



Minnesota Department of **Human Services**

July 8, 2013

Thomas Burke, Director
 Aitkin County Health and Human Service Agency
 204 First Street North West
 Aitkin, MN 56431-1291

Dear Director: *Tom*

I am pleased to inform you that Aitkin County has been awarded an Adoption and Foster Care Recruitment Grant to recruit relative adoptive and/or relative foster parents for children in foster care. This grant is valid July 1, 2013, through June 30, 2015, through state funds. It supports agencies' efforts for the diligent recruitment of relatives to become foster and adoptive parents through access of Web-based search technology to identify and notify adult relatives of a child's need for foster care placement. The funding makes available statewide purchasing of LexisNexis Accurint for agency relative search and notification efforts.

Amount and Period of Funding

The total funding available to Aitkin County for the grant period July 1, 2013, to June 30, 2015, is \$2,784.00. Reimbursement will be consistent with the budget summary outlined in this letter. Reimbursement eligibility will begin upon signature on the enclosed grant agreement by the chairperson of your county board (Attachment A).

Funding must be used to purchase LexisNexis Accurint licenses for agency relative search and notification efforts. These funds may not be used to supplant or replace current agency or state efforts and funding sources, including federal Title IV-E of the Social Security Act: foster care maintenance and adoption assistance.

If state funds are discontinued, reduced or otherwise become unavailable, the grant will be adjusted, reduced or terminated. Any funds not used for the purposes indicated in this grant award letter will be subject to return to the Minnesota Department of Human Services.

County Duties

The general purpose of the Adoption and Foster Care Recruitment Grant is to support agencies' efforts for the diligent recruitment of relatives to become foster and adoptive parents. When a child is in need of foster care placement, relatives are the first consideration. Through the use of Web-based search technology, county agencies can identify and notify adult relatives that they have a young family member in need of foster care. Grant counties must:

- Enter into an agreement with LexisNexis to purchase Web-based technology, that will include monthly billing
- Designate staff responsible to use LexisNexis Accurint to search for relatives, view search results and provide administrative oversight
- Report relative placement percentages with quarterly invoices
- Attend Virtual Presence Communication (VPC) or Web-based trainings offered by LexisNexis Accurint and the department.

Grant counties that develop regional partnerships to purchase LexisNexis Accurint will need to:

- Enter into data-sharing agreements to communicate search requests and results of LexisNexis Accurint searches
- Develop a regional practice or protocol to request LexisNexis Accurint searches and results.

The grant funds will be distributed based on the number of children an agency had placement responsibility for in calendar year 2011, as defined in bulletin #13-68-02.

Any subsequent revisions of the budget or amendments to the county's application approved by the Minnesota Department of Human Services will become part of this agreement.

Funding Reporting Requirements

Adoption and Foster Care Recruitment Grant counties will be reimbursed for costs of LexisNexis Accurint based on the following budget summary:

Budget summary for fiscal year 2014-2015:	
Total number of LexisNexis Accurint licenses requested	1
X \$116 (monthly cost for each license)	\$116.00
Monthly cost for LexisNexis Accurint	\$116.00
X 24 months (State Fiscal Year – July 1, 2013 to June 30, 2015)	\$2,784.00
Total amount of recruitment grant funds requested for SFY 2014-2015:	\$2,784.00

Grant counties will report their relative placement percentage data from the Child Welfare Data Dashboard, and send completed invoices for budgeted costs on October 15, 2013, January 15, 2014, April 15, 2014, July 15, 2014, October 15, 2014, January 15, 2015, April 15, 2015, with a final report due July 15, 2015.

Invoice

An invoice is an email to the grant manager, with the following information:

- Amount paid to LexisNexis Accurint
- Minnesota Department of Human Services, Child Welfare Data Dashboard – Relative Placement Percentage for the most recent quarter available.

Upon receipt of invoices by the department, the county will receive reimbursement of actual expenditures through electronic funds transfer.

Acceptance of Grant Funds

This grant award is contingent upon county board approval as documented by completion and return of the Acceptance of Grant Award form, Attachment A. Upon receipt of this completed form, the specified grant funds will be reimbursed to Aitkin County, according to the budget summary and submitted invoices.

Grant expenditures beginning July 1, 2013, will be eligible for reimbursement following the signature date on the Acceptance of Grant Award form.

The Adoption and Foster Care Recruitment Grants are managed by Deborah Beske Brown, 651-431-4731. Send all paperwork and/or forms to her at:

Minnesota Department of Human Services
Child Safety and Permanency Division
P.O. Box 64943
St. Paul, MN 55164-0943

LexisNexis Accurint

These funds are to be used to purchase LexisNexis Accurint. Questions about LexisNexis Accurint Should be directed to:

Rodney Johnson—MCMP-II
Strategic Account Manager
State and Local Government
LexisNexis | Risk Solutions
740-756-7195, Direct
614-638-9701, Mobile
rodney.johnson@lexisnexis.com

Sincerely,



Christeen Borsheim, Director
Child Safety and Permanency Division

Attachment A

Cc: Lynn T. Nguyen, program accountant, DHS
Deborah Beske Brown, child foster care consultant, DHS

Attachment A

ACCEPTANCE OF GRANT AWARD

Grant award for the July 1, 2013, through June 30, 2015, Adoption and Foster Care Recruitment Grant operating under the state of Minnesota with specific funding sources. Pursuant to Minn. Stat., section 256.01, subd. 2(a)(6), the Minnesota Department of Human Services is empowered to award grants to Minnesota counties.

Name of county: Aitkin County

County project coordinator: Sue Tange, social service supervisor: 218-927-7213

DHS project coordinator: Deborah Beske Brown, agency policy specialist, 651-431-4731

Agreement and certification by Aitkin County Board of Commissioners

It is understood and agreed by the county board that any funds granted pursuant to the application for state of Minnesota funds are to be expended for the purposes set forth in the application and grant award letter as approved by the commissioner of Human Services and in accordance with applicable laws and rules. The application and grant award letter are both incorporated into this award by reference. Further, it is understood that the budgets, expenditures, and program will be subject to periodic review by the commissioner. If funds are not being used to implement the approved plan and according to the grant award letter, they may be subject to return or future payment deductions in accordance with Minn. Stat., section 256.01, subd. 2. All payment information is included in the incorporated grant award letter. An amended grant award letter will be issued and must be signed in the event any changes are made to the terms of the grant award.

The receipt of grant funds by the county board assures acceptance by the board of the following responsibilities:

1. These funds may not be used to supplant or replace current agency or state efforts and funding sources, including federal Title IV-E of the Social Security Act: foster care maintenance and adoption assistance
2. Utilization of written personnel policies in assigning and compensating project employees
3. Compliance with Titles VI and VII of the United States Civil Rights Act of 1964, Americans with Disabilities Act, and the Minnesota Human Rights Act, Minn. Stat., chapter 363
4. Compliance with the Minnesota Government Data Practices Act, Minn. Stat., chapter 13
5. Compliance with Worker's Compensation insurance coverage requirements of Minn. Stat., section 176.181, subd. 2
6. Responsibility for any and all claims or causes of action arising from the performance of this grant to the extent provided for in Minn. Stat., sections 466.01 to 466.15
7. Compliance with all applicable federal and state regulations, including, but not limited to, the Single Audit Act (OMB Circular A-133), Debarment and Suspension certifications (45 CFR § 92.35) and Federal Cost Principles and Administrative Requirements (OMB Circulars A-87 and A-102).

Signature: _____

Chairperson: Mark Wedel

Date: July 23, 2013