

FIRST AMENDMENT TO
SUB-RECIPIENT FUNDING AGREEMENT BETWEEN
BOARD OF TRUSTEES OF THE MINNESOTA
STATE COLLEGES AND UNIVERSITIES ON BEHALF OF
LAKE SUPERIOR COLLEGE
AND
CITY OF DULUTH FOR THE
STATE OF MINNESOTA
DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT
WORKFORCE DEVELOPMENT DIVISION

PATHWAYS TO PROSPERITY
CONNECTIONS TO CAREERS IN HEALTHCARE AND CONSTRUCTION

This First Amendment, effective as of the date of attestation by the City Clerk (“Effective Date”) is by and between the CITY OF DULUTH, (the “City”) and BOARD OF TRUSTEES OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES on behalf of LAKE SUPERIOR COLLEGE, (the “Grantee”).

WHEREAS, the City and Grantee entered into a Sub-recipient Funding Agreement (“Agreement”) on or about December 20, 2019 (Approved by Resolution No. 19-0851) (City Contract No. 23837).

WHEREAS, the Work Plan and Budget for the Pathways to Prosperity Program grant (the “Program Grant”) from the State of Minnesota, acting by and through the Department of Employment and Economic Development, Workforce Development Division (“DEED”) has been modified; and

WHEREAS the City desires to modify the grant funding to Grantee for performance of its obligations under the Agreement, to modify the PSP/Work Plan/Budget attached as Exhibit A of the Agreement and the Grantee’s Budget attached as Exhibit D of the Agreement, to add an obligation to follow the calendar of training referenced in a new Exhibit G, to extend the time of performance, and to clarify that the Agreement may only be amended in writing, including a possible extension to SFY2021 approved by DEED.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements hereinafter contained, the parties agree as follows:

In this First Amendment, deleted terms will be ~~struck out~~ and added terms will be underlined.

1. Section 1 AWARD is amended as follows

1. AWARD. The City awards a Subgrant to Grantee in the amount of ~~One Hundred Thirty Two Thousand Nine Hundred Dollars and no/100th (\$132,900)~~ One Hundred and Eight Thousand One Hundred and Thirty Dollars and no/100th (\$108,130) for Grantee's performance of its obligations under the Program Grant including:

- A. Perform the duties specified in the PSP/Work Plan/Budget, which is attached as ***Exhibit A*** and incorporated into this Agreement.
- B. Fulfill the roles and responsibilities as outline in the P2P Partner Roles and Responsibilities Summary, ***Exhibit C***.
- C. Follow all DEED policies and procedures including participating in Workforce One training provided by DEED, and entering all program data into Workforce One within the required timeframes.
- D. Provide quarterly reports two weeks prior to the reporting due date and/or any other reporting required by DEED, including Workforce One reporting and the Connections to Careers in Healthcare and Construction Project data.
- E. Submit invoice outlining services provided with supportive documentation to City Director as described in section 5. Examples of documentation for services include detailed receipts and timesheets.
- F. Coordinate with City staff on scheduling for services and/or workshops.
- G. If applicable and as requested, provide evaluations, attendance and completion information for services, trainings or workshops.

H. Facilitate City's Fiscal and Program Monitoring and assist in the completion of the DEED Jobs Bill Grant Minnesota Pathways to Prosperity Monitoring Guide, attached hereto as **Exhibit E**. Fiscal sub-recipient monitoring will be conducted once per state fiscal year ("SFY"); Program monitoring will be conducted once per quarter.

I. Sign Grantee Obligation Checklist, attached as **Exhibit F**.

J. Develop and maintain ongoing communication with City staff.

K. Follow training schedule outlined in Pathways for Prosperity Draft Calendar, attached as **Exhibit G**

Notwithstanding anything to the contrary, the Grantee understands and agrees that any reduction or termination of the Program Grant may result in a like reduction or termination of the Subgrant, and that any material change in the timeline or scope of the Program must be approved in writing by the City and DEED. The City reserves the right to cancel or postpone training class start dates due to lack of enrolled participants or other circumstances.

2. Section 3 TIME OF PERFORMANCE is amended as follows:

3. TIME OF PERFORMANCE. Grantee must start the Program upon execution of this Agreement and complete the Program on or before ~~June 30~~ September 30, 2021. The SFY 2020 performance period ends December 31, 2020, and the SFY 2021 performance period ends September 30, 2021. The City is not obligated to pay for any Program costs incurred after that date or any earlier termination, whichever occurs first.

3. Section 5 DISBURSEMENT is amended as follows

5. DISBURSEMENT. It is expressly agreed and understood that the City will pay Grantee under this Agreement ~~\$66,450-41,680~~ in the SFY 2020 and \$66,450 in SFY 2021 with the total amount not to exceed ~~\$132,900~~108,130. City will pay Grantee for all services performed under this Agreement. Grantee's proposed budget is attached as **Exhibit D**. Invoices may be submitted on a monthly basis or other timeframe approved in writing by the Workforce Development Director,

but must be submitted at a mid-point, and at the conclusion of the training contract. For SFY 2020, a final invoice must be received by ~~July 30, 2020~~January 31, 2021; for SFY 2021 a final invoice must be received by ~~July 30~~October 31, 2021. Payment for services will be sent within 45 days of receipt of invoice.

4. Section 9E **Counterparts** is amended as follows:

E. **Amendments; Counterparts.** This Agreement may be amended, including a possible extension to SFY2021 approved by DEED, only by a written instrument signed by both parties. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, but all of which together shall constitute but one and the same instrument. Signatures to this Agreement transmitted by facsimile, by electronic mail in “portable document format” (“.pdf”), or by any other electronic means which preserves the original graphic and pictorial appearance of the Agreement, shall have the same effect as physical delivery of the paper document bearing the original signature.

5. Exhibit A will be amended by replacing The Project Specific Plan/Work Plan/Budget with a Project Specific Plan Amendment/Work Plan Modification(1)/Budget Modification (1) as shown in Attachment 1.

6. Exhibit D will be amended by replacing Grantee’ Budget with updated budget as shown in Attachment 2.

7. Exhibit G will be as shown in Attachment 3.

8. Except as specifically amended pursuant to this First Amendment, the Agreement remains in full force and effect. In the event of a conflict between the provisions of this First

Amendment and the provisions of the Agreement, the provisions of this First Amendment shall govern.

IN WITNESS WHEREOF, the parties have set their hands the day and date first shown below.

CITY OF DULUTH

Lake Superior College

By _____
Mayor

By _____

Attest:

Its: _____

City Clerk
Date Attested: _____

By: _____

Its: _____

Countersigned:

City Auditor

As to form:

City Attorney

Attachment 1

Exhibit A
STATE OF MINNESOTA
PROJECT SPECIFIC PLAN (PSP)
AMENDMENT

Master Contract Number: DULUTH2020M
Term of Master Contract: 04/01/20-03/31/25
Master Supplier Contract Number: 172729
Contract ID Number: 1047800
Modification Number: 1

GRANTOR / STATE	GRANTEE
Employment and Training Programs Division MN Department of Employment and Economic Development 1 st National Bank Building, 332 Minnesota Street – Suite E200 Saint Paul, MN 55101-1351	City of Duluth Workforce Development 402 W. First St. Duluth, MN 55802
GRANT MANAGER CONTACT	GRANTEE CONTACT
Name and Title: Ann Meyers; ACP Grant Coordinator Phone: 651-259-7174 Email: ann.meyers@state.mn.us	Name and Title: Elena Foshay; Director Phone: 218-730-5241 Email: efoshay@duluth.mn.gov

If applicable:

- ☒ Attachment 1: Work Plan is deleted in its entirety and replaced with **Attachment 1: Work Plan Modification [1]**
☒ Attachment 2: Budget is deleted in its entirety and replaced with **Attachment 2: Budget Modification [1]**
☐ Except as amended herein, **Attachment 3: Terms and Conditions** of the Original Contract, and all previous amendments, remain in full force and effect.

COMPLETED BY DEED:

Program Name: SFY21 Pathways to Prosperity City of Duluth			
Start Date ¹ :	7/1/2020	This Modification includes:	Update to Partnership Charts and Cost Category changes only.
Original End Date:	9/30/2021		
Previous End Date: (most recent mod)	N/A		
Current End Date:	9/30/2021	SWIFT Contract ID:	177596
Original Amount:	\$189,250	SWIFT PO Number:	3-404989
Previous Amount: (most recent mod)	N/A	SWIFT Vendor Number + Location:	0000197681.001
Current Amount:	\$189,250	Procure-It Number:	58430
Match / Leverage Required:	☐ Yes ☒ No	NGA Number:	
AFS Signature: <i>Robin Culbertson</i>		Encumbrance Date: 9/25/20	

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled Attachment 1: Work Plan Modification 1 and Attachment 2: Budget Modification 1, respectively, are true and accurate to the best of my knowledge and I agree that this PSP is subject to all provisions of the Master Grant Contract which is incorporated by reference. I further certify that I am authorized to submit this PSP on behalf of the Grantee.

Signature: _____ Date: _____

Printed Name and Title of Grantee's Authorized Representative: Elena Foshay; Director City of Duluth

APPROVED BY (GRANTOR / STATE):

I have reviewed and approved the attached PSP which is referenced in and incorporated as an amendment to the Master Grant Contract indicated herein.

Signature: _____ Date: _____

Printed Name and Title of State's Authorized Representative: Marc Majors, Director, Employment and Training Programs Division

¹ Or the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5, whichever is later.

Adult Career Pathways Cost Category Adjustment Request

Please supply the legal name and the full address in this space. This is the fiscal agent with whom the grant agreement will be executed.

Organization Name:	City of Duluth Workforce Development		Grant #: 1047800
Director Name:	Elena Foshay	Contact Name:	Betsy Hill
Telephone:	218-730-5241	Telephone:	218-730-5228
Email:	efoshay@duluthmn.gov	Email:	bhill@duluthmn.gov
Address:	402 West First Street, Duluth, MN, 55802		
Grant Coordinator:	Ann Meyers	Ann.meyers@state.mn.us	651-259-7174
<i>This modification is to adjust the budget for SF21 funding. No other changes are being submitted at this time.</i> <i>I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.</i>			
Grantee Authorized Signature	Title	Date	
	Director of Workforce Development	09/01/20	
Coordinator Signature		Date Approved	
		9/3/2020	

**** Approval process may take up to 2 weeks to complete upon receipt of error-free document. Time frame is subject to change based on outside circumstances. Approved cost category amounts may not be used until Grantee receives updated Reimbursement Payment Request (RPR)/CAPR. ****

Attachment 1: Work Plan Modification 1

Narrative

Section 1: Equity Analysis

Duluth Workforce Development (DWD) has a strong commitment to serving individuals who continue to be excluded from economic progress. Employment and income disparities are some of our community's greatest challenges - at a time when unemployment is at an all-time low, hovering around 3% in Duluth, unemployment rates for African Americans and Native Americans are 23% and 13% respectively. Poverty rates in our community also remain high - a staggering 65% of African American households and 50% of Native American households have incomes below the poverty line.

While just 10% of Duluth's population are people of color, more than one third of those served at CareerForce in Duluth are African American, Native American, or bi-racial. Just under 30% of those served have a disability, and most of the clients served through our programs are low-income and face other barriers to employment. SOAR Career Solutions, our case management partner, specializes in serving individuals with criminal backgrounds, and all of their clients face multiple employment barriers.

The Duluth Workforce Development Board (DWDB) has made addressing employment disparities its top priority, and is working on a number of local and regional initiatives to address equity. Increasing diversity of both board membership and staff is also a key priority. Nine percent of DWDB members list a race other than white, and 4% of board members report having a disability. Among DWD staff, 6% are people of color and 6% have a disability. The DWDB Equity Committee has been working to build strategic relationships and recruit new members who better represent the communities we serve, with specific interest in attracting and engaging members from the African American and Native American communities. We have also been making changes that will help increase diversity of staff, including revising job descriptions to remove the college degree requirement and making changes to our hiring process to remove opportunities for implicit bias. In addition, all CareerForce staff and board members in the Northeast region are participating in an Intercultural Development Inventory process that includes individual and group work to improve both our workplace culture and the way we deliver services.

Along with our partner organizations, we have been taking a close look at how to better ensure people of color and other underrepresented communities are present at tables where decisions are made and solutions are designed. We have been actively engaging with community organizations who serve and represent people of color, and will continue working to build stronger collaborative relationships through program implementation. Part of this proposal includes resources set aside to strengthen our recruitment of eligible populations and supporting long term employment retention after completing training.

Section 2: Proposed Services

Pathway Model The proposed program is based on Model 3, and builds on our existing model offering a comprehensive and accessible training pathway linked to in-demand careers in our community. The program will serve a total of 90 participants across three pathway options: Certified Nursing Assistant (CNA), Health Services, and Commercial Driver's License (CDL). On-ramp (35 participants, approx. 40% of total served) Participants testing at a 6th grade level or below, or who test higher but could benefit from this component, will be referred to ABE for reading and math remediation and basic digital literacy instruction, and to CareerForce Duluth and SOAR for pre-employment readiness training. Participants who complete the on-ramp will earn certificates for completing SOAR's CareerQuest and Mind Over Matters workshops, Creative Job Search or other employment readiness workshops at CareerForce, and/or Northstar Digital Literacy certificates through ABE. Participants will then exit to employment or

continue on to Bridge training. Bridge (70 participants, approx. 80% of those served) Participants who test at or above a 7th grade level, or who have completed the on-ramp, will be enrolled in the Bridge. This includes 40 hours of contextualized instruction by ABE as well as instruction by Lake Superior College instructors and will result one of three industry-recognized certifications – Certified Nursing Assistant, Health Services Credential, or Commercial Driver’s License. CNA participants will also earn a Basic Life Support certification. Health Services participants could also earn additional Northstar Digital Literacy certificates in Microsoft Office and email skills. Bridge participants who elect to take their classes for college credit will be enrolled in Integrated training. Integrated (70 participants, 80% of those served) Technical instruction will be taught by LSC, with in-class support provided by ABE. Students will earn college credit to be applied toward furthering their educations in their chosen career pathway. CDL students will earn 10 credits which can be applied towards the Advanced Truck Driving Certificate (16 credits), or the credits can be used to satisfy elective credits towards any degree. CNA students will earn 4 credits that meet a pre-requisite for LPN and RN programs. Health Services students will earn 4 credits (3 for Medical Office Procedures and 1 for Medical Terminology) which meet requirements for many health career programs.

We continue to choose these career pathways because they meet a critical need among employers, offer many opportunities for continued education and advancement, and are accessible to eligible populations we serve. Healthcare is the region’s largest industry, with projected job growth of 10% in the next decade. Nursing Assistants and Health Information Technicians are both among the highest occupations in demand within healthcare. In the construction industry, more than \$1 billion in projects will break ground this year, including major highway and road construction projects. Truck drivers earn a good wage, and represent a top in-demand occupation in our region. There are approximately 300 individuals in the construction industry working in material transportation, and demand will grow as local construction contractors hire more drivers to transport materials to and from project sites. These projects, particularly the MNDOT Twin Ports Interchange project and upcoming City of Duluth road projects, carry women and minority hiring goals that will create opportunities for CDL graduates.

Program Components All seven required components are addressed in this model. The program aligns with our two regional sector strategies. Participants may enter at the On-ramp or Bridge, and may successfully exit to employment after completing the On-ramp, Bridge, or Integrated components. Partners will actively collaborate on implementation, and will meet regularly to ensure delivery is successful. Employers will also be actively engaged, attending Bridge and Integrated training to talk about job opportunities and long-term career pathway options and conduct mock interviews. Participants receive contextualized instruction at all levels, and will have the opportunity to earn certificates, industry-recognized credentials, and college credit. Throughout training, participants will receive comprehensive support from skilled Navigators at SOAR and DWD. In addition to case management and job placement assistance, Navigators will serve as a consistent point of contact for both participants and instructors, intervening to problem solve early and often. Navigators will also make referrals as needed to other resources in the community and through LSC.

Program Innovations Using lessons learned from the previous round, we have made several improvements and innovations aimed at improving our effectiveness and the quality of services we provide. For the CNA pathway, we have further developed and strengthened bridge and integrated instruction, resulting in better collaboration between the ABE and LSC instructors in delivering the curriculum. We have also added the opportunity for some CNA graduates to earn their Trained Medication Aide certificate, which opens up additional, higher-paid employment opportunities. For the CDL pathway, we have adapted the program to new federal Department of Transportation rules, to ensure participants are getting the best and most up-to-date training available. This includes use of new simulators at LSC, where participants get additional practice before beginning the on-the-road portion. For Health Services, we have worked with employers to refine the curriculum and ensure it aligns with skills required for specific jobs. We have also added completion of Medical Office Procedures for 3 additional credits, and orientation toward a broader range of healthcare career pathways, including aging services and behavioral health.

For all pathways, additional time is built in for regular check-ins between Navigators and instructors, to ensure participants are getting the best attention and support needed to complete training.

Staffing Plan DWD and SOAR each have dedicated staff who will be responsible for recruitment, assessment, enrollment, case management, job placement, and all Workforce One data entry. SOAR and DWD will also provide employment readiness training woven throughout the On-ramp, Bridge, and Integrated components. ABE teachers, all of whom have prior experience working with our three career pathways, will provide On-ramp, Bridge, and Integrated instruction. LSC instructors are industry professionals, and will provide credit-bearing technical instruction.

Outcomes of the 90 individuals served through the program, 35 will participate in On-ramp training and 70 will enroll in the Bridge and Integrated components. Of those who begin Integrated training, 80% will graduate. Participants in the CNA pathway will earn 3 units of college credit, and will complete 140 hours of Bridge and Integrated technical instruction before passing the NATO exam. Participants in the Health Services pathway will earn up to 4 college credits, and will complete 224 hours of Bridge and Integrated technical instruction. Participants in the CDL pathway will earn 10 college credits, and will complete more than 260 hours of Bridge and integrated technical instruction. Across all pathways, 90% of those who graduate will be placed in employment, with an average increase in wage of \$5.50.

Section 3: Geographical Location

This project will serve participants living in and around Duluth, and aligns with the two primary industry sectors outlined in our regional plan – construction and healthcare. There are employer-led sector initiatives for both, and each have identified both recruitment and retention as a significant challenge. Region-wide, there are just 0.7 jobseekers per vacancy, and the workforce shortage is putting pressure on all businesses. According to LMIWise, our region projects 311 annual openings for Nursing Assistants, with a median wage of \$14.89 per hour; 121 annual openings for Medical Secretaries and Medical Records Technicians, with a median wage of \$17.97-\$21.61 per hour; and 500 annual openings for Heavy and Tractor-Trailer Truck Drivers, with a median wage of \$20.46 per hour. DEED data on racial disparities in employment outcomes after college shows that the wage gap between whites and individuals of other races shrinks when individuals complete a degree or certification and enter a high-wage, high-demand career pathway in hospitals or construction. Employers in both sectors have also expressed interest in improving recruitment and retention of people of color, and are open to new ideas in how to hire and support individuals with disabilities or barriers to employment as a way to address their workforce needs.

Section 4: Partnerships and Collaborations

There are many critical partnerships that will support implementation of this program. SOAR Career Solutions will assist in recruitment, case management, and placement of program participants. SOAR will also be an active partner in overall program coordination. Our local ABE office will manage TABE testing of all program applicants, and provide bridge and integrated instruction. Lake Superior College will provide technical instruction and classroom space for all training classes.

Employers are critical partners in this program. In addition to helping design training curriculum that teaches relevant skills, employers will engage with the class during training in a number of ways. All will visit the class to talk about a typical day on the job, and what it takes to succeed. All will assist with mock interviews to allow participants to practice their skills. Where possible, employers will also host visits to work sites so participants may see work in action. And all employers are committed to considering graduates for open positions.

Section 5: Participant Recruitment, Intake, and Retention Strategy

There are many lessons learned that have helped inform our approach to recruitment for this program. To start, LSC will ensure training for this round can be scheduled at times when parents are more available to attend, which will help with recruitment. Additionally, we will implement a number of new recruitment strategies:

- Launch of a marketing campaign, including website, marketing materials, and social media;
- Engagement sessions in partnership with community organizations serving people of color and delivered in a culturally relevant format;
- In-person outreach through churches, affordable housing complexes, and community social gatherings;
- Presentations to MFIP employment counselors from all community providers, with detailed information including Labor Market Information, wages, and career pathway opportunities;
- Partnership with YES Duluth, our youth program, to recruit graduating seniors.

Once interested individuals are identified, the client is assessed using a structured interview process based on MFIP employability measures to determine their likelihood to succeed in their chosen goal. This step may illuminate the need for referral to other agencies or resources to help achieve the stability needed to succeed. Reading and Math testing to assess a grade level will be administered for all participants prior to opening a training activity, per updated guidance from DEED. At time of enrollment, an individual employment plan is written in cooperation with the client and revisited at least once per year. Participants take part in one-on-one and group employment readiness training, including SOAR's CareerQuest and Mind Over Matters workshops and CareerForce employment readiness workshops for those enrolled in the On-ramp. Supportive services are available based on assessed need to provide things like transportation assistance and appropriate work clothes and shoes. We will utilize \$100 in supportive services funds per class to purchase refreshments for the graduations of all 6 classes at the conclusion of the bridge and integrated trainings. We have found these graduations to be very important to the students as it's a wonderful opportunity for their families, support systems and trainers to come together to honor their accomplishments. The funds will be used for refreshments for these graduations. During training, Navigators visit the class at least once a week to check in with participants and instructors. After training is completed, Navigators remain in frequent contact to focus on job placement, continued education, and additional support needs. Participants who are eligible and interested in continuing their education may be co-enrolled in WIOA Adult or connected to employer-based initiatives aimed at supporting career advancement.

Previous P2P training classes have been successful. Over the past two years, we have served a total of 97 individuals to date. Of those enrolled in each, 80% completed Bridge training and 90% of those in a finished training completed Integrated training and earned a credential. Additionally, 85% made educational functioning level gains. To date, 38 graduates have been placed in employment and 4 graduates have continued in school or otherwise completed program objectives.

Attachment 1: Work Plan Modification 1

Partnership Chart: *Complete If Applicable*

List all organizations that have committed resources (staff, time, leveraged funding, space, etc.) to this project. Identify whether each organization is a sub-recipient or a partner. Carefully review the [federal definition](#) of subrecipient (subgrantee) versus vendor and categorize your subrecipients and partners appropriately. ***Subrecipients receiving over \$50,000 will need to be monitored by your organization***

Type of Organization (e.g. employer, educational institution, non-profit, etc.)	Subrecipient (Subgrantee) or Partner	Name and Address of Organization	Type of Commitment: (time, staff, resources, space, referrals, etc.)	Key Contact Person and Telephone Number	Responsible for Workforce One Data Entry	Amount of Compensation (if applicable)
<i>Employer</i>	<i>Partner</i>	<i>Aftenro 510 West College Street Duluth, MN 55811</i>	<i>Time, staff, connection to employment</i>	<i>Shayla Drake, HR Coordinator, 218-728-6600</i>	☐ Yes ☒ No	None
<i>Employer</i>	<i>Partner</i>	<i>Essentia Health 407 East 3rd Street Duluth, MN 55811</i>	<i>Time, staff, connection to employment</i>	<i>Kim Burke, Workforce Development Specialist 218-786-4017</i>	☐ Yes ☒ No	None
<i>Employer</i>	<i>Partner</i>	<i>St. Luke's 915 East First Street Duluth, MN 55805</i>	<i>Time, staff, connection to employment</i>	<i>Taylor McCormick, Recruiter 218-249-6973</i>	☐ Yes ☒ No	None
<i>Employer</i>	<i>Partner</i>	<i>Ecumen Lakeshore 4002 London Rd. Duluth, MN 55804</i>	<i>Time, staff, connection to employment</i>	<i>Jena Evans, Community Relations Manager 218-625-7838</i>	☐ Yes ☒ No	None
<i>Employer</i>	<i>Partner</i>	<i>Northland Construction 4843 Rice Lake Rd Duluth, MN 55803</i>	<i>Time, staff, connection to employment</i>	<i>Scott Kyrola, President 218-722-8170</i>	☐ Yes ☒ No	None
<i>Employer</i>	<i>Partner</i>	<i>MNDot 1123 Mesaba Ave Duluth, MN 55811</i>	<i>Time, staff, connection to employment</i>	<i>Robin Jordan, HR Specialist 2 218-725-2712</i>	☐ Yes ☒ No	None

City of Duluth SFY21 P2P

Educational Institution	☒ Subgrantee ☐ Subcontract	Lake Superior College 2101 Trinity Rd Duluth, MN 55811	Technical Training	Erik Simonson of Executive Director of Workforce Development/CECT 218-733-5915	☐ Yes ☒ No	\$66,450
Educational Institution	☒ Subgrantee ☐ Subcontract	ISD709 Adult Basic Education 215 N 1 st Ave East Duluth, MN 55802	Integrated Instruction	Patty Fleege, ABE Manager 218-336-8790	☐ Yes ☒ No	\$28,715
Community Organization	☒ Subgrantee ☐ Subcontract	SOAR Career Solutions 205 W 2 nd St Duluth, MN 55802	Recruitment, Case Management, Program Coordination	Emily Edison, Executive Director 218-722-3126	☒ Yes ☐ No	\$32,348
Training Provider	☐ Subgrantee ☒ Subcontract	American Red Cross 431 18 th St NW Washington, DC 20006	Basic Life Support training	Kaitlin Clabaugh (800) 567-1474 x582348	☐ Yes ☒ No	\$1,270

Attachment 2 – Budget Modification 1

Budget Summary

Please complete budget form in **cumulative manner**. Leveraged funds are not required, however grantees are encouraged to leverage federal, private, or other funds. You are also not required to use all cost categories. Please see [“Fiscal – Guidance on Cost Category Definitions”](#) to determine how to categorize expenditures.

TOTAL COST PER PARTICIPANT \$4,208.68 (Total award divided by the total number of participants)

	Original SFY 21 Total Budget	Actual Spending as of 07/31/2020	Available for Spending as of 07/31/2020	Requested SFY21Total Budget	Difference (-/+)
Administrative Costs - 833 (Cannot exceed 10% of the total amount requested)	18,269	0	18,269	18,269	0
Direct Services - 885	78,100	0	78,100	84,677	6,577
Direct Customer Training - 838	83,668	0	83,668	77,299	-6,369
Support Services Costs - 828	9,213	0	9,213	9,005	-208
Other Activities (Outreach) - 830	0	0	0	0	0
Total	189,250	0	189,250	189,250	0

Attachment 2: Budget Modification 1

Budget Plan

Please complete this budget table by filling in your plan for DEED requested funds only.

Office Use Only	Cost Category	Quarter 1 PROJECTED Through 9/30/20	Quarter 2 PROJECTED Through 12/31/20	Quarter 3 PROJECTED Through 03/31/21	Quarter 4 PROJECTED Through 6/30/20	Quarter 5 PROJECTED Through 09/30/21	Requested SFY21 Total Budget
833	Administrative Costs (Cannot exceed 10% of the total amount requested) DO NOT ADJUST	0	0	6,090	12,179	18,269	18,269
885	Direct Services	0	0	28,226	56,451	84,677	84,677
838	Direct Customer Training	0	0	25,766	51,532	77,299	77,299
828	Support Services Costs	0	0	3,000	6,000	9,005	9,005
830	Other Activities (Outreach)	0	0	0	0	0	0
Total:		0	0	63,082	126,162	189,250	189,250

P2P SFY 2020 and SFY 2021 Budget - Revised 08.12.10

Pathways to Prosperity SFY 2020 and SFY 2021	Total (2-year) Budget - Original	Total Budget - Revised	SFY 2020 - Original (grant start date - June 30, 2020)	SFY2020 - Revised	SFY 2021 - Original (July 1, 2020 - June 30, 2021)	SFY 2021 Revised
Lake Superior College (LSC) - Total Budget >	\$129,750.00	\$108,130.00	\$63,300.00	\$41,680.00	\$69,600.00	\$66,450.00
833 - Administration Costs	\$6,000.00	\$6,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
885 - Direct Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
838 - Direct Customer Training	\$123,750.00	\$102,130.00	\$60,300.00	\$38,680.00	\$66,600.00	\$63,450.00
828 - Support Services Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

833 - Administrative Costs - Totals for All Agencies > Administration and general management functions - salaries/fringe for finance, program direction, coordination, management, reporting, monitoring, and audit; maintenance, equipment, postage, office supplies, phone, print, insurance, overhead, rent, utilities, travel/training	\$6,000.00	\$6,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Lake Superior College	\$6,000.00	\$6,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00

885 - Direct Services - Totals for All Agencies > Providing direct services to participants - salary/fringe for case management, career navigation, intake, assessment, orientation, IEP development, employment counseling, career planning, job development, pre-employment services (job search), Post-employment services (job retention); Rent, utilities; Staff travel/training; Short-term prevocational services (ABE) including instructional books and materials.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lake Superior College - Total Direct Services >	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

838 - Direct Customer Training - Totals for All Agencies > Participant tuition and required books, tools, uniforms, and fees. Staff salary/fringe in the classroom. Participant wages/fringe for work experience, OJT	\$123,750.00	\$102,130.00	\$60,300.00	\$38,680.00	\$66,600.00	\$63,450.00
Lake Superior College - Total Direct Customer Training >	\$123,750.00	\$102,130.00	\$60,300.00	\$38,680.00	\$66,600.00	\$63,450.00
Technical Instruction: 84 hours plus 16 hours for make-up and extra help, plus 4 hours for instructor coordination - CNA (up to 10 participants per class)	\$21,580.00	\$32,370.00	\$10,790.00	\$21,580.00	\$10,790.00	\$10,790.00
Technical Instruction: 184 hours plus 4 hours for instructor coordination - Health Services (up to 12 participants per class)	\$29,240.00	\$14,620.00	\$14,620.00	\$0.00	\$14,620.00	\$14,620.00
Technical Instruction: 220+ hours plus 4 hours for instructor coordination - CDL (up to 8 participants per class)	\$66,330.00	\$48,540.00	\$31,590.00	\$13,800.00	\$37,890.00	\$34,740.00
TMA Elective for C N A grads - 48 hours (up to 5 participants per year)	\$6,600.00	\$6,600.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00

828 - Support Service Costs - Totals for All Agencies > Transportation, housing/rental assistance, health and medical costs, travel assistance, legal aid, personal counseling, interview or work clothing, tools, school supplies (notebooks, pens, etc.), bus passes/gas cards, books and tools not required with training, driver's license fees, reasonable (a portion of) car repair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lake Superior College - Total Support Service Costs >	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Pathways to Prosperity Draft Calendar 2020-2021

as of 8/12/2020 – Changes may be made when agreed to by all partners.

Month	CNA/TMA	Health Services	Paraprofessional class	CDL
December 2019	Recruiting			
January 2020	Recruiting			
February 2020	February 3-14 Bridge NOTE: February 17-21 ISD 709 break February 24 LSC class starts			
March 2020	Class continues			
April 2020	Class continues			
May 2020	Class continues			
June 2020	TMA class offered – P2P students not able to take this class as test wasn't offered yet End of June CNA test			
July 2020	Job search class 1			
August 2020	Recruiting			1a LSC non-cohort CDL Theory - 8/24/2020
September 2020	Recruiting TMA class, P2P funds 5			1a LSC non-cohort CDL Range starts 9/21/2020
October 2020	September 14 – October 1 bridge Oct 5 - November 10 th LSC class			1a LSC non-cohort CDL on the road class starts 1b LSC non-cohort CDL Theory class starts
November 2020	Class continues November 13 th CNA test			1a Class continues, CDL road test, Job search 1b LSC non-cohort CDL Range class starts
December 2020	Job search class 2			1a - Job search 1b – On the Road
January 2021	Recruiting class 3			1b – CDL road test, Job search
February 2021	CNA class 3 bridge ?? LSC class ??			
March 2021	CNA class 3 graduates?	Recruiting		Recruiting CDL A Class 2
April 2021	Job search CNA class 3?	Recruiting		CDL Class "2" Theory
May 2021		HS class Bridge HS class LSC		CDL Class "2" Range
June 2021	TMA class offered? – P2P funds 5? (class 2 and 3 graduates or others)	HS continues		CDL Class "2" On the road
July 2021		HS Continues	Recruiting	CDL Class 2 Job search
August 2021		HS graduate	Class held? 2 weeks? Test? Job Search?	
September 2021		HS job search		

