

STATE OF MINNESOTA GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Commissioner of Department of Natural Resources ("STATE") and City of Duluth Police Department, 2030 North Arlington Avenue, Duluth, MN, 55811 ("GRANTEE"). 0000197681 - Addressed # 7

Recitals

1. Under Minn. Stat. 84.026 subd. 2 the State is empowered to enter into this grant.
2. The State is in need of addressing growing concerns over declines in hunting and angling participation. Developing a grants program for statewide groups is one strategy the STATE is using to expand the reach of the DNR's Outreach section programs and increase hunter and angler recruitment and retention.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

- 1.1 **Effective date:** September 17, 2018, or the date the State obtains all required signatures under [Minn. Stat.§16B.98](#), Subd. 5, whichever is later. Per, [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed. **The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**
- 1.2 **Expiration date:** December 31, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** The following clauses survive the expiration or cancellation of this grant contract:
8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

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

- 2.1 Comply with required grants management policies and procedures set forth through [Minn.Stat.§16B.97](#), Subd. 4 (a) (1).
- 2.2 Perform the duties specified in Exhibit A, which is attached and incorporated into this Grant Contract.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 Consideration.

The State will pay for all services performed by the Grantee under this grant contract as follows:

(a) Compensation

The Grantee will be paid a lump sum of \$17,110.00 and is required to provide labor, materials, or services and match as per the breakdown in Exhibit B, which is attached and incorporated into this agreement.

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in

the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$17,110.00.

4.2 Payment

(a) Invoices

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely, in compliance with the State's Payment Request and Project Interim and Final Report Summary forms, and according to the following schedule: Upon completion of services.

(b) Unexpended Funds

The 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.

4.3 Contracting and Bidding Requirements

(a) Any services and/or materials that are expected to cost \$25,000 or more must undergo a formal notice and bidding process.

(b) Any services and/or materials that are expected to cost between \$10,000 and \$24,999 must be scoped out in writing and offered to a minimum of three (3) bidders.

(c) Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes. Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

(d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

(e) 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. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Jeff Ledermann, 500 Lafayette Road, St. Paul, MN 55155-4020, 651-259-5247, jeff.ledermann@state.mn.us, or his/her successor, and has the responsibility to monitor the

Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Thomas Sewell, City of Duluth Police Department, 2030 North Arlington Avenue, Duluth, MN, 55811, 218-730-5532, tsewell@duluthmn.gov. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under [Minn. Stat. § 16B.98](#), Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

10.2 Intellectual Property Rights

(a) *Intellectual Property Rights.* The State owns all rights, title, and interest in all of the intellectual

property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents created and paid for under this Contract. The “works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Contractor, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Contract. “Works” includes documents. The “documents” are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Contractor, its employees, agents, or subcontractors, in the performance of this Contract. The documents will be the exclusive property of the State and all such documents must be immediately returned to the State by the Contractor upon completion or cancellation 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.” The Contractor assigns all right, title, and interest it may have in the works and the documents to the State. The Contractor must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the works and documents.

(b) Obligations

- (1) Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Contractor, including its employees and subcontractors, in the performance of this Contract, the Contractor will immediately give the State’s Authorized Representative written notice thereof, and must promptly furnish the State’s Authorized Representative with complete information and/or disclosure thereon.
- (2) Representation. The Contractor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Contractor nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Contractor represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Contractor will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Contractor’s expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Contractor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Contractor’s or the State’s opinion is likely to arise, the Contractor must, at the State’s discretion, either procure for the 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 the State will be in addition to and not exclusive of other remedies provided by law.

11 Workers 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 State employees. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State’s obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this grant contract must identify the 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, 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 grant contract.

12.2 Endorsement

The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 Termination by the State

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant 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. The 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.

14.3 Termination for Insufficient Funding

The State may immediately terminate this grant contract if:

- (a) It does not obtain funding from the Minnesota Legislature.
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The 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. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, 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 the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Monitoring

The State shall be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant agreement, including a final inspection upon program completion. At least one monitoring visit per grant period on all state grants of over \$50,000 will be conducted and at least annual monitoring visits on grants of over \$250,000.

Signature Page for: Grant Agreement between (“Grantee”) and the Minnesota Department of Natural Resources (“State”).

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. ' ' 16A.15 and 16C.05

Signed: Marybuvelle

Date: 9/20/18

SWIFT Contract/PO No(s). 148078 / 3-141438

2. GRANTEE

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

City of Duluth

By: _____
Mayor

Date: _____

Attest: _____
City Clerk

Date: _____

Countersigned:

City Auditor

Date: _____

Approved as to form:

City Attorney

Date: _____

3. STATE AGENCY

By: _____

Title: _____

Date: _____

Distribution:

Agency

Grantee

State's Authorized Rep

EXHIBIT A

City of Duluth Police Department MN DNR Angler and Hunter Recruitment and Retention Grant Application

6. Description of Project

A. Need:

Children in Duluth Minnesota live next to the largest body of fresh water in the world, and yet, many never get the opportunity to learn the fishing skills necessary to utilize this amazing resource or any of the other lakes within the region. The Duluth Police Department began its Hooked on Fishing Program to encourage interest in the sport of fishing, to give at-risk underprivileged children an outdoor opportunity that they may otherwise never experience, and to build positive relationships between community members and law enforcement. Community interest for this program and recruitment of participants has been high and is growing on a yearly basis. We would like to expand our current program into a more comprehensive outdoor education program that would offer more opportunities to experience Lake Superior, surrounding inland lakes, and the outdoors in general. We are currently limited to accessing local bodies of water within the region from shore and would like to broaden the experience that we provide to our participants by providing an on-water pontoon classroom. We are requesting funding for pontoon rental fees over the course of 16 sessions for the 2019 season along with a basic fishing equipment package for program participants that they can take home with them so that they may continue their angling experience independently. The pontoon not only offers the opportunity for fishing but also habitat recognition, boating safety, bird watching, and more.

B. Project Goal and Objectives:

Goal 1: Broaden the experience that the program offers to its participants.

Objective 1.1: Rent a pontoon that will facilitate workshops directly on local bodies of water and provide a unique classroom setting on a pontoon.

Objective 1.2: Provide a fishing rod and reel and small tackle box and skills information card to participants so that they can continue their angling experience beyond the workshop time frame.

This goal and its objectives will be met through funding sources provided by the MN DNR grant as well as through donations provided by local and regional businesses and vendors. The Hooked on Fishing Program has already secured commitments for catered meals, snacks, some fishing equipment, transportation to and from workshops, and volunteers to assist with workshop facilitation and officer involvement.

Goal 2: Increase participant angling skills from low or no knowledge to skills that provide confidence in their abilities and retain their interest.

Objective 2.1: Create and deliver a structured curriculum through lesson plans designed to teach outdoor education topics.

Objective 2.2: Measure growth in knowledge, skill, attitude and behavior through pre-program and post-program assessments.

Program facilitators will develop an outline of workshop activities as a guide. This will include a schedule of rotating skill-based activities and learning objectives, a pre-program assessment, a post-program questionnaire, and an end of session evaluation to gauge program efficacy. A roundtable debriefing session with facilitators and volunteers will be conducted to provide feedback and suggestions for program modifications and improvements to meet participant needs and program goals. Assessment and evaluation results will be compiled for mid-program and end of program reports.

Goal 3: Promote recruitment, retention and reactivation for fishing and outdoor activities and experiences.

Objective 3.1: Actively market workshop experiences and other angling and outdoor events to engage additional participants, siblings and older family members in fishing and other outdoor activities.

Objective 3.2: Provide ongoing support to workshop participants by offering follow-up resources that assist them with joining fishing and outdoor groups.

The Hooked on Fishing Program will maintain and build relationships with community centers and local businesses to provide awareness of the program and other opportunities for fishing and outdoor events that are offered within the community. Posters and rack cards will be developed for distribution throughout community locations. A volunteer support group consisting of angling and outdoor professionals will be actively recruited to provide additional workshop sessions with expanded delivery topics.

C. Target Audience:

The Hooked on Fishing Program currently focuses on children ages 6-18 with no or low angling experience that are recruited from local community centers. Actual attendance consists of about 70% Non-White or Hispanic participants without familial anglers. The program will continue to reach out to this non-traditional demographic with the goal of expanding workshops that are geared toward and engage all female, familial participants.

D. Program Design:

The Hooked on Fishing Program is modeled after fishing programs that have been designed with similar goals of recruitment, retention and reactivation. This includes examples that are provided in the Minnesota DNR's R3 toolkit. It also follows many stages in the conceptual model on recruitment and retention as explained in the Commissioner's Council on Recruitment and Retention. The demographic reached by the Hooked on Fishing Program is listed as the most difficult group to target for recruitment.

This is an annual program that will be conducted during the summer months with talks of expanding into the spring and summer. Program session opportunities at identified community centers will be made available on a rotating basis and, space permitting do not limit the number of times an individual can choose to participate. Discussions are underway about program expansion with ice fishing workshops in the future.

Tracking participants from year to year presents a bit of a challenge considering they don't always remain with the same community center. We will track repeat participants to the

program because the program cycles through the same community centers several times within a season. Through registration and officer/volunteer staff knowledge of the participants, officers will be able to follow up by reaching out to the children at their community center, school, and home.

Results Chain

1. Goals:

- A) Broaden the experience that the program offers to its participants.
- B) Increase participant angling skills from low or no knowledge to skills that provide confidence in their abilities and retain their interest.
- C) Promote recruitment, retention and reactivation for fishing and outdoor activities and experiences.

2. Audience: Children ages 6-18 years old from all demographics as well as their family members.

3. Marketing: Market in local community centers, schools, and participating businesses through posters and rack cards.

4. Pre-assessment: Establish a reference point for participant knowledge of angling skills and topics at the beginning of the workshop.

5. Content: Lesson plans and learning objectives of workshop sessions. (Please see Event Outline)

6. Activity: Angling skills workshop on the water with Duluth Police Officer facilitators and volunteers.

7. Post-assessment: Establish a measurement of growth in skills, knowledge, and interest in fishing from participant experience.

8. Outputs and Reporting: Documentation of assessment results and observation of demonstrated increase in fishing skills and interest. Report findings to funders and donors at mid-award period and award completion.

9. Program evaluation: Track retention and reactivation of participants through repeat workshop participation.

10. Adaptive Program Management: Evaluation of findings will be used to modify the program to better meet the needs of the participants and achieve program goals.

Event Outline

9:00 a.m. – Registration at the community center.

9:30 a.m. - 10:00 a.m. – Welcome orientation and program pre-assessment.

10:00 a.m. – 11:00 a.m. – Transportation to fishing location.

11:00 a.m. – 11:30 a.m. – Boating and angling safety orientation.

11:30 a.m. – 12:00 p.m. – Lunch

12:00 p.m. – 3:00 p.m. – On-water classroom experience

Learning objectives:

- Gather information about the body of water they are on and where it is located geographically.
- Identify fishing regulations and limits for that body of water.
- Be able to identify fish species that inhabit the lake.
- Understand the importance of personal flotation devices.
- Gain familiarity with types of bait used for different species of fish.
- Learn knot tying for fishing lure attachment.
- Learn basic casting techniques.
- Understand fish handling methods to ensure fish survival with catch and release.
- Learn the importance of watching weather conditions to maintain a safe fishing experience.

3:00 p.m. – 3:30 p.m. – De-briefing and post-assessment.

3:30 p.m. – 4:00 p.m. – Transportation back to the community center.

E. Project Outcomes:

The City of Duluth Police Department has well established relationships and presence in 4 major community centers within the city. These include:

- Lincoln Park Branch Boys and Girls Club
- Goldberg Branch Boys and Girls Club at Heritage Center
- Copeland Valley Youth Center
- Neighborhood Youth Services

This pool of community center youth provides continued participation in our program and recruitment is not a challenge. Because of the demographic that these centers serve, it enables our program to reach the most difficult group to target for recruitment and retention.

Participants will be registered for the program and entered into a database in order to track participant numbers and repeat participants as part of the measurable outcomes of the program. Evaluations and comparisons of pre-assessment and post-assessment results will provide measurable outcome data for increases in knowledge of angling skills that are

presented during the workshops. Data that is compiled through the program will be included as part of the performance measurement reporting to the granting agency.

The Duluth Police Department's Hooked on Fishing Program has been popular for several years now. Community relationships have been built with community centers for participants and local vendors for resources needed for the program. This grant will provide the means to bring the program to a whole new level by creating the new on-water classroom experience. Because of the high level of interest in the program from youth participants, the Duluth Police Department will continue to allocate officer time to facilitate the program. Fund raising efforts for necessary supplies and equipment are an ongoing activity. Conversations are already occurring with local vendors that entertain the donation of a pontoon to sustain the classroom activity that will be offered if this grant is awarded.

**City of Duluth Police Department
MN DNR Angler and Hunter Recruitment and Retention Grant Application**

7. Project Work Plan

Goal Statement – To broaden the Hooked on Fishing Program experience, increase skills and knowledge of fishing, and promote continued interest in angling.

Project Evaluation Plan –

Registration and pre-assessment of participants:

- Gather participant ages and demographics.
- Use the pre-assessment form to gauge basic fishing experience, knowledge, and skill levels.

Post-assessment of participants:

- Use post-assessment form to gauge increase in fishing knowledge and skill levels.
- Track percent of participants who demonstrate increased skills and knowledge.
- Survey percentage of participants who plan to fish on the same body of water with family members and friends.
- Survey participants at a later date when the program returns to the community center to see how many participate again and how many report that they have gone fishing since their program session.

Program assessment:

- Record number of fishing programs delivered and number of participants in each session and total overall.
- Track number of repeat participants.
- Document costs related to hours needed to develop, deliver and evaluate program sessions.
- Survey volunteer chaperones to assess if they feel supported and engaged in the program sessions.
- Record cumulative percentages of knowledge and skills increases from pre and post-assessments for the entire grant period.

Tasks – Please see below

**City of Duluth Police Department
Hooked on Fishing Program**

Task Form

Task 1 of 5 Grant Execution

Subtask Formalize grant contract. Submit grant documents for City Council approval. Route approved grant documents for City Administrator signatures. Send signed grant documents to Minnesota DNR for full execution. (10 hours @ \$45.00/Hour)

Timeframe October 1, 2018 - December 31, 2018

Title of Person(s) Responsible Grant Coordinator

Estimated Funds **Grant: \$** 0.00 **Match: \$** 450.00 **Total: \$** 450.00

Subtask NA

Timeframe NA

Title of Person(s) Responsible NA

Estimated Funds **Grant: \$** NA **Match: \$** NA **Total: \$** NA

Subtask NA

Timeframe NA

Title of Person(s) Responsible NA

Estimated Funds **Grant: \$** NA **Match: \$** NA **Total: \$** NA

Task **Total** **Grant: \$** 0.00 **Match: \$** 450.00 **Total: \$** 450.00

**City of Duluth Police Department
Hooked on Fishing Program**

Task Form

Task 2 of 5 Program Preparation

Subtask Procure fishing equipment, marketing material, and pontoon rental contract for program facilitation. (All grant funded fishing equipment \$6,750.00, marketing material \$760.00, one months pontoon rental \$600.00) (40 hours of DPD Officer time @ \$60.00/hour)

Timeframe January 1, 2019 - March 31, 2019

Title of Person(s) Responsible Project Manager

Estimated Funds **Grant: \$** 8,110.00 **Match: \$** 2,400.00 **Total: \$** 10,510.00

Subtask Prepare assessment and evaluation forms for program. (20 hours @ \$45.00/hour)

Timeframe January 1, 2019 - March 31, 2019

Title of Person(s) Responsible Grant Coordinator

Estimated Funds **Grant: \$** 0.00 **Match: \$** 900.00 **Total: \$** 900.00

Subtask NA

Timeframe NA

Title of Person(s) Responsible NA

Estimated Funds **Grant: \$** NA **Match: \$** NA **Total: \$** NA

Task **Total** **Grant: \$** 8,110.00 **Match: \$** 3,300.00 **Total: \$** 11,410.00

**City of Duluth Police Department
Hooked on Fishing Program**

Task Form

Task 3 of 5 Program Facilitation

Subtask Deliver the Hooked on Fishing Program to participants from area community centers. (15 pontoon rentals @ \$600.00/each) (350 hours of DPD Officer program facilitation @ \$60.00/hour)

Timeframe May 13, 2019 - August 30, 2019

Title of Person(s) Responsible Duluth Police Department Officers

Estimated Funds **Grant: \$** 9,000.00 **Match: \$** 21,000.00 **Total: \$** 30,000.00

Subtask Procure donated material from vendors for program.(10 hours of DPD Officer time @ \$60.00/hour) (Equipment @ \$4,150.00) (200 catered meals @ \$10.00 each) (One gift card from grocer @ \$250.00)

Timeframe May 13, 2019 - August 30, 2019

Title of Person(s) Responsible Duluth Police Department Officers

Estimated Funds **Grant: \$** 0.00 **Match: \$** 7,000.00 **Total: \$** 7,000.00

Subtask Transport and chaperone participants to program workshops. (200 volunteer hours @ 24.03/hour) (1600 transportation miles @ \$.545/mile)

Timeframe May 13,2019 - August 30, 2019

Title of Person(s) Responsible Program Volunteers

Estimated Funds **Grant: \$** 0.00 **Match: \$** 5,678.00 **Total: \$** 5,678.00

Task **Total** **Grant: \$** 9,000.00 **Match: \$** 33,678.00 **Total: \$** 42,678.00

**City of Duluth Police Department
Hooked on Fishing Program**

Task Form

Task 4 of 5 Reporting

Subtask Prepare and submit an interim report to MN DNR outlining progress performance measures as per grantor requirements. (10 hours @ \$60.00/hour) (5 hours @ \$45.00/hour)

Timeframe June 30, 2019

Title of Person(s) Responsible Duluth Police Department Officers/Grant Coordinator

Estimated Funds **Grant: \$** 0.00 **Match: \$** 825.00 **Total: \$** 825.00

Subtask Submit receipts and invoices for allowable expenses per grantor requirements. (4 hours @ \$45.00/hour)

Timeframe January 1, 2019 - January 31, 2020

Title of Person(s) Responsible City of Duluth Financial Analyst

Estimated Funds **Grant: \$** 0.00 **Match: \$** 180.00 **Total: \$** 180.00

Subtask Prepare and submit final report and invoices to MN DNR for grant closeout. (10 hours @ \$60.00/hour) (5 hours @ \$45.00/hour) (4 hours @ \$45.00/hour)

Timeframe December 31, 2019 - January 31, 2020

Title of Person(s) Responsible DPD Officers/Grant Coordinator/Financial Analyst

Estimated Funds **Grant: \$** 0.00 **Match: \$** 1,005.00 **Total: \$** 1,005.00

Task **Total** **Grant: \$** 0.00 **Match: \$** 2,010.00 **Total: \$** 2,010.00

**City of Duluth Police Department
Hooked on Fishing Program**

Task Form

Task 5 of 5 Evaluation

Subtask Evaluate each program session post-delivery. (16 hours @ \$60.00/hour)

Timeframe June 30, 2019

Title of Person(s) Responsible Duluth Police Department Officers

Estimated Funds **Grant: \$** 0.00 **Match: \$** 960.00 **Total: \$** 960.00

Subtask Prepare and submit post award evaluation report to grantor. (4 hours @ \$60.00/hour) (5 hours @ \$45.00/hour)

Timeframe December 31, 2019 - January 31, 2020

Title of Person(s) Responsible Duluth Police Officers/Grant Coordinator.

Estimated Funds **Grant: \$** 0.00 **Match: \$** 465.00 **Total: \$** 465.00

Subtask NA

Timeframe NA

Title of Person(s) Responsible NA

Estimated Funds **Grant: \$** NA **Match: \$** NA **Total: \$** NA

Task **Total** **Grant: \$** 0.00 **Match: \$** 1,425.00 **Total: \$** 1,425.00

EXHIBIT B

Budget Worksheet

Budget narrative and detail – Enter your projected costs for each applicable cost category below, indicating for each category the portion of the cost that is a Cash Cost and the portion that is In-Kind Value. Most projects won't have costs in all categories.

Important: Costs incurred prior to the start date of the grant agreement are not eligible for reimbursement or match. Non-state match is not required for this grant round. This match may be in the form of cash or in-kind labor, materials, etc.

Estimated Funding:

a. State (amount you are requesting from MN DNR)	\$	\$17,110.00
b. Applicant (funding from you)	\$	\$0
c. Local funding from other sources (non-applicant)	\$	\$0
d. In-kind (labor, materials, etc.)	\$	\$40,863.00
e. Total project cost	\$	\$57,973.00

Estimated Budget detail – itemize the project budget and how state grant funding will be matched

State-funded Budget Items (detail for item "a" above)	Item Cost	# Items	Total Cost
Pontoon Rental (Per day)	\$600.00	16	\$9,600.00
Fishing Equipment Package (To be given to youth participants to keep)	\$45.00	150	\$6,750.00
Marketing posters	\$1.20	300	\$360.00
Marketing rack cards	\$.40	1000	\$400.00
State Total			\$17,110.00

Cash Match Items (detail for items "b" and "c" above)	Item value	# Items	Total value
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Cash Match Total			\$0

In Kind Labor Services Match Description (detail for item "d" above) <i>Volunteer labor = \$24.03/hr</i>	Item Cost/ Hourly rate	# Items/Hrs	Total value
City of Duluth Police Officer salary and fringe to prepare material for and facilitate workshops	\$60.00	440 Hours	\$26,400.00
Volunteer chaperone labor	\$24.03	200 Hours	\$4,806.00
Fishing equipment, day packs, life jackets, and survival gear from Cabellas	\$4,000.00	each	\$4,000.00
Catered meals from local restaurants	\$10.00	200 meals	\$2,000.00
Volunteer transportation costs (calculated at the 2018 Federal rate of \$.545/mile)	\$.545	1,600 miles	\$872.00
SuperOne Foods Gift Card	\$250.00	1 card	\$250.00
Rod holders, skins, aerated minnow buckets from Gander Outdoor	\$150.00	each	\$150.00
City of Duluth Grant Administration (Grant Coordinator and Financial Analyst Salary and Fringe)	\$45.00	53 Hours	\$2,385.00
In Kind Total			\$40,863.00