

# EXHIBIT A

## STATE OF MINNESOTA GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Department of Labor and Industry, Occupational Safety and Health Consultation Unit ("State") and CITY OF DULUTH ("Grantee").

### Recitals

1. Under Minn. Stat. § 79.253 the State is empowered to enter into this grant.
2. The State deems the performance of the safety grant project hereunder to be important to the safety of workers.
3. The Grantee represents that it is duly qualified and agrees to implement the project described in this grant contract to the satisfaction of the State.

### Grant Contract

#### 1 Term of Grant Contract

- 1.1 **Contract Effective date:** This Grant Contract shall be effective upon the date that the final required signature is obtained by the State, pursuant to Minn. Stat. § 16C.05, Subd. 2. The Grantee understands that no work relying on this Grant Contract should begin until all required signatures have been obtained and Grantee is notified by the State's Authorized Representative.
- 1.2 **Contract Expiration date:** One Year after the effective date, 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; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

#### 2 Grantee's Duties

- 1.1 The Grantee, who is not a state employee, will: perform and complete the Bailout kits and Bailout components, including shipping purchase and implementation project activities according to the project description incorporated herein (16) and submitted in the grant application.
- 1.2 **Project Completion Date:** 120 days after the effective date of the contract, or until all obligations have been satisfactorily fulfilled, whichever occurs first. The project completion date can only be extended by request and must be received prior to the original project completion date. Said requests for extension will only be considered when circumstances exist that were not created by the grantee but are preventing the grantee from meeting the project completion date. Said extension(s), however, cannot extend the project completion date beyond the contract expiration date.

#### 3 Time

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

#### 4 Consideration and Payment

- 4.1 **Consideration.** The State will reimburse project costs under this grant contract as follows:  
**Reimbursement.** The Grantee will be paid up to \$7000.00 per 4.2. Grantee certifies that the dollar for dollar matching requirement for the grant will be met by Grantee. Any cost overruns incurred in the development and implementation of the project shall be the sole responsibility of the recipient.
- 4.2 **Payment**  
**Invoices.** Subject to item 5, "Conditions of Payment", the State will promptly pay the Grantee, after the Grantee presents proof of payment/receipts and the certification of completion form, and the requirements of the project have been met, for the project costs expended and the State's Authorized Representative accepts the expenditures. Proof must be submitted timely and be based on the detailed records maintained of all expenditures related to the project and according to the following schedule:

Proof of payment/receipt(s) upon project completion and certification.

#### 5 Conditions of Payment

The project described by the Grantee under this grant contract must be implemented as submitted to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for project grant until State has received a Certification of Completion Form and verified compliance with all requirements for the project. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

#### **6 Authorized Representative**

The State's Authorized Representative is Tyrone Taylor, WSC Director, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the project implementation provided under this grant contract. If the project performance is satisfactory, the State's Authorized Representative will certify acceptance on the Certificate of Completion Form submitted by Grantee.

The Grantee's Authorized Representative is AMBER HAGLUND-PAGEL. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

#### **7 Assignment, Amendments, Waiver, and Grant Contract Complete**

**7.1 Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant contract without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant contract, or their successors in office.

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

**7.3 Waiver.** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or its right to enforce it.

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

#### **8 Liability**

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

#### **9 State Audits**

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract. Grantee agrees to an on-site safety and health consultation by State after the project is complete.

#### **10 Government Data Practices**

**Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and with both it and with Minnesota Rules part 5203.0050, subp 1, as they apply to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

#### **11 Workers' Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation

insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

**12 Publicity and Endorsement**

**12.1 Publicity.** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

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

**13 Governing Law, Jurisdiction, and Venue**

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

**14 Termination**

**14.1 Termination by the State.** The State may cancel this grant contract at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment determined on a pro rata basis, for items which accomplish safety goals, albeit short of project completion.

**14.2** The State may cancel this Grant Contract immediately if the State finds that there has been a failure to comply with the provisions of this Grant Contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

**15 Data Disclosure**

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**16 Other Provisions**

Incorporation by reference - The safety grant project description in the proposal submitted to State on December 15, 2016 is attached and hereby incorporated by reference.

**1. State Encumbrance Verification**

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

(With delegated authority)

Signed: 

Susan Hartman

Date: 12-27-16

By: 

Title: Commissioner

Date: 1-3-17

Grant contract No. - 119160 P.O No. - 3000010198

**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.

By: 

Amber Haglund-Pagel, CSP

Title: Safety and Training Officer

Date: 12/30/16

Distribution:

Agency

Grantee

State's Authorized Representative - Photo Copy



# Purchase Order



## Labor and Industry Department Safety & Workers Compensation

### Dispatched

### Phone Dispatch

Purchase Order	Date	Revision	Page
B4201-3000010198	12/27/2016		1 of 1
Payment Terms	Freight Terms	Ship Via	Event ID
Net 30	FOB PAllow	Ground	
Buyer	Phone	Currency	Agency Reference
Susan Lynn Hartman	651/284-5817	USD	

**Vendor:**  
0000197681  
DULUTH CITY OF  
411 W 1ST ST  
107 CITY HALL GROUND FL  
DULUTH MN 55802  
United States

**Ship To:**  
FINANCIAL SERVICES  
443 LAFAYETTE RD  
ST PAUL MN 55155  
United States

**Attention:**  
Not Specified

**Bill To:**  
WORKPLACE SAFETY  
CONSULTATION  
443 LAFAYETTE RD  
ST PAUL MN 55155  
United States

Tax Exempt?		Tax Exempt ID:	Replenishment Option: Standard				
Line - Sch	Item/Description Mfg Item ID	Manufacturer Name	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Safety Grant		1.0000	EA	7000.00000	7000.00	12/27/2016

**DIST: 1**  
**Chartfields**

Status	Percentage	PO Qty	Amount
Open	100.0000	1.0000	7000.000

GL Unit	Account	Fund	Dept	Budget Yr
MN001	441352	2830	B4233804	2017

### Details/Tax

Base Amt	Base Currency	Currency	Location	Consigned
7000.000	USD	USD	842FSRV	N

Contract ID: 00000000000000000000119160

Contract Line: 1

Schedule Total 7000.00

Item Total 7000.00

Total PO Amount 7000.00

1. Show the purchase order number on invoice and all tags, packages and correspondence.
2. This purchase order incorporates by reference all terms, conditions and specifications of the Contract, the RFP/RFB and vendor's response. In case of a conflict in terms, the order of precedence shall be: First, this P.O., second the contract, third the RFP/RFB, and fourth the vendor's response.
3. All deliveries hereunder shall comply with all applicable State of Minnesota and Federal laws.
4. Invoicing must match line items on the purchased order.
5. DO NOT CHARGE SALES TAX unless otherwise instructed to do so on this purchase Order or the solicitation document. State agencies will pay all applicable taxes directly to the Department of Revenue. Per Department of Revenue Tax Fact Sheet 142, State agencies are not required to submit an ST3 form to their suppliers.
6. Payment terms are Net 30 unless a discount is offered for early payment.

Issuer certifies that funds have been encumbered  
and appropriate approvals have been obtained.

Unauthorized

119160  
3-10198

General Vendor Lookup Ref

Vendor ID	Vendor ID	DBA Name	Refit/Address	City	State	Zip Code	EFT Status
0000197681	001	DULUTH CITY TREASURER	No 411 W 1ST ST	DULUTH	MN	55802	Active
0000197681	001	DULUTH CITY TREASURER	PO BOX 169008	DULUTH	MN	55816-9008	Active
0000197681	002	DULUTH AIRPORT AUTHORITY	4701 GRINDEN DR	DULUTH	MN	55811	Active
0000197681	003	LAKE SUPERIOR ZOO	7210 FREMONT ST	DULUTH	MN	55807	
0000197681	004	DULUTH FALSE ALARM REDUCTION PROGR	15954 COLLECTIONS CENTER	CHICAGO	IL	60693-6954	
0000197681	005	DULUTH CITY OF	411 W 1ST ST	DULUTH	MN	55802	
0000197681	006	DULUTH CITY OF	411 W 1ST ST #211	DULUTH	MN	55802	
0000197681	007	DULUTH CITY POLICE DEPT	2030 N ARLINGTON AVE	DULUTH	MN	55811	Active
0000197681	008	DULUTH STEAM	1 LAKE PLACE DR	DULUTH	MN	55802	
0000197681	009	FIRST AMERICAN TITLE INSURANCE CO	801 NICOLLET MALL #1900	MPLS	MN	55402	
0000197681	010	DULUTH CITY PUBLIC WORKS & UTILITIES	520 GARFIELD AVE	DULUTH	MN	55802	
0000197681	011	DULUTH ECONOMIC DEVELOPMENT AUTHOF	Yes 411 W 1ST ST	DULUTH	MN	55802	

2830 Fund  
B4233804 Dept ID  
B423800 Approp ID  
441352 Activity Code Grants to Cities  
B42WSCU Billing LOC, workplace safety con

\$7,000.00

Location 5