



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: 10/28/2025

Title of Item: 2024 EMPG Grant

☐ REGULAR AGENDA ☒ CONSENT AGENDA ☐ INFORMATION ONLY	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: See attached memo and agreement		
Alternatives, Options, Effects on Others/Comments: Recommend authorizing County Board Chair and County Administrator to sign the EMPG agreement with the State of MN for this funding.		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i>		

DANIEL G. GUIDA

AITKIN COUNTY SHERIFF

218 1st St. N.W.

Aitkin, MN 56431

218-927-7435 / 1-888-900-2138

Emergency 911

Sheriff Fax: 218-927-7359 / Dispatch Fax: 218-927-6887

MEMO

TO: Aitkin County Board of Commissioners

DATE: October 28, 2025

FROM: Sheriff Dan Guida

RE: 2024 EMPG Grant

Attached is the annual Emergency Management Performance Grant (EMPG) award for the year 2024. The award amount for 2024 is \$16,709.

This grant does not totally fund our emergency management activities, rather it offsets some of the costs. I am looking for authorization to have the Board Chair and the County Administrator sign this agreement with the State of Minnesota for this funding.

Please let me know if you have any questions. Thank you.



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190	Grant Program: 2024 Emergency Management Performance Grant Grant Contract Agreement No.: A-EMPG-2024-AITKINCO-002
Grantee: Aitkin County 307 2nd Street NW Aitkin, MN 56431	Grant Contract Agreement Term: Effective Date: 01/01/2024 Expiration Date: 06/30/2026
Grantee’s Authorized Representative: Aitkin County Sheriff’s Office / Emergency Management ATTN: Patrice Erickson – Emergency Management Deputy Director 218 1 st Street NW Aitkin, MN 56431 Phone: 218-927-7437 E-mail: patrice.erickson@co.aitkin.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 16,709.00 Matching Requirement \$ 16,709.00
State’s Authorized Representative: Homeland Security and Emergency Management ATTN: Ms. Kyle Temme 3925 Pheasant Ridge Drive NE Blaine, MN 55449 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA/ALN: 97.042 FAIN: EMC-2024-EP-05011 State Funding: None Special Conditions None

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

Term: Per Minn. Stat. § 16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2024 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 3925 Pheasant Ridge Drive NE, Blaine, MN 55449. The Grantee shall also comply with all requirements referenced in the 2024 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

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



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

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

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

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No. A-EMPG-2024-AITKINCO-002 / P.O. No. 3000104725

Project No: N/A

2. GRANTEE

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

Signed: _____

Printed Name: J. Mark Wedel

Title: Aitkin County Board Chair

Date: October 28, 2025

Signed: _____

Printed Name: David Minke

Title: County Administrator

Date: October 28, 2025

Signed: _____

Printed Name: Daniel Guida

Title: County Sheriff

Date: October 28, 2025

Distribution: DPS/FAS
Grantee
State's Authorized Representative

2024 (EMPG) Emergency Management Performance Grant

Budget Summary (Review Report)

Organization:
Aitkin County

EXHIBIT A
A-EMPG-2024-AITKINCO-002

Budget		
Budget Category	Award	Match
Organization		
EM Dept salaries and fringe benefits	\$16,709.00	\$16,709.00
Total	\$16,709.00	\$16,709.00
Total	\$16,709.00	\$16,709.00
Allocation	\$16,709.00	\$16,709.00
Balance	\$0.00	\$0.00