

**Amendment # 1 for Grant Contract # 148078**

Contract Start Date:	<u>11/14/2018</u>	Total Contract Amount:	<u>\$ 22,109.00</u>
Original Contract Expiration Date:	<u>12/31/2019</u>	Original Contract:	<u>\$ 17,110.00</u>
Current Contract Expiration Date:	<u>n/a</u>	Previous Amendment(s) Total:	<u>\$ -</u>
Requested Contract Expiration Date:	<u>6/30/2020</u>	This Amendment:	<u>\$ 4,999.00</u>

This amendment is by and between the State of Minnesota, through its Commissioner of Natural Resources ("STATE") and City of Duluth Police Department, 2030 North Arlington Avenue, Duluth, MN, 55811 ("GRANTEE").

**Recitals**

1. The State has a grant contract with the Grantee identified as contract # 148078 ("Original Grant Contract") to promote recruitment, retention, and reactivation for fishing and outdoor activities through the Hooked on Fishing Program.
2. Grant is being amended to add funding toward the purchase of a trailer for a pontoon that is being donated to the Hooked on Fishing Program, adjust the budget to reflect an alternate use of funds originally budgeted for pontoon rental, and extend the expiration date to provide additional programming and equipment use through the grant.
3. The State and the Grantee are willing to amend the Original Grant Contract as stated below.

**Grant Contract Amendment**

**REVISION 1.** Clause 1. "Term of Grant Contract" is amended as follows:

- 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 grant 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~~, June 30, 2020, 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.

**REVISION 2.** Clause 2. "Grantee's Duties" is amended to add:

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 Revised Exhibit A<sub>1</sub>, which is attached and incorporated into this Grant Contract.

**REVISION 3.** Clause 4 "Consideration and Payment" is amended as follows:

**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~~ \$22,109 and is required to provide labor, materials, or services and match as per the breakdown in Revised Exhibit B<sub>1</sub>, 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~~ \$22,109.00.

The Original Grant Contract and any previous amendments are incorporated into this amendment by reference.

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: Mary Lavelle

Date: 2-22-19

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

**3. STATE AGENCY**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**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: \_\_\_\_\_

Distribution:

- Agency
- Grantee
- State's Authorized Representative

# Revised EXHIBIT A1

## 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 class room. 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

<b>Estimated Funds</b>	<b>Grant: \$</b>	0.00	<b>Match: \$</b>	450.00	<b>Total: \$</b>	450.00
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**Subtask** NA

**Timeframe** NA

**Title of Person(s) Responsible** NA

<b>Estimated Funds</b>	<b>Grant: \$</b>	NA	<b>Match: \$</b>	NA	<b>Total: \$</b>	
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<b>Subtask</b> NA	NA
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**Timeframe** NA

**Title of Person(s) Responsible** NA

<b>Estimated Funds</b>	<b>Grant: \$</b>	NA	<b>Match: \$</b>	NA	<b>Total: \$</b>	
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<b>Task</b>	<b>Total</b>	<b>Grant: \$</b>	0.00	<b>Match: \$</b>	450.00	<b>Total: \$</b>	NA
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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 month's 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~~ June 30, 2020

**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~~ June 30, 2020

**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~~ June 30, 2020

**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

<b>Estimated Funds</b>	<b>Grant: \$</b>	0.00	<b>Match: \$</b>	825.00	<b>Total:\$</b>	825.00
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**Subtask** Submit receipts and invoices for allowable expenses per grantor requirements. (4 hours@ \$45.00/hour)

**Timeframe** January 1, 2019 - ~~January 31, 2020~~ June 30, 2020

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

<b>Estimated Funds</b>	<b>Grant: \$</b>	0.00	<b>Match: \$</b>	180.00	<b>Total:\$</b>	180.00
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**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~~ June 30, 2020

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

<b>Estimated Funds</b>	<b>Grant: \$</b>	0.00	<b>Match: \$</b>	1,005.00	<b>Total:\$</b>	1,005.00
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<b>Task</b>	<b>Total</b>	<b>Grant:\$</b>	0.00	<b>Match: \$</b>	2,010.00	<b>Total:\$</b>	2,010.00
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**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 granter. (4 hours@ \$60.00/hour) (5 hours@ \$45.00/hour)

**Timeframe** December 31, 2019 - ~~January 31, 2020~~ June 30, 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**

# Revised EXHIBIT B1

## 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	\$22,109.00
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	\$	<del>\$57,973.00</del>	<u>\$62,972.00</u>

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
Pontoon Trailer	\$4,999.00	1	\$4,999.00
<b>State Total</b>			<del>\$17,110.00</del> <u>\$22,109.00</u>

Unexpended pontoon rental fees may be used for additional fishing gear that would include, but not limited to, electronics, life jackets, fishing equipment, and other related items that are needed to outfit the donated pontoon and the participants of the Hooked on Fishing Program.

Cash Match Items (detail for items "b" and "c" above)	Item value	# Items	Total value
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Cash Match Total</b>			\$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
<b>In Kind Total</b>			<u>\$40,863.00</u>