk.org**.

## **8. INSURANCE REQUIREMENTS.**

GRANTEE shall not begin work under the CONTRACT until it has obtained all the insurance described below and STATE has approved such insurance. GRANTEE shall maintain the insurance in force and effect throughout the term of the contract. GRANTEE is required to maintain and furnish satisfactory evidence of the following insurance policies.

**8.1. Worker's Compensation.** The GRANTEE certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The GRANTEE's employees and agents will not be considered employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the STATE's obligation or responsibility. Minimum insurance limits are as follows:

- \$100,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$100,000 – Bodily Injury by Accident

If Minn. Stat. § 176.041 exempts GRANTEE from Workers' Compensation insurance mandates, including if GRANTEE has no employees in the State of Minnesota, GRANTEE must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes GRANTEE from the Minnesota Workers' Compensation requirements.

GRANTEE's employees and agents will not be considered employees of STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any

claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way STATE's obligation or responsibility.

**8.2. General Commercial Liability Insurance.** GRANTEE agrees that it will at all times during the term of the grant contract keep in force a commercial general liability insurance policy with the following minimum insurance limits:

- \$2,000,000 per occurrence
- \$2,000,000 annual aggregate

Such insurance will protect it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the grant contract whether the operations are by GRANTEE or by a subcontractor or by anyone directly or indirectly employed by GRANTEE under the grant contract. STATE will be named as both an additional insured and a certificate holder on the general commercial liability policy.

**8.3. Employee Theft & Dishonesty Policy.** GRANTEE agrees to keep in force a blanket employee theft & employee dishonesty policy in at least the total amount of the first year's grant award as an addendum on its property insurance policy. If it is not feasible to include a blanket employee theft & employee dishonesty policy as an addendum to a property insurance policy, then GRANTEE must keep in force a stand-alone employee theft/employee dishonesty policy.

STATE will be named as both a joint payee and a certificate holder on the employee theft/employee dishonesty policy. Only in cases in which the first year's grant award exceeds the available employee theft/employee dishonesty coverage may grantees provide blanket employee theft/employee dishonesty insurance in an amount equal to either 25% of the yearly grant amount, or the first quarterly advance amount, whichever is greater.

Upon execution of this grant contract, GRANTEE shall furnish STATE with a certificate of employee theft/employee dishonesty insurance.

**8.4. Additional Insurance Conditions:**

- a. GRANTEE's policies shall be primary insurance to any other valid and collectible insurance available to STATE with respect to any claim arising out of GRANTEE's performance under this CONTRACT.
- b. If GRANTEE receives a cancellation notice from an insurance carrier providing coverage, GRANTEE agrees to notify STATE within five (5) business days with a copy of the cancellation notice, unless GRANTEE's policies contain a provision that coverage afforded under the policies will not be cancelled without at least thirty (30) days advance written notice to STATE.
- c. GRANTEE is responsible for payment of CONTRACT related insurance premiums and deductibles.
- d. STATE shall be named as a certificate holder on applicable policies.
- e. An Umbrella or Excess Liability insurance policy may be used to supplement GRANTEE's policy limits to satisfy the full policy limits required by CONTRACT.

## 9. INDEMNIFICATION.

In the performance of this CONTRACT by GRANTEE, or GRANTEE's agents or employees, GRANTEE must indemnify, save, and hold harmless the STATE, its agents and employees, from any claims or causes of action, including attorney's fees incurred by STATE, to the extent they are caused by GRANTEE's:

- a. Intentional, willful, or negligent acts or omissions;
- b. Actions that give rise to strict liability; or
- c. Breach of contract or warranty.

The indemnification obligations of this clause do not apply in the event the claim or cause of action is the result of STATE's sole negligence. This clause will not be construed to bar any legal remedies GRANTEE may have for STATE's failure to fulfill its obligation under this CONTRACT.

## 10. INFORMATION PRIVACY AND SECURITY.

- a. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act") as "not public data" on individuals to GRANTEE under this Contract. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. Minn. Stat. § 13.02, subd. 8a.
- b. It is expressly agreed that GRANTEE will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), 45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. 160 or 164. Accordingly, GRANTEE is not a "business associate" of STATE, as defined in HIPAA, 45 C.F.R. § 160.103 as a result of, or in connection with, this CONTRACT. Therefore, GRANTEE is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this CONTRACT. If GRANTEE has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this CONTRACT, GRANTEE will be responsible for its own compliance.
- c. Notwithstanding paragraph a. and b., in its capacity as GRANTEE under this CONTRACT, GRANTEE must comply with the provisions of the Data Practices Act as though it were a governmental entity as defined by the Data Practices Act. GRANTEE will be performing functions of a government entity under Minn. Stat. § 13.05, subd. 11, and thus any data created, collected, received, stored, used, maintained or disseminated by GRANTEE in performing its duties under this contract is subject to the protections of the Data Practices Act. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Data Practices Act, Minn. Stat. Ch. 13, by either GRANTEE or STATE.
- d. In its capacity as GRANTEE under this contract, GRANTEE is being made an agent of the "welfare system" as defined in Minn. Stat. § 13.46, subd. 1, and any data collected, created, received, stored, used, maintained or disseminated by GRANTEE in performing its duties under this Contract is explicitly subject to the protections of Minn. Stat. § 13.46.

- e. If GRANTEE receives a request to release data created, collected, received, stored, used, maintained or disseminated by GRANTEE in performing its duties under this CONTRACT, GRANTEE must immediately notify and consult with STATE's Authorized Representative as to how GRANTEE should respond to the request.
- f. Under this CONTRACT, GRANTEE is performing the functions of a government entity including, but not limited to, responding appropriately pursuant to Minn. Stat. §§ 13.03 and 13.04 to requests for data created, collected, received, stored, used, maintained, or disseminated by GRANTEE in performing its duties under this CONTRACT.
- g. GRANTEE's obligations while performing the functions of a government entity include, but are not limited to, complying with Minn. Stat. § 13.05, subd. 5 to establish appropriate security safeguards for all records containing data on individuals.
- h. GRANTEE must comply with Minn. Stat. § 13.055 to investigate and appropriately report or notify regarding any potential unauthorized acquisition of data created, collected, received, stored, used, maintained, or disseminated by GRANTEE in performing its duties under this CONTRACT.

## **11. INTELLECTUAL PROPERTY RIGHTS.**

**11.1. Definitions.** Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by GRANTEE, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the CONTRACT. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by GRANTEE, its employees, agents, or subcontractors, in the performance of this CONTRACT.

**11.2. Ownership.** STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this CONTRACT. The Works and Documents will be the exclusive property of STATE and all such Works and Documents must be immediately returned to STATE by GRANTEE upon completion or termination of this CONTRACT. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." If using STATE data, GRANTEE must cite the data, or make clear by referencing that STATE is the source.

### **11.3. Responsibilities.**

- a. **Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by GRANTEE, including its employees and subcontractors, and are created and paid for under this CONTRACT, GRANTEE will immediately give STATE's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or

disclosure thereon. GRANTEE will assign all right, title, and interest it may have in the Works and the Documents to STATE.

- b. Filing and recording of ownership interests.** GRANTEE must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE's ownership interest in the Works and Documents created and paid for under this CONTRACT. GRANTEE must perform all acts and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither GRANTEE nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** GRANTEE represents and warrants that the Works and Documents created and paid for under this CONTRACT do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, GRANTEE will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at GRANTEE's expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. GRANTEE will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney's fees. If such a claim or action arises, or in GRANTEE's or STATE's opinion is likely to arise, GRANTEE must, at STATE's discretion, either procure for STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of STATE will be in addition to and not exclusive of other remedies provided by law.
- d. Federal license granted.** If federal funds are used in the payment of this CONTRACT, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

## **12. PUBLICITY.**

**12.1. General publicity.** Any publicity regarding the subject matter of this CONTRACT must identify STATE as the sponsoring agency and must not be released without prior written approval from the STATE's authorized representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, websites, social media, and similar public notices prepared by or for the GRANTEE individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this CONTRACT. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the GRANTEE's website when practicable.

**12.2. Endorsement.** GRANTEE must not claim that STATE endorses its products or services.

## **13. VOTER REGISTRATION REQUIREMENT.**

GRANTEE certifies that it will comply with Minn. Stat. § 201.162 by providing voter registration services for its employees and for the public served by GRANTEE. Voter Registration materials can be found at the Secretary of State's [website](#).<sup>3</sup>

#### **14. OWNERSHIP OF EQUIPMENT.**

The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, 2 C.F.R. § 200.313. For all equipment having a current per unit fair market value of \$10,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the Federal Government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

#### **15. AUDIT REQUIREMENTS AND GRANTEE DEBARMENT INFORMATION.**

##### **15.1. State audit.**

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the GRANTEE or other party that are relevant to the CONTRACT are subject to examination by STATE and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the CONTRACT end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

**15.2. Independent audit.** If GRANTEE conducts or undergoes an independent audit during the term of this CONTRACT, notice of the audit must be submitted to STATE within thirty (30) days of the audit's completion and a copy provided, if requested.

**15.3. Federal audit requirements and GRANTEE debarment information.** GRANTEE certifies it will comply with 2 C.F.R § 200.501 et seq., as applicable. To the extent federal funds are used for this CONTRACT, GRANTEE acknowledges that GRANTEE and STATE shall comply with the requirements of 2 C.F.R. § 200.331. Non-Federal entities expending \$1,000,000 or more of federal funding in a fiscal year must obtain a single or program-specific audit conducted for that year in accordance with 2 C.F.R. § 200.501. Failure to comply with these requirements could result in forfeiture of federal funds.

##### **15.4. Debarment by STATE, its departments, commissions, agencies or political subdivisions.**

GRANTEE certifies that neither it nor its principles are presently debarred or suspended by the State of Minnesota, or any of its departments, commissions, agencies, or political subdivisions, as shown on the [Suspended/Debarred Vendor Report](#).<sup>4</sup> GRANTEE's certification is a material representation upon which the CONTRACT award was based. GRANTEE shall provide immediate written notice to STATE's

<sup>3</sup> <https://www.sos.state.mn.us/elections-voting/get-involved/voter-outreach-materials/>

<sup>4</sup> <https://mn.gov/admin/osp/government/suspended-debarred/>

authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

**15.5. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion – lower tier covered transactions.**

GRANTEE’s certification is a material representation upon which CONTRACT award was based. Federal money will be used or may potentially be used to pay for all or part of the work under CONTRACT, therefore GRANTEE must certify the following, as required by 2 C.F.R § 180, or its regulatory equivalent.

**a. Instructions for Certification**

1. By signing and submitting this CONTRACT, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this CONTRACT is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this CONTRACT is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this CONTRACT that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may

decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**b. Lower Tier Covered Transactions.**

1. The prospective lower tier participant certifies, by submission of this CONTRACT, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this CONTRACT.

**16. GRANTEE DATA DISCLOSURE.**

Consistent with Minn. Stat. §§ 270B.09, 270C.65, subd. 3, and 270C.66, and other applicable law, GRANTEE understands that disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the STATE, may be provided to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring GRANTEE to file state tax returns and pay delinquent state tax liabilities, if any.

**17. JURISDICTION AND VENUE.**

This CONTRACT, and amendments and supplements, are governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this CONTRACT, or breach of the CONTRACT, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**18. CLERICAL ERRORS AND NON-WAIVER.**

**18.1. Clerical error.** Notwithstanding Clause 19.1, STATE reserves the right to unilaterally fix clerical errors contained in the CONTRACT without executing an amendment. GRANTEE will be informed of errors that have been fixed pursuant to this paragraph.

**18.2. Non-waiver.** If STATE fails to enforce any provision of this CONTRACT, that failure does not waive the provision or STATE's right to enforce it.

## **19. AMENDMENT, ASSIGNMENT, SEVERABILITY, ENTIRE AGREEMENT, AND DRAFTING PARTY.**

**19.1. Amendments.** Any amendments to this CONTRACT shall be in writing and shall be executed by the same parties who executed the original CONTRACT, or their successors in office.

**19.2. Assignment.** GRANTEE shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of STATE.

### **19.3. Entire Agreement.**

- a. If any provision of this CONTRACT is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this CONTRACT shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute and will incorporate the substitute provision in this CONTRACT according to clause 19.1.
- b. This CONTRACT contains all negotiations and agreements between STATE and GRANTEE. No other understanding regarding this CONTRACT, whether written or oral may be used to bind either party.

**19.4. Drafting party.** The parties agree that each party has individually had an opportunity to review with a legal representative, negotiate and draft this CONTRACT, and that, in the event of a dispute, the CONTRACT shall not be construed against either party.

## **20. PROCURING GOODS AND CONTRACTED SERVICES.**

### **20.1. Contracting and bidding requirements.**

- a. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- b. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- c. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- d. GRANTEE must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - i. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List.](#)
  - ii. Metropolitan Council Underutilized Business Program: MCUB: [Metropolitan Council Underutilized Business Program.](#)
  - iii. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory.](#)

- e. GRANTEE must maintain written standards of conduct covering conflicts of interest and governing the actions of its board members and employees. These policies must, at a minimum, address conflicts of interest(s) arising between interested parties (as defined by the Internal Revenue Service 990 Schedule L) in any of the following transactions:
  - i. The selection, award and administration of contracts.
  - ii. Hiring and supervision of employees.
  - iii. Nomination and election of board members.
- f. GRANTEE must request written approval from the STATE whenever funds under this contract are used, in part or in full, to support any transaction between interested parties described above in 20.1.e.
- g. GRANTEE must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- h. Notwithstanding (a) - (g) above, the STATE may waive bidding process requirements when:
  - i. Vendors/grantees included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
  - ii. It is determined there is only one legitimate or practical source for such materials or services and that the vendor/grantee has established a fair and reasonable price.

**20.2. Prevailing wage.** For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44; consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. Vendors should submit a prevailing wage form along with their bids.

**20.3. Debarred vendors.** In the provision of goods or services under this CONTRACT, GRANTEE must not contract with vendors who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, GRANTEE must check if vendors are suspended or debarred by referencing the Minnesota Department of Administration's [Suspended/Debarred Vendor Report](#).<sup>5</sup> A link to vendors debarred by Federal agencies is provided at the bottom of the web page.

## **21. SUBCONTRACTS.**

GRANTEE, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with 45 C.F.R. §§ 75.351-75.352. GRANTEE shall ensure that the material obligations, borne by the GRANTEE in this CONTRACT, apply as between GRANTEE and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the STATE and GRANTEE.

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<sup>5</sup> <https://mn.gov/admin/osp/government/suspended-debarred/>

## **22. LEGAL COMPLIANCE.**

**22.1. General compliance.** All performance under this CONTRACT must be in compliance with state and federal law and regulations, and local ordinances. Allegations that STATE deems reasonable, in its sole discretion, of violations of state or federal law or regulations, or of local ordinances, may result in CONTRACT termination and/or reporting to local authorities by STATE.

**22.2. Nondiscrimination.** GRANTEE will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity or expression, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. GRANTEE must refrain from such discrimination as a matter of its contract with STATE. "Person" includes, without limitation, a STATE employee, GRANTEE's employee, a program participant, and a member of the public. "Discriminate" means, without limitation, to fail or refuse to hire, discharge, or otherwise discriminate against any person with respect to the compensation, terms, conditions, or privileges of employment, or; exclude from participation in, deny the benefits of, or subject to discrimination under any GRANTEE program or activity.

GRANTEE will ensure that all of its employees and agents comply with Minnesota Management and Budget Policy #[1329](#) (Sexual Harassment Prohibited) and #[1436](#) (Harassment and Discrimination Prohibited).

**22.3. Grants management policies.** GRANTEE must comply with required [Grants Management Policies and procedures](#) as specified in Minn. Stat. § 16B.97, subd. 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by the Office of Grants Management (OGM) Policy 08-10.

**22.4. Conflict of interest.** GRANTEE certifies that it does not have any conflicts of interest related to this CONTRACT, as defined by OGM Policy 08-01. GRANTEE shall immediately notify STATE if a conflict of interest arises.

## **23. OTHER PROVISIONS**

**23.1. No Religious Based Counseling.** GRANTEE agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

**23.2.** The GRANTEE must monitor subcontractors, including for-profit subcontractors through a post-award review.

**23.3.** The GRANTEE must comply with the Americans with Disabilities Act of 1990 (42 U.S.C. § 1201) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as amended.

**23.4.** The GRANTEE must comply with minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

**23.5.** All written material developed by GRANTEE and distributed to STATE clients under this CONTRACT must be written in a manner that will allow STATE to comply with the provisions of Minnesota Statutes

with regard to plain language in written materials, including Minnesota Statutes, section 256.016 and Executive Order 14-07.

**23.6.** The GRANTEE must comply with the provisions of Chapter 15, Title 5 of the United States Code with regard to political activity.

**23.7.** The GRANTEE must comply with the Drug-Free Workplace Act of 1988 and will provide a drug-free workplace. This includes taking specific actions as described in 7 C.F.R. §§ 3021.200 through 3021.230.

**23.8.** The GRANTEE must establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of, being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

**23.9.** The GRANTEE must comply (when applicable) with the registration and reporting requirements of Minnesota's Charities Laws, primarily Minnesota Statutes, Chapter 309, the Minnesota Charitable Solicitation Act.

**23.10.** The GRANTEE must comply with the fair housing regulations, grantees must administer its programs and activities relating to housing in a manner to affirmatively further fair housing.

**23.11.** The GRANTEE must establish a process for and comply with a client rights of appeal.

**23.12.** The GRANTEE must assure that termination of assistance to any individual or family for violation of program requirements is:

- a. in accordance with a formal written process,
- b. recognizes the rights of persons affected, and
- c. in compliance with 23.11 of these provisions.

**23.13.** The GRANTEE must comply with Minnesota Statutes Section [256K.49](#).

**23.14.** The GRANTEE must comply with HUD regulations 24 C.F.R., part 100, Subpart A to administer its programs and activities relating to housing in a manner to affirmatively further fair housing.

**23.15.** The GRANTEE must comply with the Sarbanes-Oxley Act which provides protection for whistle-blowers and addresses destruction of litigation-related document.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

Signature Page Follows

By signing below, the parties agree to the terms and conditions contained in this CONTRACT.

**APPROVED**

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05 or Department of Administration Policy 21-01.*

Signed by: Madison Fischer  
By: 77485227B78542F...

Date: 7/18/2025

Contract No: 273519

**2. GRANTEE**

*Signatory certifies that Grantee's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the Grantee to the terms of this Agreement. Grantee and Signatory agree that the State Agency relies on the Signatory's certification herein.*

Signed by: Kari Brault  
By: CEB77DB624F94C0...

Title: Board Chair

Date: 7/18/2025

**3. STATE AGENCY**

By (with delegated authority): Andrea Simonett  
Signed by: C44DE5AEDED242C...

Title: Director

Date: 7/18/2025

**Distribution: (fully executed contract to each)**

Contracts and Legal Compliance Division

Grantee

State Authorized Representative



Attachment A Work Plan

**SFY2026 - SFY2027 Emergency Services Program (ESP-2)  
Homelessness, Housing, and Support Services Administration (HHSSA)  
Grant Programs Team (GPT)**

1. Grantee Information		
<b>Grantee Legal Name:</b> Care and Share of Crookston, Inc.	<b>Telephone:</b> 218.281.2644	
<b>Address:</b> 220 East Third Street	<b>City:</b> Crookston	<b>Zip +4:</b> 56716
<b>Grantee website:</b> www.careandsharecrookston.org		
<b>Executive Director or Tribal Chair's Name:</b> Carolina Diaz	<b>Pronouns:</b> She/Her/Ella	
<b>Telephone:</b> 218.281.2644	<b>Email:</b> carolina@careandsharecrk.org	
<b>Fiscal Director Name:</b> Eric Perkins	<b>Pronouns:</b> He/Him	
<b>Telephone:</b> 612.269.3958	<b>Email:</b> accounting@perkinsmediagroup.com	
<b>Grant Program Contact Name #1: Carolina Diaz</b>	<b>Pronouns: She/Her/Ella</b>	
<b>Telephone: 218.281.2644</b>	<b>Email: carolina@careandsharecrk.org</b>	
<b>Grant Program Contact Name #2: Kari Brault</b>	<b>Pronouns: She/Her</b>	
<b>Telephone: 218.289.4938</b>	<b>Email: mrsbrault@gmail.com</b>	
<b>Data and Reporting Contact Name: Carolina Diaz</b>	<b>Pronouns: She/Her/Ella</b>	
<b>Telephone: 218.281.2644</b>	<b>Email: carolina@careandsharecrk.org</b>	



## 2. Grant Summary and Program Summary Table(s)

For **each program** receiving ESP-2 funds under this contract, complete a separate **Program Summary Table** based on the grant amount. **Two blank Program Summary tables have been provided below.**

**If necessary, copy and paste additional Program Summary Tables for additional programs funded by this grant.**

### ESP-2 Grant Summary

<b>Total SFY26-27 (2-year) ESP-2 Grant Amount</b>	<b>\$250,000</b>
<b>Program Summary Table #1 – SFY26-27 Program ESP-2 Grant Amount #1</b> <i>How much of the total SFY26-27 ESP-2 grant will be allocated to the program?</i>	\$125,000
<b>Program Summary Table #2 – SFY26-27 Program ESP-2 Grant Amount #2</b> <i>How much of the total SFY26-27 ESP-2 grant will be allocated to the program?</i>	\$125,000

### Program Summary Table #1

<b>Program Name</b>	Emergency Services	
<b>SFY26-27 ESP-2 Program Grant Amount #1</b> <i>How much of the total SFY26-27 ESP-2 grant will be allocated to program?</i>	\$250,000	
<b>Households Served</b> <i>How many households will be supported with ESP-2 program grant amount?</i>	<b>Daily Capacity</b> <i>(number of households served per day)</i>	<b>Annual Capacity</b> <i>(number of households served per year)</i>
<b>DROP-IN CENTER/DAY SHELTER</b>		
<b>EMERGENCY SHELTER:</b> <i>Congregate (Site-Based)</i>	38	141 (200 people including children)
<b>EMERGENCY SHELTER:</b> <i>Non-Congregate (Hotel, Shelter Apts. etc.)</i>		

**SUMMARY OF SIGNIFICANT CHANGES:**

Summarize any changes to the original request submitted for this program, including, but not limited to, the following:

- Program Summary/Narrative
- Changes to goals (#s served, contacts)
- Number of staff positions funded
- Hours of operations or services offered
- Eligibility or admission policies

Funds will be used for after-hours staffing only as per the special instructions. Based on the amount awarded we must hire fewer after-hours staff than stated in the application. Because of this we decided to implement a .75 FTE Case manager position to work after hours to provide guidance to all after-hours security staff, including the 2 additional FTE security positions we will hire for work after hours. The goal is to have 2 after-hours security staff on site each shift. The .75 FTE Case Manager will support security staff, be available to clients for Case Management after hours, enhance communication between 8-5 Case Management and clients and security staff, be available during the hours when



<p><b>NOTE:</b> <i>Form 5 (drop-in/day shelter) or Form 6 (emergency shelter) from your original application will be attached to this workplan as part of the signed contract.</i></p> <p><i>Any changes to the originally proposed programming describe that form should also be included here.</i></p>	<p>there is the most after-hours activity and interactions when there is a greater risk of disruption that could include law enforcement being called, and will provide increased attention to the Hope Center building where families reside.</p> <p>Funds will not be used for any of the other items outlined in Form 6. (ex. nurse).</p>
<p><b>SPECIAL CONDITIONS:</b></p> <p>Are there special condition(s) listed in the Grant Notice?</p>	<p><input type="checkbox"/> No    <input checked="" type="checkbox"/> Yes</p> <p>If yes, copy and paste special condition(s) listed in Grant Notice: Funds are awarded to increase staff ratios during non-business hours.</p>
<p><b>PROGRAM LOCATION/ADDRESS:</b></p> <p>Will the address/location(s) of program services differ from the address listed in Section 1: Grantee Information?</p>	<p><input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes</p> <p>If yes, provide the Program Site Location(s) address(es) below:</p>
<p><b>Planned Performance Outcomes:</b></p> <p><i>Check the Performance Outcomes which this grant will support (check all that apply):</i></p> <p><b>Drop-In/Day Shelter</b></p> <p><input type="checkbox"/> The basic needs of persons experiencing homelessness are met</p> <p><input type="checkbox"/> Persons experiencing homelessness obtain access to mainstream resources or benefits</p> <p><b>Overnight Emergency Shelter</b></p> <p><input checked="" type="checkbox"/> Persons experiencing homelessness receive safe emergency shelter</p> <p><input checked="" type="checkbox"/> Persons experiencing homelessness obtain mainstream resources or benefits</p>	

Program Summary Table #2 (if applicable)		
Program Name		
<b>SFY26-27 ESP-2 Program Grant Amount #2</b> <i>How much of the total SFY26-27 ESP-2 grant will be allocated to program?</i>	\$	
<b>Households Served</b> <i>How many households will be supported with ESP-2 program grant amount?</i>	<b>Daily Capacity</b> <i>(number of households served per day)</i>	<b>Annual Capacity</b> <i>(number of households served per year)</i>
<b>DROP-IN CENTER/DAY SHELTER</b>		
<b>EMERGENCY SHELTER:</b> <i>Congregate (Site-Based)</i>		
<b>EMERGENCY SHELTER:</b> <i>Non-Congregate (Hotel, Shelter Apts. etc.)</i>		



<p><b><u>SUMMARY OF SIGNIFICANT CHANGES:</u></b> Summarize any changes to the original request submitted for this program, including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Program Summary/Narrative</li> <li>• Changes to goals (#s served, contacts)</li> <li>• Number of staff positions funded</li> <li>• Hours of operations or services offered</li> <li>• Eligibility or admission policies</li> </ul> <p><i><b>NOTE: Form 5 (drop-in/day shelter) or Form 6 (emergency shelter) from your original application will be attached to this workplan as part of the signed contract.</b></i></p> <p><i>Any changes to the originally proposed programming describe that form should also be included here.</i></p>	
<p><b><u>SPECIAL CONDITIONS:</u></b> Are there special condition(s) listed in the Grant Notice?</p>	<p><input type="checkbox"/> No      <input type="checkbox"/> Yes If yes, copy and paste special condition(s) listed in Grant Notice:</p>
<p><b><u>PROGRAM LOCATION/ADDRESS:</u></b> Will the address/location(s) of program services differ from the address listed in Section 1: Grantee Information?</p>	<p><input type="checkbox"/> No      <input type="checkbox"/> Yes If yes, provide the Program Site Location(s) address(es) below:</p>
<p><b><u>Planned Performance Outcomes:</u></b> <i>Check the Performance Outcomes which this grant will support (check all that apply):</i></p> <p><b>Drop-In/Day Shelter</b></p> <p><input type="checkbox"/> The basic needs of persons experiencing homelessness are met</p> <p><input type="checkbox"/> Persons experiencing homelessness obtain access to mainstream resources or benefits</p> <p><b>Overnight Emergency Shelter</b></p> <p><input type="checkbox"/> Persons experiencing homelessness receive safe emergency shelter</p> <p><input type="checkbox"/> Persons experiencing homelessness obtain mainstream resources or benefits</p>	



### 3. Publicity Notification

1. **Publicity:** Will the grant be used to pay for marketing and publicity materials?

- No     Yes

If yes, indicate which marketing and publicity materials will be paid for by the grant:

- |   |  |
|---|--|
| <input type="checkbox"/> Notices                | <input type="checkbox"/> Informational pamphlets |
| <input type="checkbox"/> Press releases         | <input type="checkbox"/> Research                |
| <input type="checkbox"/> Reports                | <input type="checkbox"/> Signs                   |
| <input type="checkbox"/> Similar public notices | <input type="checkbox"/> Other:                  |

*Note: If Emergency Services Program (ESP) grant funds will be used to pay for marketing and publicity materials, the grantee must publicize and identify the state (DHS) as the sponsoring agency for programs, publications, or services provided resulting from this grant contract. This requirement includes, but is not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices.*

## FORM 6: EMERGENCY SHELTER

<b>Emergency Shelter Program Overview</b>		
<b>Program Name:</b>	Care & Share of Crookston, Inc.	
<b>Continuum of Care Region(s):</b> <i>Resource: <a href="#">Map of CoC Regions</a></i>	<input type="checkbox"/> Central <span style="float: right;"><input type="checkbox"/> Southeast (aka River Valleys)</span> <input type="checkbox"/> Hennepin County <span style="float: right;"><input type="checkbox"/> Southwest</span> <input type="checkbox"/> Northeast <span style="float: right;"><input type="checkbox"/> St. Louis County</span> <input checked="" type="checkbox"/> Northwest <span style="float: right;"><input type="checkbox"/> Suburban Metro</span> <input type="checkbox"/> Ramsey County <span style="float: right;"><input type="checkbox"/> West Central</span>	
<b>County(s) Served:</b>	Polk, Marshall, Pennington, Red Lake, Clearwater, Norman, Kittson, Roseau	
<b>Current Capacity:</b>	Daily # of Households: 38	Annual # of Households: 141 (200 people including children)
<b>Proposed Capacity:</b>	Daily # of Households: 38	Annual # of Households: 141 (200 people including children)
<b>Target Population(s) Served:</b> (Check all that apply)	<p><b>CHECK ALL THAT APPLY</b></p> <p><b>SINGLES</b></p> <input type="checkbox"/> Unaccompanied Minor Youth (under 18) <input checked="" type="checkbox"/> Unaccompanied Youth (18 through 24) <input checked="" type="checkbox"/> Single Adults or Couples w/out Children (25 and older) <p><b>FAMILIES</b></p> <input type="checkbox"/> Minor youth head household (under 18) <input checked="" type="checkbox"/> Youth headed household (18 through 24) <input checked="" type="checkbox"/> Adult headed household (25 and older)	
<b>Purpose of Funding Request:</b> (Check all that apply)	<input checked="" type="checkbox"/> Sustain Program <input type="checkbox"/> Expand Program Capacity ( <i>e.g., increase number of available units, increase number of households served, etc.</i> ) <input checked="" type="checkbox"/> Enhance Program Services ( <i>e.g., add housing navigator positions, add mental health supports, increase staff to participant ratio, etc.</i> ) <input checked="" type="checkbox"/> Enhance Staff Compensation/Support ( <i>e.g., increased training, increased wages/benefits for existing staff, increasing self-care opportunities, etc.</i> ) <input type="checkbox"/> New program	

**1. Program Summary/Narrative.** *Briefly summarize the program for which you are applying.***RECOMMENDED MAXIMUM WORD LIMIT: 200**

Care and Share, established in 1986, provides 24/7 emergency shelter and supportive services for individuals and families experiencing homelessness in eight northwestern Minnesota counties. Operating out of a converted school building (with dorms, offices, and a soup kitchen) and a separate facility (The Hope Center) serving families, we offer safe housing, meals, hygiene supplies, case management, and referrals to community resources. Our low-barrier, trauma-informed approach meets people where they are—emphasizing cultural responsiveness, harm reduction, and individualized planning to move residents from crisis to long-term stability.

We accommodate up to 38 households daily (serving roughly 200 individuals each year) and deliver around 13,870 bed nights annually. Staff assist residents with obtaining IDs, enrolling in benefits, securing employment, and transitioning into permanent housing. Through this proposal, we seek continued funding to sustain and strengthen our wraparound supports, including expanded staffing, staff training, and wage equity. These enhancements will help us maintain service quality, address growing community needs, and ensure that each resident receives the comprehensive care necessary to rebuild their life with stability, dignity, and hope.

**2. Purpose of Funding Request.** Based on “**Purpose of Funding Question**” in the table above

- a. If you selected “*Sustain Programming*,” what will be the impact on your program if you do not receive the funding you are requesting? Be specific and include the reason why you are unable to sustain programming without this funding.

Without the requested funding, Care and Share of Crookston will face critical challenges in maintaining core shelter operations and staffing levels. Our current programming already functions with minimal resources, and **rising costs** in staffing, food, utilities, and insurance have made it increasingly difficult to meet the **growing demand** for shelter and supportive services. Any reduction in funding would force us to **reduce overnight capacity**, limit access to case management, and potentially operate without adequate overnight or weekend security. In a region with few shelter options, such a cutback would directly endanger hundreds of individuals and families—approximately **200** people annually—who depend on us as their primary source of safe housing and comprehensive care.

These financial pressures are compounded by a surge in **first-time homelessness** among populations we have not historically served at such high rates—particularly **elderly** individuals and people with **disabilities**. Both groups often require specialized care, ranging from accessible accommodations and medical support to targeted case management and disability benefits navigation. Without the funding to support additional staff hours, accessible infrastructure upgrades, and medical/health-related resources, Care and Share will be unable to address these growing needs. This would leave a vulnerable population without a pathway to stability, or the crucial assistance needed to avoid chronic homelessness.

In short, **sustaining current programming** is more urgent than ever. Our role as a safe haven for vulnerable community members has significantly expanded, and the need for our services now outweighs our capacity to self-fund the increasing operational costs. Should this grant support be withheld, we will not be able to preserve or broaden the services that keep hundreds of individuals and families off the streets—and, in many cases, save lives. By securing the requested funds, we can ensure continuity of care for our entire community, particularly the elderly and disabled residents who rely on our shelter for safety, dignity, and a chance at long-term stability.

- b.** If you selected expand program capacity, enhance program services, and/or enhance staff compensation/support, describe why these program expansions or enhancements are necessary.

Care and Share is a shelter where each individual is assigned a permanent bed for the duration of their stay. Unlike some emergency shelters, we do not require residents to leave every night and compete for beds the next day. This model allows guests to remain on-site during daytime hours, using their time and our resources to seek housing, health services, and other supports when offices are open. We typically serve about 200 individuals per year, but it is not the same 200 people cycling through repeatedly. Instead, Care and Share provides a robust level of support that helps individuals secure permanent housing—at which point new guests can take advantage of the same level of services.

**We are requesting critical funding to enhance services and strengthen staff support**, both of which are foundational to the safety, stability, and overall effectiveness of our shelter. These enhancements are not merely important—they are essential to the continued success of our mission and to meeting the ever-growing needs of our residents. Based on feedback from the Department of Human Services (DHS), which we deeply appreciate, we have identified key areas that urgently require attention and investment:

Care and Share is seeking critical funding to enhance services and strengthen staff support, both of which are foundational to the safety, stability, and overall effectiveness of our shelter. These enhancements are essential to our mission and align with feedback from the Department of Human Services (DHS). In particular, the requested funding will allow us to:

- **Hire Additional Direct-Service Staff**
  - **On-Site Nurse:** Many individuals face chronic health conditions, mental health challenges, and untreated medical issues. A full-time nurse can provide immediate medical support, medication management, and more effective crisis response. This will significantly improve residents' well-being while reducing reliance on emergency services.
  - **Security Staff:** To ensure 24/7 coverage, especially at the Hope Center (where families and children reside), we need six additional full-time security

staff. Our current team is overstretched, and improved security both safeguards our residents and frees staff to focus on providing critical support.

- **Upgrade the Security Camera System**
  - Our outdated, non-ADA-compliant camera network needs a major overhaul to better monitor the facility, prevent safety breaches, and foster accountability. An updated system will offer peace of mind for both residents and staff.
- **Increase Staff Wages & Achieve Wage Equity**
  - Competitive wages are vital for retaining dedicated staff who face challenging, emotionally taxing work daily. We must increase wages across roles—case management, administration, security, and kitchen—to keep pace with inflation and labor market pressures. We also aim to commit to wage equity, ensuring all staff are fairly compensated based on experience, role, and responsibilities.
- **Ongoing Staff Training & Professional Development**
  - Beyond wage increases, we plan to expand trauma-informed care training, cultural competency workshops, mental health first aid, and specialized programs (e.g., advanced domestic violence support, conflict resolution). These educational opportunities build a resilient, well-prepared team that can address complex challenges like substance use recovery while mitigating burnout.
- **Expand Service Capacity & Follow-Up Support**
  - **Case Managers & Mental Health Professionals:** More specialized staff will ensure personalized, consistent care for each resident, covering housing, employment, mental health, and substance use recovery.
  - **Long-Term Follow-Up:** Once residents exit the shelter, we will maintain post-shelter case management, assisting with permanent housing, public benefits, and community resource connections to foster ongoing stability.

By securing this funding, Care and Share will sustain and strengthen the wraparound services that help residents move from crisis to long-term stability. These proposals are not mere requests for extra support; they are essential to upholding the highest level of care for those in crisis. Whether it involves hiring specialized staff, improving safety infrastructure, raising wages, or providing ongoing training, each enhancement is a critical investment in serving vulnerable individuals throughout our community. Guided by invaluable feedback from the Department of Human Services (DHS), we will expand our facilities and maintain post-shelter support, empowering residents to overcome barriers and move toward lasting independence.

With your support, Care and Share can continue serving approximately 200 individuals a year with uninterrupted, comprehensive assistance. This investment will not only improve the immediate well-being of those we serve, but also help us build a more sustainable shelter model that addresses the evolving needs of our community for years to come.

**3. Provide the following information regarding your Emergency Shelter program model:**

**a. Brief description of facility**

Care and Share operates out of two primary buildings in downtown Crookston. The main building—formerly a Catholic elementary school—has been converted into dormitories, offices, and a full commercial kitchen. It houses four dorms for adult men (up to 20 beds) and one dorm for women (up to 12 beds), along with case management offices and the public soup kitchen. A separate on-site building, the Hope Center, has been converted into six family units, providing private living space for families experiencing homelessness. Both facilities include shared common areas, bathroom and laundry access, and a Donation Room where residents can receive clothing and household essentials. Security staff monitor the premises, and all residents have access to Wi-Fi and basic needs. The space is designed to be low-barrier, trauma-informed, and welcoming to individuals and families in crisis.

**b. Staffing model** *(Please include staffing levels/ratios, total number of staff, and number of FTEs.)*

There are currently   13   staff (10.5 FTE).

Executive Director	1 FTE
Case Manager	1 FTE
Security Staff	6.25 FTE
Cook	1.25 FTE
Facilities Coordinator	.5 FTE
Janitor	.5 FTE

Unfortunately, if it is not regular business hours the staff to resident ratio is 1 for the average of 38 people staying each night. We are seeking these grant funds in part to improve this ratio.

**c. Hours of operation/schedule**

Care and Share operates 24 hours a day, 7 days a week. The shelter never closes, ensuring continuous access to a safe and supportive environment. Case management, administration, cooking, and custodial staff are on-site Monday through Friday from 8:00 a.m. to 4:30 p.m. Security staff are present during all remaining hours, including overnight weekdays and 24/7 on weekends. Residents and community members are served hot meals at 12:00 p.m. and 6:00 p.m. daily through the public soup kitchen. The Donation Room and Food Shelf are open on Mondays and Wednesdays from 1:00–4:00 p.m., and Fridays from 3:00–6:00 p.m. Narcotics Anonymous (NA) meetings are hosted weekly on Thursday evenings.

**4. Describe the following program policies and procedures:**

- a. Eligibility.** What criteria are used to determine eligibility to receive services? (*e.g., age, homelessness status, sobriety status, victim of domestic violence, residency requirements, criminal history, etc.*)

To stay at Care and Share, individuals must meet one of the following eligibility criteria:

- An individual 18 years or older or a family who is currently homeless and living in a place not meant for human habitation, such as a car, park, abandoned building, campground, bus station, or airport.
- An individual or family facing imminent eviction, unable to pay for a motel/hotel room, or otherwise being forced to leave their current housing situation within 14 days without a clear alternative.
- An individual or family fleeing domestic violence or experiencing other unsafe conditions requiring immediate separation from their current environment.

During intake, individuals must self-certify that they meet one of these three criteria.

Care and Share does not require income, employment, sobriety, or identification to access services. Identification is requested but not mandatory at entry. Criminal history is not used as a blanket exclusion, except for sex or predatory offenders, which are considered on a case-by-case basis depending on offense details, current risk, and the population currently in residence (especially if children are present).

### **Unaccompanied Minors & Tri-Valley Partnership**

Although unaccompanied minors under 18 are not eligible to stay at Care and Share, we deeply understand the specialized care and attention they require. These young individuals face complex challenges that make safe, secure housing all the more urgent. To ensure that no youth is left without a path to stability, we have established a vital partnership with the Tri-Valley Unhoused Youth Program.

Through this collaboration, unhoused youth under 18 are provided with targeted resources and support aimed at helping them transition out of homelessness. Tri-Valley's dedicated team connects these adolescents to appropriate housing options, mentorship, education, and life skills development. Their wraparound approach also addresses emotional support, mental health services, and assistance with both education and employment. The goal is to guide each young person toward long-term independence and to keep them in a nurturing environment while they build a more stable future.

This partnership is essential in ensuring that youth who cannot be accommodated in our shelter are still given the tools and resources they need to stay safe, gain stability, and achieve lasting success. By collaborating with Tri-Valley, we uphold a holistic, compassionate approach that prevents any underage individual from being overlooked or left without adequate care—even when our shelter cannot provide immediate housing.

- i. Describe how program eligibility is low barrier. If there are barriers to program entry based on eligibility, please briefly explain.**

Care and Share operates with a low-barrier, harm-reduction philosophy, grounded in the belief that everyone deserves safe shelter and dignity, regardless of their circumstances.

- **There are no sobriety requirements** for admission. Individuals under the influence are not automatically turned away. Instead, staff focus on behavior: residents must be able to engage in intake, follow basic safety rules, and not pose a risk to others.
- **No financial contribution is required.** While Care and Share historically suggested a nominal daily rent of \$6, this practice is no longer in effect. Residents are not charged to stay at the shelter, and financial status is not a barrier to entry or continued services.
- **Documentation and ID** are not required at intake, removing a common barrier for individuals experiencing deep poverty or trauma.
- **Criminal history** is not used to deny entry except in rare cases involving sex or predatory offenses, which are individually reviewed with consideration to the safety of all residents.
- **Referrals are not required.** Individuals may walk in at any time, day or night, to request shelter. Security staff are trained to complete initial screenings outside of regular business hours.

Our work balances this low-barrier approach with trauma-informed care and a strong focus on resident and community safety, offering support and alternative plans in the rare cases where immediate shelter is not possible.

**b. Access/Admission.** Describe the process for accessing a shelter stay (e.g., documentation required, referral source, hours of intake, etc.)

Care and Share operates 24/7 and accepts walk-ins at any time. Individuals and families can access shelter by arriving in person; no referral is required. During regular business hours (Monday–Friday, 8:00 a.m.–4:30 p.m.), Case Managers screen and complete intakes for new residents. During evenings, weekends, and holidays, trained Security staff may admit individuals temporarily and initiate intake, which is completed by Case Management the following business day.

Residents are asked, but not required, to provide a government-issued ID. If they do not have identification, they are still allowed to stay, and staff assist them in obtaining necessary documents. To be admitted, individuals must self-certify that they meet the Minnesota definition of homelessness. There is a low-barrier policy in place, and all entrance requests are logged with brief notes regarding admission, denial, failure to show, or withdrawal of request. There is no application process, waiting list, or requirement to demonstrate income or service participation prior to entry.

**i. Describe how you ensure access to your program is low barrier with few obstacles or requirements for admission:**

Care and Share ensures access is as low-barrier as possible:

- **No documentation is required** for admission beyond self-certification of homelessness.
- **No referrals are needed**, and walk-ins are welcomed at any hour.
- **No fees are collected** to access shelter.
- **No sobriety requirement:** admission decisions are based on behavior and safety, not substance use history.
- **No income, employment, or funding source requirements.**
- **No criminal history restrictions**, except for certain sex offenses, which are reviewed case-by-case with safety and context in mind.

Residents are not required to demonstrate productivity or income upon entry. Staff meet people where they are, and initial intake may be postponed if someone needs to eat, shower, or rest first. Shelter expectations are behavior-based, not sobriety-based—residents who return under the influence are supported unless their behavior becomes threatening or disruptive.

This approach prioritizes safety, dignity, and accessibility, ensuring individuals in crisis can receive shelter without unnecessary barriers or delays. All entrance requests are logged with brief notes for transparency and consistency in decision-making.

**c. Describe your discharge policy.** Include under what circumstances you ask participants to leave your program involuntarily, how you ensure consistency in decision making, what steps you take with a participant prior to termination, how you work to ensure the participants safety after exit, and your participant appeals process.

Care and Share’s discharge policy is designed to balance individual support with the safety and wellbeing of all residents. Involuntary discharges occur only when necessary and are approached with consistency, care, and a focus on safety and housing continuity.

**Circumstances for Involuntary Discharge:**

**Residents will be asked to leave immediately if they:**

- Engage in physical violence toward others or destruction of property.
- Bring or use alcohol or illegal drugs on the premises.
- Engage in sexually harassing behavior and/or enter areas assigned to another gender.

All reasonable efforts are made to facilitate discharges without involving law enforcement. However, if safety requires it, law enforcement is involved, and the individual may be trespassed from the property or face legal action. If no crime has been committed, and law enforcement is not involved, the resident is still given time that same day to make necessary arrangements for their discharge.

**Less Immediate Discharges May Result From:**

- Repeated behavioral issues or failure to follow shelter rules after written warnings.
- Not actively engaging in housing plans or services, despite ongoing staff support.

There is no set number of disciplinary write-ups that results in a discharge. Each case is reviewed in context, with consideration given to:

- Severity and location of the behavior (e.g., if children were present at the Hope Center),
- Impact on others (such as triggering substance use),
- Effort made by the resident to follow other rules and complete assigned chores,
- And the resident's level of engagement in moving toward housing.

**Consistency in Decision-Making:**

Discharge decisions are reviewed by the Director and Case Management team to ensure fairness and alignment with previous decisions. This team-based approach ensures consistency, especially in complex or borderline cases.

**Steps Taken Prior to Termination:**

Whenever possible, residents are provided with written notice and a specific deadline to exit. Care and Share staff actively support the individual in developing a transition plan, including:

- Offering gas vouchers, bus tickets, or providing a temporary hotel stay (1–2 nights).
- Contacting other shelters or housing programs on the resident's behalf.
- Reaching out to external providers, case managers, or county social services to coordinate an emergency plan and ensure continuity of care.

If law enforcement is not involved and the discharge must happen immediately, Care and Share still ensures the person is not left without shelter that night whenever possible.

**Safety After Exit:**

Care and Share remains in contact with the individual when appropriate, especially if they are working with outside professionals or caseworkers. Every effort is made to ensure the resident has a safe place to go. In some cases, contact continues even after discharge to support reengagement with services or future shelter eligibility.

**Appeals Process:**

All residents receive a written grievance policy upon entrance, which applies to involuntary discharges. Residents have the right to appeal, and appeals are reviewed by a staff person not involved in the original discharge decision to ensure neutrality.

Care and Share's discharge process emphasizes compassion, transparency, and a trauma-informed approach—prioritizing both the safety of the community and the dignity of all individuals served.

5. **What is the average length of stay in your program? 31 - 60 Days**

**a. If this has been increasing or decreasing over time, describe the factors that may be contributing to this change.**

The average length of stay at Care and Share has remained relatively stable in the 31–60-day range. This consistency reflects a balance between the urgent need for emergency shelter and the growing complexity of barriers that residents face in accessing stable housing—such as limited affordable housing stock, delays in application processes, mental health or substance use challenges, and waitlists for supportive housing programs. While some individuals exit more quickly with the help of case management, others require longer stays due to lack of housing availability or difficulty navigating systems. Staff work closely with residents to move toward housing as quickly as possible; while ensuring they are not discharged into unsafe or unstable situations.

**b. Describe your policies around length of stay, and whether these are clearly communicated to participants? (number of days, availability of extensions, criteria used for extensions, etc.)**

Care and Share does not enforce a strict time limit on length of stay. While the general target is for most residents to transition within 31–60 days, the policy is flexible to reflect the individual's housing progress, needs, and barriers. There is no formal cap on days, and residents are not automatically exited based on time alone. These expectations and the flexible nature of length of stay are communicated clearly during intake and reinforced throughout case management sessions. Extensions are considered based on active engagement with services, housing search efforts, and safety needs. Residents who are working toward stability are not penalized for circumstances beyond their control, such as long waitlists or limited housing options.

**c. How do staff engage participants regarding their length of stay and eventual discharge from emergency shelter?**

Staff begin conversations about length of stay early, using a trauma-informed and person-centered approach. Case Managers meet regularly with residents to set housing goals, identify needs, and assess progress. Discussions are framed around support and partnership, not deadlines. If a resident is not engaging in housing planning or violating program expectations, staff initiate respectful, documented conversations that clearly outline concerns, offer support, and define next steps. When a discharge date becomes necessary, it is typically set collaboratively with the resident and with efforts made to ensure a safe exit. Staff assist with identifying alternative options, making referrals,

and—when appropriate—providing bus tickets, gas vouchers, or temporary hotel placements. The emphasis is always on safety, transparency, and working alongside residents to support their next steps.

When a resident is preparing to exit shelter due to securing stable housing, staff provide active support to ease the transition. This includes assistance with move-in coordination, transportation support, and access to donated household items and furnishings from the shelter’s donation room. Case Managers help residents connect with ongoing services in the community and follow up as needed to promote long-term housing stability. These positive discharges are celebrated and treated as a key success of the program’s mission to break the cycle of homelessness.

## 6. Emergency Shelter Program outcomes:

### a. How does your program address shelter participant barriers to permanent housing?

Care and Share addresses barriers to permanent housing through a combination of low-barrier shelter access, dedicated case management, and strong community partnerships. Each resident is connected to a Case Manager early in their stay who assists with:

- **Obtaining vital documents** (state IDs, Social Security cards, birth certificates), which are often the first hurdle in securing housing, employment, or benefits.
- **Navigating housing applications** by helping residents understand eligibility criteria, complete paperwork, and gather documentation.
- **Coordinating with housing providers and support programs** such as Polk County Social Services, Tri-Valley Opportunity Council, Alluma, Community Health, and other key partners to match residents with transitional or permanent housing options.
- **Identifying income sources** through employment referrals or benefits applications (SSI/SSDI, SNAP, etc.) to make housing sustainable.
- **Providing transportation assistance** (bus tickets, gas vouchers) to attend appointments or relocate to housing.

Residents are not required to meet sobriety or income thresholds upon entry, removing systemic barriers from the outset. For individuals with justice system involvement, admission decisions are made case-by-case, ensuring past criminal history does not automatically exclude access to shelter or housing planning.

### b. How do you minimize discharges of shelter participants back to homelessness?

Care and Share takes proactive and individualized steps to prevent discharges that result in a return to homelessness:

- **Early and ongoing engagement:** Case Managers meet regularly with residents to build trust, set goals, and track progress—ensuring housing planning remains active throughout the stay.
- **Low-barrier support:** Residents are not penalized for poverty, disability, or addiction. Behavior expectations are enforced with compassion and opportunities for correction.
- **Creative problem-solving:** Staff work with external agencies, landlords, and support programs to secure placements, even in challenging situations. Gas vouchers, bus tickets, and temporary hotel stays are used to bridge gaps.
- **Flexibility in length of stay:** There is no rigid time limit. Extensions are granted based on ongoing efforts and individual circumstances, ensuring residents are not discharged solely due to arbitrary deadlines.
- **Harm reduction approach:** Residents are not discharged for substance use unless safety is at risk. This minimizes the cycle of eviction and re-entry due to relapse or trauma-related behavior. Care and Share also provides on-site Narcotics Anonymous (NA) meetings as a resource for residents seeking community-based recovery. While sobriety is not required for shelter entry or discharge, residents are supported in pursuing recovery if they choose to, and the availability of NA supports this without judgment.

Because untreated substance use is a leading cause of housing instability and shelter re-entry, Care and Share’s harm reduction framework is a key strategy for minimizing discharges back into homelessness. Many residents arrive in active use or early recovery, and our approach ensures that they are not excluded from shelter or services due to their substance use history. Instead, we provide a supportive environment that balances individual recovery needs with the safety and well-being of the entire shelter community:

- During intake, residents are asked about current alcohol and drug use to open honest, nonjudgmental dialogue.
- Residents who are using substances off-site are still welcomed and provided shelter, if they are not endangering others nor jeopardizing others sobriety.
- **Illicit substances and alcohol are not permitted on-site** to support those in recovery and maintain a safe, sober environment.
- Through a **Polk County Opioid Grant**, Care and Share has partnered with **Riverview Recovery** to bring on-site individual and group substance use counseling and clinical assessments twice weekly, led by Director Leann LaFrance.

This dual approach—supporting both recovery and active users—ensures that people are not excluded due to substance use, while also creating a stable environment for all residents.

### **Continuity of Care After Discharge**

When no immediate shelter or housing is available at discharge, Care and Share remains actively involved to ensure that discharged individuals—especially those leaving the shelter under challenging circumstances—do not slip through the cracks. By offering ongoing communication, creative solutions, and referrals, the shelter reduces the likelihood of

homelessness recurring and promotes long-term stability. Care and Share's approach includes the following steps:

- **Ongoing Communication**
  - Staff maintain periodic check-ins with discharged individuals to confirm their safety, assess immediate needs, and provide encouragement.
  - Those who left under difficult circumstances (e.g., feeling unsafe or lacking resources) receive additional support and guidance, ensuring they are not navigating this transition alone.
  
- **Referrals to Additional Services**
  - Case Managers connect individuals to community-based resources aligned with their specific situations—whether related to healthcare, legal issues, or employment.
  - These personalized referrals help ensure that people receive the assistance most relevant to their circumstances, supporting them in moving toward greater stability.
  
- **Safety Follow-Ups**
  - For those discharged without secure housing, staff check in regularly to confirm they are not in unsafe or unstable conditions.
  - If their living situation deteriorates, individuals know they can reach out to Care and Share for additional help or referrals.
  
- **Creative Housing Solutions**
  - Recognizing that immediate housing is not always available, Care and Share collaborates with hotels, motels, and transitional housing options to bridge the gap.
  - Staff may help individuals apply for emergency rental assistance programs or connect them with transitional housing placements that pave the way for permanent housing.
  
- **Pathways for Re-Engagement**
  - Care and Share offers returning pathways for individuals who are temporarily without shelter after discharge, reducing the stigma of “turning someone away.”
  - Staff also guide residents through long-term housing initiatives (such as supportive housing programs) and provide support in securing stable housing arrangements.

Through these measures, Care and Share ensures that even when individuals must leave the shelter, they remain connected to crucial support systems and resources. By staying in touch, offering creative solutions, and encouraging re-engagement, when necessary, the organization helps reduce the possibility of a return to homelessness and builds a stronger foundation for long-term success.

**c. In what ways do your services aim to end the cycle of homelessness?**

Care and Share's services are designed to break the cycle of homelessness through a holistic and strength-based approach that centers dignity, safety, and stability:

- **Trauma-informed care and case management** provide residents with emotional support while working toward long-term housing.
- **Focus on wellness and empowerment:** Residents receive assistance not just with shelter, but also with employment readiness, mental health connections, physical wellness (via Community Health and other partners), and spiritual care when requested.
- **Soup Kitchen and Food Shelf access** ensure nutritional needs are met for both residents and community members, reducing crisis points that can lead to homelessness.
- **Access to basic resources:** Our donation room provides free clothing, household goods, and furniture to help residents transition successfully and affordably into housing.
- **Structured partnerships** with local housing agencies, social services, mental health providers, healthcare organizations, DHS, and other community collaborators ensure coordinated care and long-term planning.
- **On-site recovery support:** Weekly Narcotics Anonymous meetings hosted at Care and Share provide accessible, peer-based support for individuals navigating substance use challenges—one of the most persistent contributors to housing instability.
- **Clinical addiction support on-site:** Through our partnership with Riverview Recovery, residents have access to group and individual counseling and referral resources two days a week, funded through the Polk County Opioid Grant.
- **Culturally responsive practices:** Our approach is person-centered and inclusive, with no discrimination based on income, identity, or background. Staff provide support in a way that respects individual histories and cultural needs.

Care and Share's commitment to **harm reduction** allows individuals to receive shelter and support even when actively using substances, while still offering recovery pathways and protecting the environment for those in sobriety. This inclusive model helps interrupt patterns of exclusion, relapse, and repeated homelessness often seen in traditional shelter systems.

Finally, our **community-centered mission and legacy**, founded on compassion and hospitality, ensures that every person who enters Care and Share is treated as capable of rebuilding, healing, and securing a stable life. By addressing both immediate and

systemic barriers, we aim not just to provide temporary shelter—but to be a launch point for long-term stability and community reintegration.

**7. Please provide a detailed description of the services provided at your shelter. Include information on the following:**

**a. Meeting basic needs**

Care and Share provides immediate, comprehensive support to ensure every resident's basic needs are met in a safe, welcoming environment:

- **Shelter:** Care and Share offers secure housing for individuals and families, with four men's dorms, 12 beds for women, and family accommodations at the Hope Center. The building is monitored by security guards and cameras, creating a protective environment for all guests.
- **Meals:** Two hot, nutritious meals are served daily—lunch at 12:00 p.m. and dinner at 6:00 p.m.—prepared by a certified food protection manager. These meals are open not only to residents but also to the public, supporting community-wide food security.
- **Hygiene and Rest:** Residents have access to showers, laundry facilities, and free hygiene supplies. Intake can be postponed allowing individuals to rest, shower, or eat before engaging in shelter programming.
- **Clothing and Household Essentials:** The on-site Donation Room is open three times weekly to residents and the broader community, providing free access to clothing, shoes, household items, bedding, and furniture. These resources are also made available during housing transitions to help residents move into new spaces with dignity and fewer financial barriers.
- **Free Wi-Fi** is available to support residents in job searches, schoolwork, medical telehealth appointments, and staying connected with loved ones.
- **Current partnership with Tailor Made Barbers:** Free haircuts are provided to members of the unhoused community every second Tuesday of the month from 11:00 a.m. to 2:00 p.m., promoting dignity, confidence, and self-care.

Care and Share maintains a low-barrier, person-centered model—no fees are charged, and residents are not required to meet sobriety, income, or employment thresholds to access basic services. Every effort is made to meet people where they are, with compassion and respect.

**b. Access/referral to specialized services to meet specific needs such as health, employment, and children's needs, if applicable.**

At Care and Share, each resident is paired with a dedicated Case Manager early in their stay who provides individualized support and coordinated referrals based on the resident's needs. These services are delivered in partnership with trusted regional

providers and reflect our commitment to comprehensive, person-centered care. In addition, Care and Share has created a multi-disciplinary case management team that may include social workers, mental health professionals, and addiction specialists. This collaborative approach helps address the wide range of challenges residents face—housing, employment, addiction recovery—ensuring that each guest receives tailored, coordinated support.

**Healthcare and Mental Health Services:** Care and Share works closely with Community Health Services and Alluma to connect residents with medical, behavioral health, and mental health care. Through our Polk County Opioid Grant, we also partner with Riverview Recovery to provide on-site individual and group counseling and clinical assessments twice per week, available to residents struggling with substance use or in recovery.

Additionally, Care and Share offers a trauma-informed addiction recovery program designed to address the link between trauma and substance use. This includes group therapy, individual therapy, and other therapeutic activities that help individuals process past trauma while working toward sobriety. By focusing not only on substance use but also on the underlying emotional and psychological challenges, we foster deeper healing.

Weekly Narcotics Anonymous (NA) meetings are held on-site and open to both residents and community members, offering accessible peer-based support in a harm reduction environment.

**Employment and Income Support:** Case Managers assist with job searches, resume building, and employment applications. Referrals to Tri-Valley Opportunity Council provide residents with access to employment support, workforce readiness programs, and job training opportunities. Residents are also supported in applying for public benefits such as SNAP, SSI/SSDI, and MinnesotaCare, with help navigating the application process and gathering required documentation.

**Support for Families and Children:** Families staying at the Hope Center receive targeted support to meet the needs of children, including access to free clothing, school supplies, and winter gear from our Donation Room. Staff coordinate with local schools and Polk County Social Services to ensure educational continuity, access to school enrollment, and child-focused supports. Case Managers also provide referrals to family health services or child mental health resources when requested or appropriate.

**Transportation Assistance:** To reduce transportation barriers, Care and Share provides gas vouchers and bus tickets so residents can attend job interviews, medical appointments, housing viewings, and other critical appointments. In some situations, staff may also use rideshare vouchers or on-site transportation services to help guests reach essential resources or employment opportunities. Transportation is likewise

offered when residents are relocating to permanent housing or connecting with other shelters or family supports.

**Identification and Legal Support:** Care and Share helps residents secure essential documents such as birth certificates, state IDs, and Social Security cards—crucial steps in accessing housing, healthcare, benefits, and employment. Individuals with criminal records are supported on a case-by-case basis and are not automatically excluded from services or referrals.

**Emergency Fund:** Recognizing that many guests require short-term financial assistance to stabilize, Care and Share has created an emergency fund sponsored by local churches. This fund covers urgent expenses such as security deposits, essential medications, or other unforeseen costs. By providing this safety net, we help guests avoid setbacks that might otherwise force them back into homelessness.

**Spiritual and Community Support:** In alignment with Care and Share’s legacy of hospitality and healing, residents may request pastoral or spiritual care if desired. This tradition, rooted in the mission of Sister Justina Violette, remains a key component of the supportive and welcoming environment we provide.

By expanding these services and forging strong community partnerships, Care and Share offers a more holistic, person-centered approach to meeting the complex needs of our residents. This effort not only supports guests with immediate challenges—like housing, addiction, or family responsibilities—but also equips them with the skills and resources necessary for rebuilding their lives and achieving long-term stability.

**8. Please describe how your program will address one or more of the reasons that unsheltered individuals may not access shelter:**

**a. Crowding/Facility Size:**

- i. When the shelter is at capacity or certain accommodations are unavailable, Care and Share arranges **referrals and transportation** to alternative shelters or provides a motel room as an interim solution. This ensures that no one is turned away solely because of crowding.

**b. Safety:**

- i. The **Hope Center** is locked and monitored to protect residents—particularly survivors of domestic violence—and new ADA-compliant upgrades will enhance safety for those with disabilities.

**c. Pets:**

- i. Care and Share recognizes the strong bond between individuals experiencing homelessness and their pets, but the shelter cannot accommodate animals on-site. Whenever possible, **staff facilitate temporary pet fostering arrangements or coordinate transportation to partner organizations** that do allow animals. This ensures residents can safely access shelter without abandoning a beloved pet.

**d. Partners:**

- i. Partners are housed according to their **self-identified gender**, and staff collaborate with both individuals to ensure each partner’s unique needs—such as employment assistance, healthcare, or safety—are addressed. Families, including couples with children, are typically housed in the **Hope Center**, which offers private living spaces and family-focused supportive services.
- e. Culturally specific services:**
- i. As the only shelter in the region, Care and Share regularly hosts individuals from diverse cultural, ethnic, and religious backgrounds. We make **flexible accommodations** on a case-by-case basis, respecting dietary restrictions, religious practices, communication styles, or other cultural preferences. Staff receive **cultural competency** training and collaborate with community-based agencies—such as those serving New Americans—to ensure language access, appropriate documentation support, and culturally responsive care.
- f. Other innovative solution to address unsheltered homelessness:**
- i. **Housing First Approach:** Care and Share embraces **Housing First**, an evidence-based strategy prioritizing immediate access to **permanent housing** without preconditions (like sobriety). After housing is secured, residents receive additional services (healthcare, mental health, substance use support, job training) tailored to their unique needs.
  - ii. **Mobile Outreach Teams:** We partner with **Odam Mobile Clinic** to bring essential medical and social services directly to encampments and unsheltered individuals, reducing barriers to care.
  - iii. **Single-Room Support (HSP):** In collaboration with the county, Care and Share provides **HSP single rooms** within the shelter, offering more stable, supportive housing for individuals who need ongoing assistance with healthcare, income generation, or social services.
  - iv. **Bridging Immediate & Long-Term Support:** By combining quick fixes (like motel stays or alternative shelter placements) with sustainable solutions (Housing First, HSP single rooms, outreach clinics), Care and Share not only offers temporary relief but also paves the way for **stability and self-sufficiency**.

These strategies allow Care and Share to address a broad spectrum of barriers—ensuring people can access safe shelter despite crowding concerns, safety issues, or ongoing health challenges—and to provide innovative, holistic approaches that help break the cycle of homelessness.

Emergency Shelter Program Budget & Budget Narrative		
Budget Category	Budget Amount for each category (7/1/2025 – 6/30/2027)	Narrative: Program Request Budget <u>must be supported by a detailed Budget Narrative below.</u> - Type and amount of costs included in that budget category (e.g. staff, rent, contracted cleaning, etc.) - The basis for that funding request (e.g. 2 FTE @ 40,000/year each, 24 months contract @ 4,000/mos.)
a. Administration (Limited to 15 pct.)	\$41,000.00	Financial Audit and Accounting Services: 20,500.00/year for 2 years = 41,000.00
b. Operations	\$623,560	Additional Security Staff: 6 FTE @ 37,440.00.00 /year Each for 2 years = \$449,280.00  Additional PTO cost for Security: 6 FTE @ 14,040 /year for 2 years = 28,080 .00  SS/Work Comp/Unemployment Security: 6 FTE @ 300 /month each x 24 = \$43,200  Additional cost of Accessibility Technology (incl. Elevator): 51,500/year for 2 years = \$103,000
c. Support Services	\$235,440	Additional Case Manager: 1 FTE @ 48,000.00.00 /year Each for 2 years = 96,000.00  On Site Nurse: 1 FTE @ 60,000.00.00 /year Each for 2 years = 120,000.00  Additional PTO cost for Case Manager: 1 FTE @ 2,860 /year for 2 years = 5,720 .00  Additional PTO cost for Nurse: 1 FTE @ 3,120 /year each for 2 years = 6,520 .00  SS/Work Comp/Unemployment Nurse & Case Manager: 2 FTE @ 300 /month each x 24 = 7,200.00
<b>TOTAL Program Funding Request (7/1/2025 – 6/30/2027)</b>	<b>\$ 450,000.00 x 2yrs = \$900,000.000</b>	

**Emergency Shelter Program Total Revenue**

List all *current, projected, and secured* revenue and other sources of support for the program. **Be specific. Include the amount and source of funding, such as funds directly from the county, Housing Support, CoC funding, Federal RHY funds, etc.** You may add lines to the funding table to describe all sources. Include HHSSA funds being requested through this RFP

Attachment A Work Plan

Source	Current SFY2025 (7/1/24-6/30/25) Funds	Projected SFY2026 (7/1/25-6/30-26) Funds	SFY2026 Funding Secured?
HHSSA Funds (including this request) DHS	\$319,800.00	\$769,800.00	<input checked="" type="checkbox"/>
Tri-Valley/EMSG	\$41,700.00	\$41,700.00	<input type="checkbox"/>
Shaver Endowment	\$13,769.00	\$13,769.00	<input checked="" type="checkbox"/>
United Way	\$24,000.00	\$24,000.00	<input type="checkbox"/>
Contributions	\$110,400.00	\$110,400.00	<input type="checkbox"/>
Misc. Income	\$63,975.00	\$63,975.00	<input type="checkbox"/>
<b>Total Program Budget:</b>	<b>\$573,644.00</b>	<b>\$1,023,644.00</b>	

## **FORM 7: Priority Application Areas**

**1. For projects with a DHS-funded Shelter Capital Projects that will be operational by July 2026 that have expanded shelter capacity and/or increased operating costs due to the Shelter Capital Project:**

**a. Describe the timeline of your capital project and when you will begin incurring additional operating expenses due to the completion of the project:**

Care and Share is currently reviewing bids for the installation of an elevator, with the goal of selecting a contractor by April 2025. We plan to have the elevator fully installed and operational by April 2026. This project significantly impacts our unbudgeted operational costs, as we must enhance accessibility in newly renovated areas—such as entrances and bathrooms—and address safety and communication features related to the elevator.

We anticipate incurring these additional operational expenses (e.g., elevator-related utilities, maintenance, and security pull chains) in the first half of 2026. Meanwhile, general renovation work—part of the same accessibility initiative—will continue throughout 2025 and 2026, with a final completion target of 2026. The roofing on both buildings is already complete, and while some renovation components are under contract, others remain in the bidding phase.

**b. Describe in detail how your Shelter Capital Project expands shelter capacity and/or increases operational/service costs:**

Because the elevator installation is largely funded through our **DHS-Funded Capital Projects Grant**, it creates unbudgeted operating costs related to the project itself and accompanying accessibility improvements. Beyond the elevator, additional expenses include security systems at entrances/exits to newly renovated areas, security pull chains in accessible bathrooms, and other potential electronic accessibility tools to ensure safe, ADA-compliant access. Here is a breakdown of the estimated costs:

<b>ITEM</b>	<b>ANNUAL COST</b>	<b>NOTES</b>
Maintenance Contracts & Routine Maintenance	\$12,000 per year	Covers maintenance personnel travel and per diem.
Service & Repair	\$12,000	Addresses issues arising outside routine maintenance.
Initial Elevator Inspection	\$5,820*	Required by MN regulations; calculated as 0.015% of the <b>**\$388,000</b> permitted work (final cost depends on elevator bid outcome in April 2025).

Attachment A Work Plan

Annual Elevator Inspections	\$2,000 per year	Includes travel and per diem costs.
Increased Utility Costs (elevator operation)	\$4,200 (\$350/month x 12)	Reflects additional electricity demand.
Increased Liability & Property Insurance	\$12,000	Accounts for expanded coverage needs and higher premiums once elevator is operational.
Miscellaneous Costs (e.g., alternative living space)	\$3,480	Covers temporary arrangements during elevator repairs or part replacements.

**\*\*Note:** The \$388,000 figure represents the DHS Capital Projects Grant amount for the elevator; actual cost will be determined after finalizing bids in April 2025.

**Total Estimated Costs:** \$51,500 per year x 2 years = \$103,000

These projections build upon current operational costs and past experiences managing similar outside maintenance, parts, and service needs. Although we anticipate these cost lines accurately reflect the elevator’s total impact, final expenses may vary once the elevator bid is finalized, and the full scope of installation is confirmed.



## Care and Share of Crookston, Inc. 2024 - 25 Board Directory

Kari Brault – Chair: Voting member 24751 330 St SW <a href="mailto:mrsbrault@gmail.com">mrsbrault@gmail.com</a>	Crookston, Mn 56716	218-289-4938
Anna Corona – Vice Chair: Voting member 14 Newton Avenue <a href="mailto:gilegbo@hotmail.com">gilegbo@hotmail.com</a> <a href="http://acorona@chsiclinics.org">acorona@chsiclinics.org</a>	Crookston, MN 56716	218-521-0245
Angel Korynta – Treasurer: Voting member 37498 245 <sup>th</sup> St SW <a href="mailto:Angel.korynta@co.polk.mn.us">Angel.korynta@co.polk.mn.us</a>	Fisher, MN 56723	701-741-7961
Mike Anderson – Secretary: Voting member 34037 255 <sup>th</sup> Ave SW <a href="mailto:Masundog@gmail.com">Masundog@gmail.com</a>	Crookston, MN 56716	218-280-4567
Leah Winjum – Director: Voting member 724 Stuart Ave <a href="mailto:leah@trinitycrookston.org">leah@trinitycrookston.org</a>	Crookston, MN 56716	218-470-0226
Stephen Larson – Director: Voting member 521 Cedar Ln <a href="mailto:slarson@nwmnlaw.com">slarson@nwmnlaw.com</a>	Crookston, MN 56716	218-280-0883
Jon Street – Director: Voting member 340 Houston Ave <a href="mailto:Jon.street@rocketmail.com">Jon.street@rocketmail.com</a>	Crookston, MN 56716	218-289-5155
Kevin Thompson: Voting member 716 Park Lane <a href="mailto:Thom2358@umn.edu">Thom2358@umn.edu</a>	Crookston, MN 56716	218-280-8341
Deanna Butenhoff: Voting member 524 Woodland Ave <a href="mailto:dede_h10283@hotmail.com">dede_h10283@hotmail.com</a>	Crookston, MN 56716	218-289-5706

## Care and Share Board Members and Terms of Service 2024-2025

Limit of 2 consecutive, three-year terms

### Ending in 2024

### Ending in 2025

### Ending in 2026

<p><b>Jon Street, Director</b>                  1<sup>st</sup> term ending 6/30/26                  Community Member                  Current/former Occupation:                  Race/Ethnicity: Caucasian                  Gender:</p>	<p><b>Anna Corona, Vice Chair</b>                  1<sup>st</sup> Term ending 6/30/25                  Community Member                  Current/former Occupation:                  Race/Ethnicity: Hispanic                  Gender: F</p>	<p><b>Kari Brault, Board Chair</b>                  1<sup>st</sup> Term ending 6/30/24                  Current/former Occupation:                  Race/Ethnicity: Caucasian                  Gender: F</p>
<p><b>Kevin Thompson, Director</b>                  1<sup>st</sup> Term, term ending                  Community member                  Current/former Occupation:                  Race/Ethnicity: Caucasian                  Gender:</p>	<p>Name, title <b>OPEN SEAT</b>                  1<sup>st</sup> Term ending                  Current/former Occupation:                  Race/Ethnicity:                  Gender:</p>	<p><b>Deanna Butenhoff, Director</b>                  1<sup>st</sup> or 2<sup>nd</sup> Term, term end date                  Community member                  Current/former Occupation:                  Race/Ethnicity: Caucasian                  Gender: F</p>
<p><b>Leah Winjum, Director</b>                  1<sup>st</sup> or 2<sup>nd</sup> Term, term end date                  Community member                  Current/former Occupation:                  Race/Ethnicity: Caucasian                  Gender: F</p>	<p><b>Angel Korynta, Treasurer</b>                  1<sup>st</sup> Term term ending 6/30/24                  Community member                  Current/former Occupation:                  Race/Ethnicity: Caucasian                  Gender: F</p>	<p><b>Stephen Larson, Director</b>                  1<sup>st</sup> or 2<sup>nd</sup> Term, term end date                  Community member                  Current/former Occupation:                  Race/Ethnicity: Caucasian                  Gender: M</p>
<p><b>Mike Anderson, Secretary</b>                  1<sup>st</sup> or 2<sup>nd</sup> Term, term end date                  Community member                  Current/former Occupation:                  Race/Ethnicity: Caucasian                  Gender: M</p>	<p>Name, title <b>OPEN SEAT</b>                  1<sup>st</sup> or 2<sup>nd</sup> Term, term end date                  Community member                  Current/former Occupation:                  Race/Ethnicity:                  Gender:</p>	<p>Total Board Seats: 11                  Total Seats Occupied: 9 (As of 6/9/25)                  # BIPOC: 1                  #Male/Female/NA: 4M, 5F                  # With Lived Experience:                  # Specific Skillset</p>

Attachment B: Budget



Homelessness, Housing, and Support Services Administration  
Grants Programs Team Budget SFY 2026 - 2027

Grantee Name: Care and Share of Crookston, Inc.

Grant Program: Emergency Services Program (ESP-2)

Attachment B Budget

Emergency Services Program (ESP-2) Budget SFY 2026 - 2027				DHS HHSSA Use Only
LINE ITEMS	Year 1 Budget (SFY26)	Year 2 Budget (SFY27)	TOTAL Years 1 & 2	Percent of SFY26-27 Budget
	Date of Contract Execution - 6/30/2026	7/1/2026 - 6/30/2027	Date of Contract Execution - 6/30/2027	
1. Administration (limited to 15% of grant)	\$0.00	\$0.00	\$0.00	0.0%
2. Operations	\$125,000.00	\$125,000.00	\$250,000.00	100.0%
3. Support Services	\$0.00	\$0.00	\$0.00	0.0%
4. BUDGET TOTAL	\$125,000.00	\$125,000.00	\$250,000.00	
*NOTE: The amounts listed for SFY26 and SFY27 must match your award letter.				
YEAR 1 (SFY26)				
Budget Category	Budget Amount	BUDGET NARRATIVE for Year 1 (detailed description of costs) <i>Please list one expense per line and insert additional lines if needed</i>		
1. Administration (limited to 15% of grant)				
Year 1 Admin	\$0.00			
2. Operations	\$74,880.00	2 Security Staff 1 FTE each @ \$18.00/hr x 2080 = \$37,440 x 2 = \$74,880		
	\$3,140.00	PTO for 2 Security Staff @\$1,570.00 each x 2 = \$3,140		
	\$7,200.00	Security Staff: Social Security/Unemployment @\$300 a month x 12 = \$3,600 x 2 = \$7,200		
	\$35,880.00	After Hours Case Manager .75 FTE @ \$23.00 x 1560 = \$35,880.00		
	\$1,200.00	PTO for After Hours Case Manager .75 FTE @ \$1,200		
	\$2,700.00	After Hours Case Manager .75 FTE: Social Security/Unemployment @\$225 a month x 12 = \$2,700		
Year 1 Operations	\$125,000.00			
3. Support Services				
Year 1 Support Services	\$0.00			
	\$125,000.00	BUDGET TOTAL for Year 1 (SFY26)		

\* Make sure the budget total for each year matches the amount shown on the front page of your contract

**Attachment B: Budget**

**YEAR 2 (SFY27)**

Budget Category	Budget Amount	BUDGET NARRATIVE for Year 2 (detailed description of costs) <i>list one expense per line and insert additional lines if needed</i>	<i>Please</i>
<b>1. Administration</b> <i>(limit to 15% of grant)</i>			
<b>Year 2 Admin</b>	<b>\$0.00</b>		
<b>2. Operations</b>	\$74,880.00	2 Security Staff 1 FTE each @ \$18.00/hr x 2080 = \$37,440 x 2 = \$74,880	
	\$3,140.00	PTO for 2 Security Staff @\$1,570.00 each x 2 = \$3,140	
	\$7,200.00	Security Staff: Social Security/Unemployment @\$300 a month x 12 = \$3,600 x 2 = \$7,200	
	\$35,880.00	After Hours Case Manager .75 FTE @ \$23.00 x 1560 = \$35,880.00	
	\$1,200.00	PTO for After Hours Case Manager .75 FTE @ \$1,200	
	\$2,700.00	After Hours Case Manager .75 FTE: Social Security/Unemployment @\$225 a month x 12 = \$2,700	
<b>Year 2 Operations</b>	<b>\$125,000.00</b>		
<b>3. Support Services</b>			
<b>Year 2 Support Services</b>	<b>\$0.00</b>		
	<b>\$125,000.00</b>	<b>BUDGET TOTAL for Year 2 (SFY27)</b>	

\* Make sure the budget total for each year matches the amount shown on the front page of your contract