

# Exhibit A



## Board of Directors Letter of Commitment

Literacy Minnesota – Literacy Leadership Program Year **2020-21**

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WHEREAS **Duluth Public Library** has applied for and been approved by Literacy Minnesota and the Corporation for National and Community Service (CNCS) to host 1 VISTA member(s) for the **2020-21** program year,

BE IT RESOLVED that the Board of Directors/Executive Director of **Duluth Public Library** hereby:

- Accepts the placement of 1 VISTA member(s) for the **2020-21** program year;
- Accepts the VISTA Assignment Description(s) for the VISTA member(s) as the guiding document for their year of service;
- Agrees to provide adequate office space and supplies, as well as management and direction from **Duluth Public Library** staff, to enable the VISTA(s) to accomplish their VISTA Assignment Description(s); and
- Agrees to adhere to all of the policies and responsibilities contained in the Literacy Minnesota AmeriCorps VISTA **2020-21** Site Agreement.

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Printed Name of Board Chair/Executive Director

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Board Chair/Executive Director Signature

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Date

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

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

Approved:

\_\_\_\_\_  
Assistant City Attorney

Countersigned:

\_\_\_\_\_  
City Auditor

Site Agreement: 2020-21  
 Literacy Minnesota - AmeriCorps VISTA



This Agreement expresses the responsibilities of Literacy Minnesota (Sponsor/Intermediary) and **Duluth Public Library** (Host) with respect to the assignment of **1** Literacy Leadership AmeriCorps VISTA member(s) to perform service to strengthen and supplement efforts to eliminate poverty by addressing the literacy needs of the community in accordance with the VISTA Assignment Description (VAD) approved by Literacy Minnesota and the Corporation for National and Community Service (CNCS). The obligations of the aforementioned parties are subject to the terms and conditions of the Memorandum of Agreement between CNCS and Literacy Minnesota (Sponsor/Intermediary) for Grant Number 19VSNMN006, the Domestic Volunteer Service Act, the Serve America Act, federal law, regulations and budget allocations, and CNCS policy applicable to the VISTA project.

**Literacy Minnesota**

Literacy Minnesota is a nonprofit organization dedicated to sharing the power of learning through education, community building and advocacy. We offer services for adults, children and families seeking to improve their literacy skills, as well as statewide support for other literacy programs.

**AmeriCorps VISTA**

AmeriCorps VISTA (Volunteers in Service to America), often described as “the domestic Peace Corps,” is a National Service program sponsored by the federal government. The program offers members a modest living allowance in exchange for their commitment to a year of service in low-income communities improving the lives of people in need. The mission of AmeriCorps VISTA is to build permanent infrastructure in organizations to help them more effectively bring individuals and communities out of poverty.

**Roles**

North Central Regional Office of the Corporation for National and Community Service (CNCS)	Provides funding and technical support to sponsoring agencies, such as Literacy Minnesota, in order for these agencies to manage a cohort of AmeriCorps VISTA members
Literacy Minnesota	Serves as fiscal host and sponsor (intermediary) for all Literacy Leadership AmeriCorps VISTA members.
Literacy Minnesota National Service Director	Provides program management and leadership for Literacy Minnesota’s statewide AmeriCorps VISTA programs, including sites, supervisors and Leaders.
Literacy Minnesota National Service Coordinator	Assists in management of Literacy Minnesota’s VISTA programs, including training, technical assistance and recruitment support for sites and members.
Literacy Minnesota VISTA Leaders	Support VISTA members with training, technical assistance, and member development resources. A second-year national service position.

*Roles and Responsibilities:*

## **Host Agency Administration**

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### **I. Role**

The Host Agency is the organization partnering with Literacy Minnesota's Literacy Leadership Program. The Literacy Leader (AmeriCorps VISTA) performs their daily service at the Host Agency.

### **II. Who fulfills these responsibilities?**

Host Agency administration (Executive Director, Principal, etc.)

### **III. Responsibilities**

#### A. Commitment to Literacy Leadership Program

Host Agency administration must be committed to the goals and activities of the VISTA Assignment Description (VAD). This commitment is demonstrated by the administration's willingness to provide time for VISTA members and supervisors to adequately carry out the respective duties and expectations of their positions, and to support the long-term sustainability of the project goals.

#### B. AmeriCorps VISTA Service Environment

- **Partnership Recognition:** Acknowledge your organization's partnership with Literacy Minnesota and the Corporation for National and Community Service in any publications or press releases related to the VISTA project.
- **Non-displacement:** A VISTA member cannot displace an employee or paid position. VISTA members also should not be used to perform administrative duties outside of his or her project, unless these types of duties are shared among all employees at the organization (i.e. if all employees take turns taking out the garbage, the VISTA can be included in this rotation).
- **Safe and welcoming environment:** Sites shall make every reasonable effort to ensure that the health and safety of VISTA members are protected during the performance of their assigned duties. In addition, sites will provide the VISTA with a welcoming service environment and treat members as part of the organization staff, such as inviting the VISTA member to any staff trainings, events, or social events, where applicable.

- Accessible service site / Reasonable accommodations: The service site must maintain the programs and activities to which VISTAs are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs or activities. If a VISTA member requires accommodations to complete the essential functions of the VISTA project plan and VISTA Assignment Description (VAD), the host site will work with the Literacy Minnesota National Service Director to provide reasonable accommodations.
- Non-discrimination: The host site must not discriminate against VISTAs or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; sexual orientation; religion; or on the basis of disability, if the VISTA is a qualified individual with a disability.
- VISTA Workspace and materials: Provide the VISTA member with adequate workspace. This includes a computer with access to the internet, a phone, agency email and phone number, space for storing materials and personal belongings, access to building and workspace, and any other basic materials the VISTA will need in order to complete the activities listed in the VISTA project plan and VISTA Assignment Description (VAD).
- Service-related Travel Reimbursement: The service site must provide travel reimbursement to VISTA members for any project-related travel required. Literacy Minnesota directly provides travel reimbursement to VISTA members for Literacy Minnesota funded trainings.
- Supplementary member benefits: The Host Site may, but is not required to, provide additional supplementary benefits to VISTA members above and beyond benefits provided by CNCS and Literacy Minnesota, as long as those benefits comply with CNCS policies regarding member benefits.

### C. Staff Support

The Host Agency must designate a staff person to be the VISTA Supervisor. This person supervises the daily work of the VISTA member and supports them in the activities of the VISTA project plan and VISTA Assignment Description (VAD). The Host Agency must provide adequate time for the VISTA Supervisor to attend Literacy Minnesota required trainings and events, including three trainings in the winter/spring/summer for supervisors in preparation for the following program year and a training with their VISTA member during the fall. The Host Agency must also provide adequate time for the VISTA supervisor to supervise the VISTA member and communicate regularly with Literacy Minnesota staff

about the project and member's progress, including submission of regular quarterly progress reports, approximately 10-15 hours per month.

D. VISTA Member Recruitment and Selection

The Host Agency will be responsible for targeted VISTA recruitment within its community. The staff designated for recruitment responsibilities will also follow interview and selection procedures set forth by Literacy Minnesota. Host Agencies will make selection recommendations for VISTA candidates but the final decision for acceptance will be made by Literacy Minnesota and CNCS staff.

VISTAs, sponsor staff and host site staff are prohibited from being placed/assigned or holding a supervisory position if they are related by blood, marriage or adoption to sponsor or sub-recipient staff, officers or members of the sponsor's Board of Directors.

E. VISTA Assignment Description and Project Plan

The Host Agency shall assure community input in the development of the Host Agency's goals for VISTA service. This is to ensure that the communities being served have a voice in the services being provided.

In addition, the Host Agency agrees to follow the goals and objectives set forth in the Host's VISTA Assignment Description (VAD), as approved by Literacy Minnesota and CNCS. If changes need to be made to the VAD, these changes must be made in collaboration with Literacy Minnesota and approved by the National Service Director.

Data collection based on goals and outcomes listed in the VAD are required of each site and must be included in quarterly progress reports.

F. Records Retention

The Host Agency shall maintain such records and accounts, and make such reports and investigations concerning matters involving AmeriCorps VISTA members and the project as the Corporation may require. The Host agrees to retain such records for a period of three years after completion or termination of the project, or longer if required for administrative proceedings and/or litigation purposes. The Host also agrees to provide access to Literacy Minnesota, CNCS and the Comptroller General of the United States, or their authorized representatives, for the purpose of audit or examination, to any books, records, documents or papers which, in the option of Literacy Minnesota, CNCS or the Comptroller General, may be related to or pertinent to the terms of this agreement, and to the extent permitted by the Minnesota Data Practices Act, Minnesota Statutes Chapter 13.

Records that should be maintained include, but are not limited to, documents related to VISTA member recruitment and selection processes, VISTA eligibility documents, VISTA member attendance verification, any documentation of VISTA member violation of VISTA and/or Host policies and procedures, progress report supporting documentation, and/or the VISTA Assignment Description progress.

**G. Cost Share Contribution**

As part of the site’s agreement to host an AmeriCorps VISTA member, the Host Agency commits to paying Literacy Minnesota the amount of **\$5,000** as a cost share contribution. This will be used to offset the Sponsor Agency’s expenditures for the VISTA program. The Host is responsible for all other administrative expenses, including supplies, materials, equipment, space, telephone, and aforementioned travel reimbursement.

The Sponsor Agency shall submit an itemized invoice for the **\$1,000** non-refundable amount within sixty (60) days of acceptance of the VISTA Assignment Description (VAD). Any additional amount remaining will be invoiced once the VISTA member has begun service with the Host Agency. Upon receipt of these invoices, the Host Agency shall make payment to the Sponsoring Agency within thirty (30) days. Other payment options are available. Please contact the Literacy Minnesota National Service Director for more information.

**Literacy Minnesota VISTA Cost Share Rates**

	<b><u>2020-21</u></b> (\$1,000 non-refundable)
Project Year 1	\$5,000
Project Year 2	\$5,000
Project Year 3	\$5,000
Project Year 4	\$12,826 (full cost share)*
Project Year 5	\$12,826 (full cost share)*

\*The full cost share amount is equal to the VISTA living allowance for a full year. This amount is subject to change due to federally-determined future “cost of living” increases.

*Roles and Responsibilities:*

## **VISTA Supervisor**

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### **I. Role**

The VISTA Supervisor provides direct supervision to the VISTA member.

### **II. Who fulfills these responsibilities?**

The VISTA Supervisor is the staff person from the Host Agency who has agreed to commit to the duties listed below.

### **III. Responsibilities**

- A. Attend all VISTA Supervisor trainings. VISTA Supervisor training dates for the 2020-21 program year are:
  - a. Supervisor Orientation Part 1: **February 18, 19 or 20, 2020** (choose one)
  - b. Supervisor Orientation Part 2: **March 24, 26 or 27, 2020** (choose one)
  - c. Supervisor Training: **July 20, 2020** (webinar)
  - d. Supervisor and VISTA Member Training: **date to be determined, October 2020**
  - e. These trainings are typically held at Literacy Minnesota's main office in St Paul. Webinar options may be available. More information will be provided as the dates draw nearer.
- B. Work with other staff at your organization to recruit, interview, and complete recommendations for VISTA candidates for your site. Maintain confidentiality within the eGrants recruitment system, including the creation of separate accounts for each user.
- C. Create an On-Site Orientation and Training plan for your VISTA, and work with them to follow through with this plan within the first month of service. A written version of this plan must be submitted to Literacy Minnesota one month before the VISTA begins service.
- D. Work with the VISTA member to create a weekly schedule. VISTA members are expected to serve an average of 40 hours per week.
- E. Provide daily supervision and support to the VISTA. Create an environment that will allow the VISTA to feel like a valued member of your organizational team.
- F. Submit mandatory quarterly progress reports with required data and an Annual Organizational Assessment electronically to Literacy Minnesota. Due dates for **2020-21** are as follows:

- July 20, 2020 – Annual Organizational Assessment
  - October 15, 2020 – Quarter 1 progress report
  - January 15, 2021 – Quarter 2 progress report
  - April 15, 2021 – Quarter 3 progress report
  - July 20, 2021 – Annual Organizational Assessment
  - August 2, 2021 (or VISTA's last day of service term) – Quarter 4/final progress report
- G. Allow time away from the Host Agency for the VISTA member to attend Literacy Minnesota required trainings and events. This typically includes a two-day Early Service Training in August, and several mandatory in-services, typically held once per month and the majority of which will be in the Twin Cities metro area.

In addition, the VISTA should be allowed to leave the Host Agency in order to participate in local emergency disaster relief efforts (if needed), as well as VISTA Days of Service, such as 9/11 Day of Service, Martin Luther King Holiday, and National AmeriCorps Week, should relevant events be near where members are serving. These required trainings and optional service day events are considered a part of the VISTA's full-time service.

- H. Report VISTA member's attendance to Literacy Minnesota quarterly. Verify that the member is following VISTA policies regarding days off (10 sick days and 10 personal days are allowed for the year) by recording and filing this information. A worksheet will be provided by Literacy Minnesota for keeping track of this information.
- I. Report to Literacy Minnesota, within 24 hours, the unscheduled absence of a VISTA and otherwise keep Literacy Minnesota informed of unscheduled changes of status and conditions of the VISTA such as arrests, hospitalization, and absence without leave.
- J. Complete a mid-year performance evaluation for each VISTA member and submit this to Literacy Minnesota.
- K. Maintain open lines of communication with the Literacy Minnesota National Service Director, Coordinator, and VISTA Leader(s) in relationship to the VISTA's role and performance. Report any concerns immediately. Supervisors and other Host Agency staff do not have the authority to terminate a VISTA's service. This must be done in collaboration with Literacy Minnesota and CNCS.
- L. Participate in annual site visits conducted by Literacy Minnesota staff. The purpose of this visit is to review progress of the VISTA project and the expectations set forth in the Site Agreement, to acknowledge and celebrate successes, and to work together to problem solve any issues that may have arisen.
- M. Participate in the initial site visit conducted by Literacy Minnesota staff prior to the start of the VISTA member's service.



## *Roles and Responsibilities:*

# **Literacy Minnesota National Service Staff**

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### **I. Role**

Literacy Minnesota National Service Staff are responsible for providing financial management of the Literacy Minnesota VISTA program. Literacy Minnesota VISTA Staff are also responsible for providing programmatic assistance, training and support to VISTA members and supervisors.

### **II. Who fulfills these responsibilities?**

Literacy Minnesota National Service Staff include the National Service Director, National Service Coordinator, National Service Program Assistant, VISTA Leader(s), Summer Reads Outreach Specialists, and Accountant.

### **III. Responsibilities**

#### A. VISTA Recruitment and Selection

- VISTA Assignment Descriptions: Literacy Minnesota Staff will assist sites in developing VISTA Assignment Descriptions (VADs) for each VISTA.
- General Recruitment & Support: Staff will conduct general recruitment efforts and distribute recruitment materials to Host Agency in order to assist in site-specific recruitment efforts. Literacy Minnesota staff will also provide technical recruitment support. Literacy Minnesota staff will additionally phone screen all qualified applicants to all Literacy Minnesota VISTA positions and provide Host Site Staff with recommendations from phone screens.
- VISTA Member Selection: Staff will review all Host Agency recommendations and collaborate with CNCS Regional Office staff to make final VISTA selection decisions.
- Background Checks: All AmeriCorps VISTA members will be subject to background checks. Literacy Minnesota will conduct a preliminary check with the Bureau of Criminal Apprehension and the National Sex Offender Registry. CNCS requires VISTA candidates to be fingerprinted and will conduct a full federal background check at the start of service. Any additional background checks prior to the start of service will be the responsibility of the host site.

For a copy of Literacy Minnesota's Background Check Policy, including disqualifying offenses, please contact the Literacy Minnesota National Service Director.

## B. VISTA Member Training and Support

- *Orientations and Initial Training:* All VISTA members are required to attend the CNCS-sponsored Virtual Member Orientation (VMO) and the Literacy Minnesota VISTA Early Service Training. VMO is currently scheduled for **August 3, 2020**, by webinar, with additional webinars, online courses and assignments to be completed around this time (this information is subject to change).

VISTAs will attend VMO in person in groups based on service location, exact times and locations to be determined.

Early Service Training for VISTA members is tentatively scheduled for **August 17-18, 2020**, and will be held in the Twin Cities area (this information is subject to change).

- *In-services:* Literacy Minnesota will provide several in-services for members on topics related to the VISTA's duties. VISTA members will also partake in networking and personal/professional development activities during these in-services. These in-services typically take place on Fridays once per month, exact dates to be determined.
- *Professional Development Fund:* All VISTA members may be provided with up to \$150 to spend on professional development opportunities of their choosing, following Literacy Minnesota approval, contingent upon budget constraints.
- *Site Visits:* Literacy Minnesota staff will conduct annual site visits to review progress of the VISTA project and the expectations set forth in the Site Agreement, acknowledge and celebrate successes, and work together to problem solve any issues that may have arisen.
- *Member Benefits:* Literacy Minnesota and CNCS will administer and manage the VISTA member benefits, including the biweekly living allowance, health benefits, childcare assistance, and the end-of-service education award or cash stipend.
- *Relocation Allowance:* Literacy Minnesota will provide a relocation allowance, as appropriate, for VISTAs needing to relocate more than 50 miles in order to serve.

## C. VISTA Host Agency Training and Support

- *Technical Assistance:* Literacy Minnesota staff are available by phone, email or in-person meetings to answer any questions related to VISTA members' service, the VISTA program and VISTA policies and procedures.

- *Digital Resources*: Literacy Minnesota staff maintain a website in order to notify VISTA members and supervisors of upcoming events, project resources and VISTA activities around the state.
- *Conflict Resolution*: Literacy Minnesota staff work together with the VISTA supervisor and VISTA members in resolving any member or supervisory issues, including if a VISTA desires to exit service early. Only CNCS (in collaboration with Literacy Minnesota), has the authority to terminate a VISTA member.
- *Initial Site Visits*: All new Host Agencies will be visited by Literacy Minnesota staff prior to the VISTA member's start date. This visit allows supervisors and Host Agency staff to gain clarification regarding the VISTA program and expectations, and will also give both parties an opportunity to review and make any needed adjustments to the VISTA Assignment Description and plan for supervision.
- *Ongoing Communication*: Literacy Minnesota will provide ongoing communication with site supervisors throughout the year in the form of email, phone calls, site visits, and/or meetings to communicate program changes, provide networking opportunities, and gather feedback regarding program successes and challenges.

# Policies and Guidelines

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## **Debarment**

The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any governmental department or agency. (Debarment means being deemed ineligible under statutory or regulatory authority from competing for Federal procurement or nonprocurement programs.)

## **Nondiscrimination and Sexual Harassment**

No person with responsibilities in the operation of the project shall discriminate against any VISTA or the staff of or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, age, disability, political affiliation, or any other class protected by law. Host Agencies and Sponsor Agencies, as recipients of federal financial assistance, are responsible for complying with Title VIII prohibitions against sexual harassment.

## **Supplemental Payments Prohibited**

The allowances provided to VISTA members are designed to permit VISTAs to live at the economic level of the persons served, as required by law. Sponsors are prohibited from supplementing these allowances and must assure that others do not do so.

## **Legal Restrictions**

The sponsor agrees that no VISTA assigned under this agreement shall participate in the following activities when they would result in the identification of such programs with:

- a. Partisan and non-partisan political activities, including voter registration, Census activities and political advocacy.
- b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.
- c. Labor or anti-labor organization or related activities.
- d. Religious instruction, worship services, proselytization, or any other religious activity as an official part of their duties.

## **Prohibition on compensation**

Literacy Minnesota will provide a living allowance to the VISTA member in accordance with CNCS policies. It is prohibited for VISTAs to receive any additional monetary or material compensation from Sponsor staff, Host Agency staff, or beneficiaries of the VISTA project. It is also prohibited for Sponsor or Host Agency staff to request or receive compensation from the beneficiaries of the VISTA project in exchange for any of the activities performed by the VISTA.

## **Hiring VISTAs as Employees**

The Host Agency is not allowed to hire a VISTA member as a staff person during their year of service. However, sites are welcome to hire former VISTAs once they have successfully exited the program.

**Delegation and Subcontracting**

The Host Agency will not delegate or assign any of its obligations or duties contained in this agreement.

**Hold Harmless**

The Sponsor and Host will each be responsible for their own acts and behavior and the results thereof. Sponsor's liability is governed by the Minnesota Tort Claims Act, Minn. Stat. 3.736. VISTA is not a State or Sponsor's employee and is not entitled to any State or Sponsor benefits including, but not limited to, workers compensation, unemployment benefits, pension, sick and vacation leave, death and medical benefits.

**Termination**

This Agreement will continue in full force and effect until completion of the project as described herein unless either party terminates it at an earlier date. Either party to this Agreement may terminate it by giving no less than thirty (30) days written notice of the intent to terminate to the other party.

Literacy Minnesota reserves the right to terminate this Agreement if the Host violates any of the terms or does not fulfill, in a timely and proper manner, its obligations under this Agreement as determined by Literacy Minnesota. In the event that Literacy Minnesota exercises its right to terminate under this Section, it shall submit written notice to the Host, specifying the extent of such termination under this Section, the reasons therefore, and the date upon which such termination becomes effective. Upon receipt of such notice, the Host shall take all actions necessary to discontinue further commitments of funds to the extent that they relate to the terminated portions of this Agreement.

In the event of termination, the Host will pay Literacy Minnesota for all services actually, timely, and faithfully rendered up to the receipt of the notice of termination and thereafter until the date of termination. The Host will deliver all work products and supporting documentation developed up to the time of termination.

Literacy Minnesota, VISTA and the Host will keep all confidential, proprietary, private, trade secret, etc. data pursuant to the Minnesota Data Practices Act (Minn. Stat. Ch.13). To the extent Literacy Minnesota and VISTA has access to the private, nonpublic or confidential data of the Host, Literacy Minnesota and VISTA will agree to comply with the requirements of the Minnesota Data Practices Act (Minn. Stat. Ch.13) in providing services under this Agreement.

**Amendment or Changes to the Agreement**

Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when reduced to writing and duly signed by the parties. The term "this Agreement" as used herein shall be deemed to include any future amendments and modifications made in accordance herewith.

**Notices**

Except as otherwise stated in this Agreement, any notice or demand to be given under this Agreement shall be delivered in person or mailed using the following addresses:

*To the Host:*

**Carmella Hatch/Sue Schumacher**  
**Duluth Public Library**  
**520 West Superior Street**  
**Duluth, MN 55802**

*To Literacy Minnesota:*

Meghan Paul-Cook  
National Service Director  
Literacy Minnesota  
700 Raymond Ave, Suite 180  
St. Paul, MN 55114

In witness whereof, the parties whose signatures appear below attest to having the authority to enter into this Agreement and agree that this Agreement will become effective on the aforementioned date. It is understood that this entire Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matters herein.

# Self-Certification of Eligibility

I certify that **Duluth Public Library** is either a public agency or private non-profit organization.

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Host Agency Administrator (*Print Name*)

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Host Agency Administrator's Signature Date

# Certification

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This site agreement serves as a binding contract between the Host Agency and the Literacy Minnesota for the **2020-21** program year. This Agreement shall become effective on the date of **August 1, 2020** and shall end thereafter on the date of the **2020-21** VISTA member's final day of service (no later than **August 31, 2021**) unless terminated sooner by either or both of the parties. Termination of this agreement may occur if the Host Agency materially fails to comply with any of this agreement's terms. Failure to fulfill these responsibilities may negatively affect the Host Agency's ability to participate in Literacy Minnesota AmeriCorps VISTA in future program years.

By signing this agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this agreement. I agree to fulfill these responsibilities for the **2020-21** program year.

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## A. Host Agency

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Host Agency Administrator (*Print Name*)

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Host Agency Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

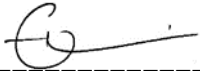
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Host Site Supervisor (*Print Name*)

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Host Site Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## B. Literacy Minnesota

Eric Nesheim-----

Executive Director



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Executive Director's Signature \_\_\_\_\_ Date February 1, 2020\_

Meghan Paul-Cook-----

National Service Director



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National Service Director's Signature \_\_\_\_\_ Date February 1, 2020\_



Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

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

Approved:

\_\_\_\_\_  
Assistant City Attorney

Countersigned:

\_\_\_\_\_  
City Auditor