

**SUB-RECIPIENT FUNDING AGREEMENT BETWEEN
HARTLEY NATURE CENTER INCORPORATED
AND
CITY OF DULUTH**

THIS AGREEMENT, effective as of the date of attestation by the City Clerk (“Effective Date”), is entered into by and between the City of Duluth, UEI S3MZFK8JXGJ3, a Minnesota municipal corporation (the “City”), and the Hartley Nature Center Corporation, UEI VQ6XMLYB22W6, a Minnesota 501(c)(3) nonprofit corporation (the “Grantee”). The City and Grantee are hereinafter referred to as a “Party” or collectively as the “Parties.”

WHEREAS, under Great Lakes Restoration Initiative, U.S. Environmental Protection Agency (the “EPA”), CFDA #66.469, Federal Award ID # GL-00E07023, the City received a federal award of \$105,000.00 on July 13, 2026, for *Watershed Connections: Place-based experiential environmental education for youth* (the “GLRI Grant”). The federal award period ends on December 31, 2028. Work under this grant supports youth environmental education through experiential learning of watershed science, aquatic biodiversity, and ecosystem stability, which will be accomplished through a sub-award of the GLRI Grant in the amount of \$105,000 to the Grantee, UEI VQ6XMLYB22W6.

WHEREAS, this project is not a research and development project.

WHEREAS, the Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the City.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **AWARD.** The City awards the subgrant to Grantee for Grantee’s performance of its obligations under the GLRI Grant in accordance with Federal Award ID # GL-00E07023, the original Federal Award is attached and incorporated into this subgrant as **Exhibit B**, including:
 - A. Perform the duties specified in the GLRI Grant Approved Work Plan, which is attached as **Exhibit C** and incorporated into this Agreement.
 - B. Ensure compliance with the most current EPA general terms and conditions as referenced in the Administrative Conditions of Exhibit B.
 - C. Assume responsibility for the administration, supervision, management, record keeping, and program oversight required for all work performed under this Agreement.
 - D. Complete the project in accordance with the approved budget to the extent practicable and within the project period specified in this Agreement.
 - E. In the event of a conflict between the GLRI Grant and this Agreement, the documents shall be deemed to be controlling in the following order: 1) the GLRI Grant, and 2) this Agreement.
2. **PERFORMANCE.** The Grantee must comply with all requirements applicable to the City in the GLRI Grant. If the City finds that there has been a failure to comply with the provisions of this Agreement or that reasonable progress on the Project has not been or will not be made, the City may take action to protect its interests, including refusal to disburse additional funds. If action to correct substandard performance is not taken by the Grantee within 60 calendar days (or such longer period specified by the City) after written notice by the City, the City may terminate this Agreement.

3. **TIME OF PERFORMANCE.** The Grantee must complete the Project before the GLRI Grant term end date, which is December 31, 2028. The City is not obligated to pay for any Project costs incurred thereafter.
4. **CONDITIONS PRECEDENT TO DISBURSEMENT.** The following requirements are conditions precedent to the City's disbursement of any of the Subgrant funds:
 - A. The Grantee must have provided the City with evidence of compliance with the insurance requirements of Section 8(F) herein.
 - B. The Grantee must have provided to the City such evidence of compliance with all of the provisions of this Agreement as the City may reasonably request.
 - C. **Reporting Requirements.** The Grantee is bound to financial and performance reporting requirements as specified in Exhibit B.
5. **DISBURSEMENT.** It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed the sum of One-Hundred and Five Thousand Dollars (\$105,000.00), of which \$105,000.00 is federal funds, payable from fund number 205-130-1219-5310-CM205-HARTLE-26EPA (parks fund, community resources, parks operating, contract services, capital maintenance fund 205, Hartley Park, 2026 EPA).
 - A. Subgrant funds cannot be used by the Grantee as match or for reimbursement for any other grant or program without written authorization from the City's Agreement Representative.
 - B. **Indirect Cost Rate.** The federal indirect cost rate for the City's federal award is 0.0%. The Grantee's will use the *de minimis* indirect cost rate of 15.0% for this Subgrant as described in the Budget Narrative of Exhibit C.
 - C. **Payment.** The City shall disburse funds to the Grantee pursuant to this Agreement on a reimbursement basis and consistent with City policy concerning payments. The City will make disbursements only upon receipt of an itemized invoice for the services actually performed and the City's Agreement Representative accepts the invoiced services. Invoices may be submitted monthly. Invoices must include copies of supporting invoices and receipts and other documentation that the City may reasonably request that relate to the Project costs. Payments for work completed through December 31 of each year must be submitted to the City's Agreement Representative no later than January 31 of the following year.
 - D. **Final Invoice.** The final invoice must be submitted by December 15, 2028. A financial report summarizing all expenditures must be submitted with the invoice in a format approved by the City's Agreement Representative.
 - E. **Certification Requirement.** As required by 2 CFR 200.415(b), the Grantee must certify whenever requesting payment and submitting financial reports: "I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812."
 - F. **Federal Funds.** Payments under this Agreement will be made from federal funds obtained by the City under the Clean Water Act Section 118c as amended by PL 114-322, from the U.S. Environmental Protection Agency, CFDA #66.469 Great Lakes Restoration initiative, Federal Award ID # GL-00E07023. The Grantee is responsible for compliance with all federal requirements

imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

6. **PERMITTING.** It is understood that the Project will require use of City park property by the Grantee. All standard permitting rules and regulations will continue to apply throughout the term of this Agreement. There will be no permit fee for activities directly related to the Project. Consult Parks and Recreation for activity coordination and policies related to permitting of park spaces.
7. **NOTICES.** Communication and details concerning this Agreement must be directed to the following Agreement Representatives:

CITY:	City of Duluth	GRANTEE:	Hartley Nature Center
Attn:	Allison Brooks	Attn:	Amy Demmer
Address:	Parks & Recreation 411 W. 1 st Street Duluth, MN 55802	Address:	Hartley Nature Center 3001 Woodland Avenue Duluth, MN 55803
Telephone:	(218) 730-4304	Telephone:	(218) 724-6735

8. **GENERAL CONDITIONS.**

- A. **General Compliance.** The Grantee agrees to comply with all applicable federal, state and local laws and regulations governing the project and funds provided under this Agreement.
- B. **Civil Rights Assurances.** Grantee and City, and their respective officers, agents, servants and employees, as part of the consideration under this Agreement, do hereby covenant and agree that:
 - i. No person on the grounds of race, color, creed, religion, national origin, ancestry, age, marital status, status with respect to public assistance, sexual orientation and/or disability shall be excluded from any participation in, denied any benefits of or otherwise subjected to discrimination with regard to the services provided under this Agreement.
 - ii. That all activities to be conducted pursuant to this Agreement shall be conducted in accordance with the Minnesota Human Rights Act of 1974, as amended (Chapter 363), Title 7 of the U.S. Code and any regulations and executive orders which may be affected with regard thereto.
- C. **Termination.** In the event the GLRI Grant is terminated, this Agreement shall contemporaneously terminate. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- D. **Independent Contractor.** Nothing contained in this Agreement is intended to, or may be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. Grantee and its officers, agents or employees shall not be considered an employee of the City for any purpose or in any manner whatsoever. Any and all claims that may or might arise on behalf of Grantee arising out of employment or alleged employment, including without limitation, claims of discrimination shall in no way be the responsibility of the City. Grantee and its officers, agents, or employees shall not be entitled to claim or collect from the City any compensation or rights or benefits of any kind whatsoever, including but not limited to, hospital care, sick leave and vacation pay, Workers' Compensation, Unemployment Insurance, disability pay or severance pay. Furthermore, the City shall not, in any way, be responsible to defend, indemnify or save harmless

Grantee, its officers, agents or employees from liability or judgments arising out of the intentional or negligent acts or omissions of Grantee while performing the work specified hereunder.

- E. **Indemnification/Hold Harmless/Liability.** To the extent allowed by law, Grantee shall defend, indemnify and hold City and its employees, officers, and agents harmless from and against any and all cost or expenses, claims or liabilities, including but not limited to, reasonable attorneys' fees and expenses in connection with any claims resulting from Grantee's a) breach of this agreement or b) its negligence or misconduct or that of its agents or employees in performing the Services hereunder. This Section shall survive the termination of this Agreement for any reason.
- F. **Insurance.** Grantee shall provide and maintain in full force and effect during the life of this Agreement the following minimum amounts of insurance:
 - i. Workers' compensation insurance in accordance with applicable law.
 - ii. Commercial General and Automobile Liability Insurance with limits not less than \$1,000,000 Single Limit and \$1,000,000 Umbrella with a "following form" provision; and shall provide for the following: Liability for Premises, Operations, Completed Operations, Independent Contractors, and Contractual Liability.
 - iii. The City of Duluth shall be named as an Additional Insured under the Commercial General, Umbrella and Automobile Liability policies and Grantee will provide a Certificate of Insurance evidencing such coverage with 30-days' notice of cancellation provisions included. The City does not represent or guarantee that these types of limits of coverage are adequate to protect the Grantee's interests and liabilities.

9. ADMINISTRATIVE REQUIREMENTS.

- A. **Accounting Standards.** The Grantee agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this Agreement.
- B. **Records.**
 - i. *Retention.* The Grantee must retain all records pertinent to expenditures incurred under this Agreement until conclusion of the latest of (a) six years after the conclusion of this Agreement; (b) six years from the GLRI Grant term end date; (c) six years after the Grantee has expended all proceeds of the Subgrant; or (d) six years after the resolution of all audit findings.
 - ii. *Inspections.* All Grantee records with respect to any matters covered by this Agreement must be made available to the City or their designees at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. In addition, the Grantee shall give the State of Minnesota, the Legislative Auditor, and the State Auditor's Office, through any authorized representatives, access to and the right to examine all records, books, papers, and documents related to this Agreement.
 - iii. *Data Practices Act.* All data collected, created, received, maintained, or disseminated for any purpose by the Parties because of this Agreement is governed by the Minnesota Government Data Practices Act.
 - iv. *Close-Outs.* The Grantee's obligation to the City does not end until all closeout requirements are completed. Activities during this close-out period include: making final payments and determining the custodianship of records and resolving audit findings.

10. MISCELLANEOUS.

- A. **Assignability.** The Grantee may not assign or transfer any interest in this Agreement (whether by assignment or novation) without the prior written consent of the City; provided, however, that claims for money due or to become due to the Grantee from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer must be furnished promptly to the City.
- B. **Relationship of the Parties.** It is agreed that nothing herein contained in intended or should be construed in any manner as creating or establishing the relationship of co-partners, joint ventures, or joint enterprise between the parties hereto or constituting either party as an agent, representative or employee of the other for any purpose or in any manner whatsoever.
- C. **Governing Law.** This Agreement will be governed by, and construed in accordance with, the laws of the State of Minnesota. The appropriate venue and jurisdiction for any litigation hereunder shall be in a court located in St. Louis County, Minnesota.
- D. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which is deemed an original, but all of which taken together constitute one and the same agreement. 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.
- E. **Severability.** In the event any provision herein shall be deemed invalid or unenforceable, the remaining provisions shall continue in full force and effect and shall be binding upon the parties to this Agreement.

11. **ENTIRE AGREEMENT AND AMENDMENT.** This Agreement, including the Exhibits identified herein, contains all negotiations and agreements between the City and Grantee. No other understanding, agreements or understandings regarding the GLRI Grant, or this Agreement, may be used to bind either party. Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

Exhibits:

- A. City of Duluth Certified Resolution - *pending approval*
- B. GLRI Grant Federal Award
- C. Approved Workplan

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CITY OF DULUTH

HARTLEY NATURE CENTER

By: _____
Mayor (City Administrator, per delegated
authority)

By: _____
Amy Demmer, Executive Director

Date: _____

Date: _____

Attest:

City Clerk

Date: _____

Countersigned:

City Auditor

Approved as to form:

City Attorney

Exhibit B

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	U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement	GRANT NUMBER (FAIN): 00E07023		DATE OF AWARD 07/13/2026	
		MODIFICATION NUMBER: 0			
		PROGRAM CODE: GL		TYPE OF ACTION: New	MAILING DATE 07/16/2026
		PAYMENT METHOD: ASAP		ACH# 50053	
RECIPIENT TYPE: Municipal		Send Payment Request to: Contact EPA RTPFD at: rtpfc-grants@epa.gov			
RECIPIENT: CITY OF DULUTH 120 CITY HALL 411 W 1ST ST DULUTH, MN 55802-1105 EIN: 41-6005105		PAYEE: CITY OF DULUTH 402 City Hall Duluth, MN 55802			
PROJECT MANAGER Allison Brooks 411 West 1st Street Duluth, MN 55802-1105 Email: abrooks@duluthmn.gov Phone: 218-730-4304		EPA PROJECT OFFICER Sakura Evans 77 W. Jackson Boulevard, G-9J Chicago, IL 60604 Email: Evans.Sakura@epa.gov Phone: 312-353-4323		EPA GRANT SPECIALIST Alicia Sanders Assistance Section, MA-10J 77 W. Jackson Boulevard Chicago, IL 60604 Email: sanders.alicia@epa.gov Phone: 312-886-1972	
PROJECT TITLE AND DESCRIPTION Watershed Connections: Place-Based Experiential Environmental Education for Youth The City of Duluth, with partners, will support implementation of Watershed Connections, an initiative to engage Kindergarten to Grade 12 (K-12) youth in experiential environmental education focused on the Tischer Creek watershed—a cold-water tributary to Lake Superior and the St. Louis River Area of Concern. The activities include the engagement of approximately 2,913 K–12 youth through a coordinated set of experiential environmental education programs centered on the Tischer Creek watershed. These programs include school field trips to the Hartley Nature Center, youth engagement programs, and brook trout fishing experiences. The anticipated deliverables include an executed subrecipient contract, new curriculum tailored to restoration work on Tischer Creek, and semi-annual and final reporting. The expected outcomes include approximately 2,913 youth engaged, and local educators trained in the new curriculum. The intended beneficiaries include youth and educators from northeastern Minnesota and northwestern Wisconsin. The subawardee is responsible for the implementation of experiential environmental education programming for K-12 youth, including hosting student field trips to the Hartley Nature Center, providing engagement programs with youth-serving agencies, and brook trout fishing experiences for middle and high school students.					
BUDGET PERIOD 06/01/2026 - 12/31/2028		PROJECT PERIOD 06/01/2026 - 12/31/2028		TOTAL BUDGET PERIOD COST \$ 105,000.00	
				TOTAL PROJECT PERIOD COST \$ 105,000.00	
NOTICE OF AWARD Based on your Application dated 05/05/2026 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$ 105,000.00. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$ 105,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.					
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)			AWARD APPROVAL OFFICE		
ORGANIZATION / ADDRESS U.S. EPA, Region 5, U.S. EPA Region 5 Mail Code MCG10J 77 West Jackson Blvd. Chicago, IL 60604-3507			ORGANIZATION / ADDRESS U.S. EPA, Region 5, Great Lakes National Program Office R5 - Region 5 77 W. Jackson Boulevard Chicago, IL 60604		
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY					
Digital signature applied by EPA Award Official for Robert Fields - Section Supervisor, Grants Management Officer by Robert Fields - Award Official Delegate					DATE 07/13/2026

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FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$ 0	\$ 105,000	\$ 105,000
EPA In-Kind Amount	\$ 0	\$ 0	\$ 0
Unexpended Prior Year Balance	\$ 0	\$ 0	\$ 0
Other Federal Funds	\$ 0	\$ 0	\$ 0
Recipient Contribution	\$ 0	\$ 0	\$ 0
State Contribution	\$ 0	\$ 0	\$ 0
Local Contribution	\$ 0	\$ 0	\$ 0
Other Contribution	\$ 0	\$ 0	\$ 0
Allowable Project Cost	\$ 0	\$ 105,000	\$ 105,000

Assistance Program	Statutory Authority	Regulatory Authority
66.469 - Geographic Programs - Great Lakes Restoration Initiative	Clean Water Act: Sec. 118(c) as amended by PL 114-322	2 CFR 200, 2 CFR 1500 and 40 CFR 33

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
-	2605HDX034	2526	B	05HCK	000BJ7XF5	4116	-	-	\$ 105,000
									\$ 105,000

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Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$ 0
2. Fringe Benefits	\$ 0
3. Travel	\$ 0
4. Equipment	\$ 0
5. Supplies	\$ 0
6. Contractual	\$ 0
7. Construction	\$ 0
8. Other	\$ 105,000
9. Total Direct Charges	\$ 105,000
10. Indirect Costs: 0.00 % Base N/A	\$ 0
11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %)	\$ 105,000
12. Total Approved Assistance Amount	\$ 105,000
13. Program Income	\$ 0
14. Total EPA Amount Awarded This Action	\$ 105,000
15. Total EPA Amount Awarded To Date	\$ 105,000

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Administrative Conditions

General Terms and Conditions

The recipient agrees to comply with the current Environmental Protection Agency (EPA) general terms and conditions available at: <https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2025-or-later>

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

A. Correspondence Condition

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

Federal Financial Reports (SF-425): rtpfc-grants@epa.gov and Alicia Sanders, sanders.alicia@epa.gov

All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: Sakura Evans, evans.sakura@epa.gov, and Alicia Sanders, sanders.alicia@epa.gov

Payment requests (if applicable): N/A

Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables: Sakura Evans, evans.sakura@epa.gov

B. Pre-Award Costs

In accordance with 2 CFR 1500.9, the recipient may charge otherwise allowable pre-award costs (both Federal and non-Federal cost sharing) incurred from **June 1, 2026** to the actual award date provided that such costs were contained in the approved application and all costs are incurred within the approved budget period.

Exhibit B

Programmatic Conditions

2026 GLRI Programmatic Terms and Conditions

A. Performance Reporting and Final Performance Report

In accordance with [2 CFR 200.329](#), the recipient must relate financial data and project or program accomplishments to the performance goals and objectives of the EPA award and must provide cost information to demonstrate cost-effective practices (for example, through unit cost data) when reporting program performance. The recipient agrees to submit performance reports that include information on each of the following areas: 1) A comparison of accomplishments to the outputs/outcomes established in the assistance agreement work plan for the reporting period (for example, comparing costs to units of accomplishment); 2) explanations on why established outputs/outcomes were not met; and 3) Additional information, analysis, and explanation of cost overruns or higher-than-expected-unit costs.

Additionally, the recipient agrees to notify the EPA when a significant development occurs that could impact the award. Significant developments include events that enable meeting milestones and objectives sooner or at less cost than anticipated or that produce different beneficial results than originally planned. Significant developments also include problems, delays, or adverse conditions which will impact the ability to meet the milestones or objectives of the award, including outputs/outcomes specified in the assistance agreement work plan. If the significant developments negatively impact the award, the recipient must include information on their plan for corrective action and any assistance needed to resolve the situation.

1. Semi-annual progress reports: Starting with the first full reporting period after the issuance of the award, the recipient shall submit semi-annual progress reports (electronically) to the EPA Project Officer by **April 30** and **October 31** of each year, through the life of the assistance agreement. Reporting periods shall be the 6-month periods from October 1 to March 31 and April 1 to September 30. Progress reports shall document progress in writing and in pictures, for the project during the immediately preceding reporting period and must contain sufficient information in order to ascertain that the workplan is being carried out as specified in the assistance agreement. Progress reports shall describe all of the following that apply:

(a) Work accomplished for the period, quantifying results achieved. Specify any incremental and cumulative (results achieved during the reporting period for all applicable [GLRI Action Plan IV](#) measures identified on pages 10-15 of the [GLRI Action Plan IV](#), in accordance with any direction provided by your EPA Project Officer and the GLRI Action Plan IV Measures Reporting Plan at [GLRI Action Plan](#), particularly: **5.1.1**

(b) **National Historic Preservation Act** (NHPA) Section 106 status;

(c) Quality Assurance;

(d) Object Class Category changes;

(e) Corrective actions;

(f) Projected new work;

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- (g) Percent completion of scheduled work;
- (h) Percent of budgeted amounts spent;
- (i) Any change in principal investigator;
- (j) Any change needed in project period,
- (k) Date and amount of latest drawdown request along with expenditures for the reporting period; and
- (l) Delays or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement workplan.

Grant progress reports must accurately reflect recipient's progress towards outputs and outcomes and all activities outlined in the approved work plan are being completed as agreed, and that the recipient is meeting the terms and conditions of the grant.

2. Final Report: The final Report shall incorporate all proposed project outputs and outcomes and summarize the nature and extent of the project, methodologies employed, significant events and experiences, a compilation of the data collected, and results achieved. Significant developments include events that enable meeting milestones and objectives sooner or at less cost than anticipated or that produce different beneficial results than originally planned.

Results shall include the cumulative results achieved during the project period for all proposed outputs and outcomes, including but not limited to all applicable [GLRI Action Plan IV](#) measures described in element 1 of the Semi-annual Progress Report condition above, all outputs and outcomes. The final report shall also include analysis of the data, conclusions, and recommendations. The final report shall incorporate documentation of the project and environmental progress under the project at appropriate phases, including photos, illustrations, diagrams, charts, graphs, and maps as appropriate to support the project results and measures reported. In order for the report writing costs to be eligible under the award, the draft final report must be submitted to the PO prior to the grant expiration date. Electronic versions of the **Final Report shall be submitted no later than 120 days after the end of the project period.** All work products shall indicate attribution to the U.S. EPA Great Lakes Restoration Initiative for funding assistance and should also acknowledge significant contributions by others. If applicable, the Final Report shall include:

- A dataset (Excel or similar format) of field and laboratory data including but not limited to project latitude and longitude, date, time, field observations, parameter data, laboratory analysis, quality assurance data
- Model files including input-output data, model code, model output, and peripheral and post-processing utilities.

3. Subaward Performance Reporting:

The recipient must report on its subaward monitoring activities under [2 CFR 200.332\(d\)](#). Examples of items that must be reported if the pass-through entity has the information available are:

- I. Summaries of results of reviews of financial and programmatic reports.

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II. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.

III. Environmental results the subrecipient achieved.

IV. Summaries of audit findings and related pass-through entity management decisions.

V. Actions the pass-through entity has taken to correct deficiencies such as those specified at [2 CFR 200.332\(e\)](#) *Requirements for pass-through entities*, [2 CFR 200.208](#) *Specific Conditions* and the [2 CFR 200.339](#) *Remedies for Noncompliance*.

Subaward Programmatic Monitoring for Grants in Support of Areas of Concern or Lakewide Action and Management Plans

In addition to subaward monitoring and reporting requirements described in the **Performance Reporting and Final Performance Report** condition of this agreement, assistance agreement recipients who are issued non-competitive grants in support of Areas of Concern (AOC) or Lakewide Action and Management Plans (LAMPs), and who include subawards in their budget, must monitor and report on subrecipient work to ensure that it meets the objectives of the AOC or LAMP.

B. Cybersecurity Condition | Cybersecurity Grant Condition for Other Recipients, Including Intertribal Consortia

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State or Tribal law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) no later than 90 days after the date of this award and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient or subrecipient under 2 CFR 200.332(e), by inquiring whether the

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subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

C. Requesting Travel Approval under the Existing Agreement

Time and travel costs along with participation in professional meetings funded under this agreement shall be reviewed by the EPA Project Officer in advance. Although EPA may have approved this type of activity as a component of the workplan, the recipient (or its representative) and subrecipients seeking to attend professional meetings not covered/approved in the original scope of work, must notify the EPA Project Officer identified on the first page of this agreement.

1. Travel Narrative

Specifically, **at least 30 days** in advance, the recipient shall notify the EPA Project Officer of any travel plans not previously detailed in the approved workplan by providing the Project Officer with a description of the event, the location of the event, the event sponsor, travel dates, the recipient's role in the event, the number of travelers and an itemized travel breakdown of costs (per diem, mileage, lodging, parking/tolls, airfare, etc.). The request should also include a justification describing why this travel is a necessary part of this assistance agreement. The recipient understands that any travel revisions contributing to a rebudgeting of funds from other cost categories exceeding 10% of the total budget, or an increase in grant funds requires a formal amendment to this agreement.

2. International Travel (see also EPA General Term and Condition titled "Foreign Travel")

The recipient must request approval for international travel not approved in the workplan by submitting a request to the Project Officer **at least 30 days** in advance of incurring international travel costs. This request must include an explanation on why this travel is necessary to effectively carry out the approved project(s), an itemized budget (per diem, mileage, lodging, parking/tolls, airfare), number of trips, number of travelers, the country where international travel will occur, and the dates of travel if known. (The recipient understands that if it incurs international travel costs of any kind without EPA's prior approval, it does so at its own risk).

D. Use of Logos

If the **GLRI logos** are used on websites, engagement materials, reports or publications along with logos from other participating entities, the GLRI logo must **not** be prominently displayed to imply that any of the recipient's or subrecipient's activities are being conducted by the EPA. Instead, the GLRI logo should be accompanied with a statement indicating that the City of Duluth / Hartley Nature Center received financial support from the EPA under an Assistance Agreement.

E. Public or Media Events

The Recipient agrees to notify the EPA Project Officer listed in this award document of public or media

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events (such as groundbreaking events, ribbon cutting events, etc.) publicizing the accomplishment of significant events related to construction projects as a result of this agreement and provide the opportunity for attendance and participation by federal representatives with at least ten (10) working days' notice.

F. Signage

The recipient shall ensure that a visible project identification sign (with the Great Lakes Restoration Initiative logo provided by the EPA Project Officer) is erected as appropriate at each on-the-ground protection or restoration project. Each sign must give project information and credit the Great Lakes Restoration Initiative and appropriate federal agencies for funding. The recipient will determine the design, placement, and materials for each sign. The GLRI logo should be accompanied with the statement indicating that the City of Duluth / Hartley Nature Center received financial support in the amount of \$105,000 from the EPA.

G. Health, Safety, and Environmental Compliance

All laboratory and field activities conducted for this project must be in accordance and compliance with all applicable health, safety and environmental laws, regulations and guidelines.

H. Management Practice

The recipient agrees to properly operate and maintain any best management practices implemented through this award in accordance with design standards and specifications.

I. Disposition of Wastes

The recipient agrees to dispose of all wastes in accordance with State and Federal regulation.

J. Timely Fiscal Expenditures

The recipient must ensure funds are expended in a timely manner commensurate with the progression of project activities. To ensure compliance with unliquidated obligations (ULO) policies, the recipient must **notify the EPA Project Officer** of potential drawdown delays that exceed 180 days.

K. National Historic Preservation Act

Pursuant to [36 CFR 800.2\(c\)\(4\)](#), EPA has authorized all assistance agreement recipients and applicants to initiate consultation under National Historic Preservation Act (NHPA) Section 106, [54 U.S.C. 306108](#) on behalf of EPA, for all grants, cooperative agreements, interagency agreements, and other projects under GLNPO's purview, including but not limited to the Great Lakes Restoration Initiative (GLRI), [33 U.](#)

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[S.C. 1268](#), and applicable appropriations acts and/or implementing regulations. EPA does not delegate its Tribal consultation responsibilities and will work with the recipient to carry out the appropriate actions.

While all assistance agreement recipients and applicants are authorized to initiate Section 106 consultation on behalf of EPA, EPA retains legal responsibility for findings and determinations required under the Section 106 process. In addition, when applicable, EPA will consult directly under Section 106 with Indian Tribes and Native Hawaiian organizations, pursuant to [36 CFR 800.2\(c\)\(2\(ii\)\)](#).

Prior to conducting or engaging in any on-site activity, the grantee shall consult with an EPA Project Officer regarding the National Historic Preservation Act and, if applicable, shall assist EPA in complying with any requirements of the Act and implementing regulations. All Section 106 deliverables identified in the workplan must be submitted to the EPA Project Officer.

If unanticipated archaeological or human remains are discovered during earth-disturbing activities, stop work immediately and contact the EPA Project Officer. Do not engage in any earth-disturbing activities until an EPA official states work can resume.

L. Participant Support Costs

[2 CFR 200.1](#), define Participant Support Costs as: direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings or training projects. EPA regulations at 2 CFR 1500.1 expand the definition of Participant Support Costs to include subsidies, rebates and other payments to program beneficiaries to encourage participation in statutorily authorized environmental stewardship programs. Additionally, the Uniform Grant Guidance at 2 CFR 200.456 requires participant support costs to be documented in a financial assistance recipient's or subrecipient's policies, and to be treated consistently across grants. EPA requires participant support cost types to be allocated to the "Other" budget category.

Exhibit C

GLRI Workplan – Revised April 21, 2026

1. Project Title: Watershed Connections: Place-based experiential environmental education for youth

2. Project Funding Request: Federal Request \$105,000 Applicant contribution \$0

3. Recipient Information

- **Organization Name:** City of Duluth
- **Organization Address:** 411 West 1st Street, Duluth, MN 55802

Project Manager

- **Contact Name:** Allison Brooks
- **Address:** 411 West 1st Street, Duluth, MN 55802
- **Phone:** 218-730-4304
- **E-mail:** abrooks@duluthmn.gov

4. Project Location

Representative Lat/Long: 46.8385, -92.0826

Place of Performance

City	County	Zip Code	Congressional District	State	Primary? Y/N
Duluth	St. Louis	55803	8	MN	Y

5. Project Duration: June 1, 2026 - December 31, 2028

6. Project Abstract

The City of Duluth will support implementation of Watershed Connections, an initiative to engage K–12 youth in experiential environmental education focused on the Tischer Creek watershed—a cold-water tributary to Lake Superior and the St. Louis River Area of Concern. The purpose of this project is to provide educational programs connecting youth to previous and ongoing restoration work, fostering a deeper appreciation for the downstream Lake Superior ecosystem. Activities will support exploration of watershed science, aquatic biodiversity, and ecosystem stability. Outcomes include improved public awareness and understanding of watershed dynamics and the importance of tributary ecosystem health for 2,913 youth, deepened appreciation of cold-water trout streams through delivery of six fishing programs, and enhanced public and community partnerships with at least five youth-serving agencies for the collaborative delivery of programming opportunities. Subrecipient activities include delivery of 70 school field trips serving 2,541 students, up to 30 engagement programs with youth-serving agencies serving an anticipated 300 youth, and brook trout fishing experiences for 72 youth. Intended beneficiaries include program participants and their families, and those who recreate and enjoy Hartley Park and the Tischer Creek watershed.

Exhibit C

7. Problem Statement

This project will provide public engagement and place-based education on the importance of Lake Superior's ecosystem, nature-based solutions for management of stormwater runoff, and stewardship of watersheds. Located within the 660-acre Hartley Park and Natural Area, which includes Tischer Creek, a cold-water trout stream tributary to Lake Superior, this project is ideally located for educational experiences that will connect the public with recent ecological restoration and habitat enhancement efforts. Recent restoration efforts have been highly collaborative between nonprofits and across multiple levels of government. Primary partners have included the Cities of Duluth and Rice Lake, the Duluth Area Fisheries and Ecological and Water Resources divisions of the Minnesota Department of Natural Resources, Minnesota Pollution Control Agency, South St. Louis Soil and Water Conservation District, University of Minnesota's Natural Resources Research Institute, U.S. EPA Great Lakes Toxicology and Ecology Division, 1854 Treaty Authority, and the Minnesota Land Trust. Providing high-quality education about recent restoration and enhancement activities is a critical strategy for communicating the importance of stewarding the Great Lakes ecosystem.

Recent watershed restoration and enhancement efforts at Hartley Park provide a high-quality setting for the community to learn about environmental issues and solutions. In 2021, a portion of Tischer Creek Tributary 6b was rerouted to its historic creek channel, and there are ongoing efforts to support reestablishment of healthy tributary ecosystems. In 2022, a pair of culverts that presented a barrier to fish passage were replaced with a larger box culvert to improve stream connectivity. In 2025, project partners completed the Woodland Avenue Green Infrastructure Project in a northern portion of Hartley Park to provide stormwater treatment for a 117-acre residential and urban area that was previously directly discharging into Tischer Creek. The project incorporated extensive invasive species removal and the construction of biofiltration basins and constructed wetlands with native plantings. These projects directly addressed prominent ecological issues and can now serve as demonstration sites for valuable investments. By providing place-based experiences, this project aims to connect people with the importance of these projects and promote lifelong stewardship.

This project directly supports the GLRI Action Plan by providing programming in alignment with Objective 5.1: Experiential, place-based education and/or stewardship projects that focus on the Great Lakes ecosystem. The programs supported through this project are also aligned with the Lake Superior LAMP, including Action 36 by engaging the public on the importance of Lake Superior's ecosystem's habitats and species, Action 19 by connecting people with biodiversity conservation and advancing related agency plans, Action 11 by building support for and understanding of ecosystem health within the Lake Superior watershed and tributaries, and Action 10 by demonstrating the value of investments in green infrastructure and nature-based solutions that help to manage stormwater runoff.

8. Proposed Work

The project will be completed through a subaward to Hartley Nature Center (HNC) in the amount of \$105,000. The proposed subaward is consistent with the proposed budget and project periods.

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Summary of Subrecipient's Unique Capability to Perform the Project: Hartley Nature Center (HNC) is uniquely positioned to implement the Watershed Connections program due to its long-standing leadership in hands-on environmental education and its central role in supporting stewardship of the Tischer Creek watershed within Hartley Park. For more than 25 years, HNC has delivered experiential science education programs that connect youth to the ecosystems of northeastern Minnesota and the Lake Superior basin. Each year, thousands of students participate in HNC's field-based learning programs, which combine inquiry-based science, place-based environmental literacy, and outdoor exploration.

HNC operates within Hartley Park in Duluth, Minnesota, which contains the largest contiguous stretch of the Tischer Creek watershed and serves as the primary outdoor classroom for this project. Because HNC is physically located within the watershed and directly adjacent to multiple GLRI-supported restoration sites, students can engage with restoration projects in real time while learning about watershed processes, aquatic biodiversity, and ecosystem health.

HNC also plays an active role in the broader Tischer Creek restoration effort. As the City of Duluth's primary partner and the manager of Hartley Park programming, HNC collaborates with a coalition of agencies including the Minnesota Department of Natural Resources (DNR), Minnesota Pollution Control Agency (MPCA), South St. Louis Soil and Water Conservation District (SWCD), Environmental Protection Agency (EPA), University of Minnesota Duluth, and the 1854 Treaty Authority to steward the natural resources of the Park. HNC staff regularly participate in watershed planning discussions and help interpret restoration activities for the public.

This deepened connection to both the landscape and the restoration work enables HNC to translate complex watershed science into meaningful educational experiences for youth. By embedding environmental education directly within the sites where restoration is occurring, HNC ensures that GLRI investments are not only ecologically impactful but also understood and valued by the next generation of watershed stewards.

Description of Activities: Watershed Connections will engage approximately 2,913 K–12 youth through a coordinated set of experiential environmental education programs centered on the Tischer Creek watershed. Programming will occur primarily in Hartley Park and along the Tischer Creek corridor, with additional engagement occurring at partner agency locations.

Project Administration and Oversight

Hartley Nature Center will serve as the program implementer and subrecipient, with oversight from the City of Duluth. The City will provide grant administration, ensuring compliance with federal grant requirements and GLRI reporting standards.

HNC's Executive Director and Education Director will oversee program implementation, staffing, budgeting, and evaluation. Hartley's Assistant Education Director, Engagement Coordinator, and Recreation Manager will coordinate and deliver their respective

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programs. Additional Environmental educators will support delivering the field-based programming.

HNC staff will coordinate closely with City staff and watershed partners to ensure that educational content reflects current restoration efforts, including projects associated with the Tischer Creek Roadmap. Regular partner communication will help align program content with ongoing watershed management priorities.

Program Activities

School Field Trips (2,541 students): During the school year, HNC will offer 70 annual field trips to 43 schools across seven counties in northeastern Minnesota and northwestern Wisconsin. These programs align with state science standards and engage students in water quality testing, stream dynamics, aquatic species identification, invasive species management, and biodiversity studies, helping students understand the interconnectedness of Tischer Creek and the broader Lake Superior ecosystem. In addition to implementing the school field trip program, this funding will enable HNC to integrate GLRI funded restoration work and concepts into HNC's current environmental education curriculum, including information about brook trout and the specific sites restored through GLRI.

Engagement Programs (300 students): These experiential programs mirror the curriculum content (environmental education) and school-year timing (Sept-June) of school field trips but are entirely separate opportunities offered out of school time. They are co-delivered in partnership with 5-7 local youth-serving agencies and serve youth in their programs with limited access to outdoor education. Engagement programs are tailored to meet youth where they are physically, contextually, and developmentally. Serving approximately 300 youth, HNC provides multiple, progressive, custom-built sessions that reflect the needs and interests of each group. When deemed appropriate, programming gradually builds from indoor activities at agency sites, to nearby parks, to culmination at Hartley Nature Center. Groups already comfortable outdoors can move directly into immersive experiences on location at Hartley and the GLRI restoration areas. The depth of content ranges from broad nature connections to place-based ecosystem science, teaching a variety of topics like aquatic and terrestrial species identification, animal adaptations, indicators of healthy ecosystems, impacts of invasive species, all with the goal of helping students understand the interconnectedness of Tischer Creek and the broader Lake Superior Ecosystem. These topics are taught through hands-on, immersive activities like exploration with ambassador animals, exploration and observation of the environment and species established at Hartley Park, interactive games and projects, and facilitated reflection and discussion.

While some Engagement Program participants may also attend a school field trip with their class, Engagement Programs are designed to reach students who were often disengaged or disconnected from environmental educational content prior to this program. Since launching, HNC has witnessed a marked increase in these student's participation and connection to the Lake Superior ecosystem. Funding will also support

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integration of GLRI funded restoration project information into existing environmental education curriculum.

Brook Trout Fishing Experiences (72 students): Recognizing brook trout as an indicator species of cold-water stream health, HNC will pilot two new fishing initiatives: a teen fishing club for middle and high school students, and a program designed to engage K-12 youth with limited access to outdoor recreation and fishing experiences. These programs will integrate watershed science and stewardship content framed through cold-water fisheries and angling as a tool for ecological connection. Funding will support development of new learning modules related to brook trout ecology, watershed processes, and aquatic biodiversity. These materials will pair with hands-on engagement to support participant learning. Educational content for participants will incorporate aquatic species identification, use of the scientific method, trout as an indicator species of stream and habitat health, stream ecology, fish adaptations, invasive species (worms in particular), mechanics of fishing/angling, exploring use of different types of poles and bait, and basic water quality testing. Fishing activities will be conducted April – September.

Together, these programs will activate the restored Tischer Creek watershed as a powerful learning space and connect youth directly to the real-world impacts of GLRI-supported environmental restoration work including the Woodland Park Stormwater Diversion and Biofiltration Structures, rerouting of Trib 7 stream and culvert replacement, Hartley Pond Feasibility Study, and ongoing streambed and tributary restoration sites. Students will not only learn about ecological systems and restoration but will also engage with these locations firsthand, becoming empowered as future stewards of the Lake Superior watershed. By embedding restoration learning into K–12 education, *Watershed Connections* ensures that the legacy of the Tischer Creek Roadmap is carried forward through the values, knowledge, and actions of the next generation.

Outputs/Deliverables: The Watershed Connections program will produce measurable outputs that directly support GLRI Action Plan Objective 5.1 by expanding experiential environmental education opportunities for youth within the Lake Superior basin. Key deliverables include:

School Field Trips

- Integration of GLRI-supported restoration activities and watershed science into existing environmental education curriculum
- 70 field trips
- Participation from approximately 43 schools across northeastern Minnesota and northwestern Wisconsin
- Approximately 2,541 students engaged in watershed-focused environmental education

Youth Engagement Programs

- Integration of GLRI-supported restoration activities and watershed science into existing environmental education curriculum

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- Approximately 30 experiential education sessions delivered in partnership with youth-serving organizations
- Partnerships with approximately 5-7 community agencies
- Approximately 300 youth served through progressive, place-based programming

Brook Trout Fishing Experiences

- Development of hands-on learning modules related to brook trout ecology, watershed processes, and aquatic biodiversity
- Approximately 6 fishing program sessions
- Approximately 72 youth participating in fisheries-based watershed education

Through these activities, the project will engage approximately **2,913 youth** in place-based learning experiences that build environmental literacy and deepen understanding of Lake Superior watershed systems.

By connecting restoration work with experiential education, Watershed Connections will ensure that GLRI investments in the Tischer Creek watershed are not only improving ecological conditions but also inspiring the next generation of environmental stewards who will care for the Great Lakes ecosystems.

9. Quality Documentation Requirements

The proposed project will not include any activities related to the collection of environmental information nor the development or use of environmental technology. Therefore, quality documentation will not be necessary.

10. Project Results & Measuring Progress

Progress towards Project completion will be measured and monitored in accordance with the Project Milestones identified in Section 16 (below).

Outputs:

- One executed subaward agreement between City of Duluth and Hartley Nature Center
- Delivery of 70 field trips for 2,541 students from 43 schools across northeastern Minnesota and northwestern Wisconsin
- Implementation of 30 experiential education sessions in service to approximately 300 youth through partnership with 5-7 community agencies
- Delivery of 6 sessions of fishing programs with an anticipated attendance of 72 youth

Outcomes:

- Improved public awareness and understanding of watershed dynamics and the importance of tributary ecosystem health for 2,913 youth participating in Watershed Connections programming.
- Deepened appreciation of cold-water trout streams for recreational, environmental, and educational purposes through delivery of 6 fishing programs

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- Enhanced public and community partnerships with at least 5 youth serving agencies for the collaborative delivery of programming opportunities

11. Stakeholder/Public Communication/Meetings: N/A

12. International Activities: N/A

13. The National Historic Preservation Act (NHPA) Section 106 Deliverables

The proposed project will include the implementation of educational programming for youth and there will be no physical alterations to existing infrastructure or property. The project will not have any potential to affect historic properties, therefore, Section 106 is not applicable.

14. Relevance to EPA Pillar and the GLRI Action Plan

This project is aligned with Powering the Great American Comeback Pillar 1: Clean Air, Land, and Water for Every American as it will provide educational programs and access for youth to previous and ongoing restoration work. It is also aligned with Pillar 3: Permitting Reform, Cooperative Federalism, and Cross-Agency Partnership as the work will be implemented through partnership between multiple levels of government and local organizations.

Applicable Measure of Progress – GLRI Action Plan	
5.1.1. Number of youth impacted through education and stewardship projects	2,913 youth
Watershed Connections	2,913 youth
TOTAL PRIMARY MOP REPORTING STATUS	2,913 youth

15. Collaboration and Engagement in Project Development and Related Overarching Plans

Hartley Nature Center (HNC) has been a vital partner for facilitating and building community connections with Hartley Park and Natural Area, and implementation of this project will support expanded engagement. Through existing programming, HNC has established a strong network of partnerships with local and regional school districts, nonprofits, and higher education institutions. Costs associated with programs present a significant barrier for participation and organizational capacity to deliver free programming is limited. By building from existing partnerships and supporting collaboration with more groups, this project seeks to expand personal connections with natural resources, clean water, and the Lake Superior watershed.

The Watershed Connections project is aligned with and supports multiple other local, regional, and state plans. The City of Duluth has developed plans guiding the management of Hartley Park through iterative public engagement since 2014. Community feedback has consistently highlighted the importance of outdoor recreation, natural resources education opportunities, and public collaboration. Likewise, regional and statewide partnership planning efforts have reiterated that development of

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educational programming and opportunities that will connect all communities to natural resources is important. Implementation of Watershed Connections will support these plans and strategies by expanding programming and enhancing partnerships.

Altogether, these planning processes, in addition to engagement through the St. Louis River Area of Concern, GLRI Action Plan, and Lake Superior LAMP have demonstrated that experiential education is a vital component for expanding access and deepening understanding on the importance of restoration activities. By enhancing existing school field trip and engagement programming offerings at HNC to connect environmental education to real world GLRI-funded restoration sites as well as develop new fishing program experiences, this project will create necessary organizational capacity to connect with new groups and additional participants.

16. Project Milestones

The following schedule outlines key project milestones and administrative checkpoints to ensure the Watershed Connections program is implemented effectively and remains on track to achieve project goals. The City of Duluth will oversee grant administration and reporting to the Environmental Protection Agency (EPA), while Hartley Nature Center will implement program activities and coordinate educational programming.

Date	Project Milestone	Responsible Party
6/1/26	Project award issued	EPA
6/30/26	Enter subrecipient agreement with Hartley Nature Center	City of Duluth
9/30/26	Field Trip and Engagement Program planning conducted, curriculum integration initiated, school and partner agency scheduling initiated	Hartley Nature Center
10/1/26	Launch School Field Trip Programming and Youth Engagement Programs	Hartley Nature Center
10/30/26	First progress report submitted	City of Duluth
12/31/26	Field Trip Educator training 50% completed	Hartley Nature Center
4/30/27	Second progress report submitted	City of Duluth
6/1/27	Fishing Experiences planning conducted and curriculum development completed	Hartley Nature Center
6/15/27	Field Trip Educator training completed	Hartley Nature Center
6/30/27	Completion of School Field Trip Programs for the 2026-2027 school year	Hartley Nature Center
7/30/27	Completed Fishing Experiences educator training. Launch Fishing Experiences Program	Hartley Nature Center
10/1/27	Launch 2027-2028 School Field Trip & Engagement Programming	Hartley Nature Center
11/1/2027	Completion of 2027 Fishing Experiences	Hartley Nature Center
10/30/27	Third progress report submitted	City of Duluth
4/30/28	Fourth progress report submitted	City of Duluth
05/31/28	Launch 2028 Fishing Experiences	

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6/30/28	Completion of School Field Trip Programs for the 2027-2028 school year and all Engagement Programs	Hartley Nature Center
11/1/28	Completion of all Fishing Experiences	Hartley Nature Center
12/31/28	Project implementation completed and final program evaluation conducted	Hartley Nature Center
1/31/29	Final report submitted	City of Duluth

17. Cooperative Agreement: N/A

18. Pre-Award Costs: N/A

19. Timely Fiscal Expenditures

Expenditure Period	Anticipated Drawdown Date	Estimated Amount
June 1 - December 31, 2026	January 29, 2027	\$30,000
January 1 - May 31, 2027	June 30, 2027	\$30,000
June 1 - December 31, 2027	January 28, 2028	\$30,000
January 1 - May 31, 2028	June 30, 2028	\$10,000
June 1 - November 30, 2028	December 29, 2028	\$5,000

20. Appendices and Attachments

City of Duluth Staff Biography:

Allison Brooks: Project Coordinator

Allison holds a B.S. in Environmental Science from Randolph College and a Master of Science in Sustainable Management from the University of Wisconsin-Stout. Prior to joining the City of Duluth in 2022, Allison served as a sustainability coordinator in Lynchburg, Virginia where she managed energy efficiency improvement projects, coordinated with stakeholders, and led community engagement initiatives. In her current role as a Project Coordinator for the City of Duluth, Allison effectively collaborates with project partners to manage park improvement projects of all sizes, including community engagement, budgeting, grant administration and reporting, and coordinating project implementation with contractors and construction management staff.

Hartley Nature Center Staff Biographies:

Amy Demmer, Executive Director

Amy has been the Executive Director at Hartley Nature Center since 2024 where her responsibilities include organizational leadership, board stewardship, financial management, strategic direction and staff oversight. She has served as an executive

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nonprofit leader for over 15 years in the roles of executive director of the Grand Marais Art Colony, Community Development Director at Zeitgeist Center for Arts and Community, and she operates a strategy consulting business. She holds a BA in History from Lewis and Clark College and a Master's Degree in advocacy and political leadership from the University of Minnesota Duluth. She has served on several boards and commissions including most recently the Duluth Public Arts Commission, Bridging Health Duluth Coalition, and the Blatnik Bridge Visual Quality Advisory Committee.

Mary Oliver, Education Director

Mary has been the Education Director at Hartley since 2021. With over ten years of experience in Environmental Education, Mary came to Hartley from Teton Science Schools where she was a Lead Instructor in their Field Education department. Since her first camp role as a counselor in training when she was 13, Mary has only ever had roles where she could work directly with students. She has been a backcountry guide, a program director and a nature based preschool teacher just to name a few. Mary brings a wide array of experience to Hartley, where she cultivates a safe, supportive learning environment where children can learn, be challenged and create joyful, meaningful memories with their home ecosystems. At Hartley she manages a rotating cast of over 25 staff, summer camps, field trips, after school programs and partnerships with other educational institutions.

Jenni Stafford-Faris, Assistant Education Director

Jenni is the Assistant Education Director at Hartley Nature Center, where she has worked since 2012. She promotes and schedules programs, updates curriculum, and teaches field trips and other educational experiences. Her love of the outdoors began in childhood while hiking and fishing with her family in Illinois. She later earned a BS in Biology with an emphasis in Wildlife Management and gained experience through internships caring for captive and wild animals while teaching about local wildlife in Illinois and Wisconsin. At Hartley, Jenni enjoys helping people connect with nature and hopes to inspire future generations to appreciate and care for the natural world.

Matt Willey, Stewardship & Recreation Program Manager

Matt has worked at Hartley Nature Center for nearly 10 years, previously serving as an Environmental Educator and Operations Director before stepping into his current role as Stewardship & Recreation Program Manager. He holds a master's degree in Wildlife Biology and, prior to joining Hartley, worked in fisheries, brewery microbiology, and traditional classroom education. He has also spent time as a youth ski instructor and ski industry employee. An avid outdoor enthusiast, Matt enjoys mountain biking, cross-country skiing, and downhill skiing. In his role, he helps manage the natural resources of Hartley Park and develops and implements recreation programming for youth and adults at Hartley Nature Center.

Amira Anderson, Engagement Program Coordinator

Amira Anderson is the Engagement Program Coordinator at Hartley Nature Center and has managed the Program for the past two years. She brings compassion, creativity, and strong emotional intelligence to her work with youth. Having grown up in a Title I after-school program, Amira has a deep understanding of the students she serves. She

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integrates environmental education with social-emotional learning, helping youth connect with both the natural world and their own sense of belonging. Amira has also served for the last two years as Hartley's Assistant Summer Camp Coordinator and a Nature Preschool Teacher, supporting nature-based learning across a variety of programs and age groups.

21. Budget Narrative

Other Direct Costs – Subaward: \$105,000 to Hartley Nature Center – Hartley Nature Center will implement this project. See provided Subaward Budget Narrative for additional detail.

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Subaward Budget Narrative

Personnel: Salary \$61,493.19 and Fringe \$13,389.21

Education Director (Salary \$19,481.46 and Fringe \$4,870.37) – Estimated 743 hours at \$26.22 per hour with 25% of compensation being fringe benefits. The Education Director is responsible for overseeing the Assistant Education Director and the Engagement Coordinator and delivery of their programs. She provides support for curriculum and training development, conducts educator training and provides oversight of program delivery and impact and evaluation. This role also teaches programs. She will be primarily responsible for developing the new fishing experiences programs including program, curriculum, and training development with the support from the Stewardship and Recreation Manager and then will oversee the Assistant Education Director in coordination of program delivery.

Stewardship & Recreation Manager (Salary \$2,979.50 and Fringe \$744.88) – Estimated 118 hours at \$25.25 per hour with 25% of compensation being fringe benefits. The Stewardship & Recreation Manager coordinates all stewardship activities in the park including coordinating with agencies and partners on the Tischer Creek Restoration activities. The manager will ensure that all program content is aligned with restoration and watershed management priorities by supporting the development and delivery of curriculum and training for the School Field Trip and Fishing Experiences programs. This role may also teach programs as needed as well as be responsible for the purchasing and managing of all recreation supplies related to the three programs.

Assistant Education Director (Salary \$12,770.75 and Fringe \$3,192.69) – Estimated 575 hours at \$22.21 per hour with 25% of compensation being fringe benefits. The Assistant Education Director is responsible for coordinating all aspects of the school field trip program and supporting the logistics for the Fishing Experiences. This includes curriculum development, engagement and scheduling with schools, managing logistics, recruitment, training, scheduling and supporting educators and program delivery, supply purchasing, documentation of impact and evaluation. This role also teaches school field trip programs.

Engagement Coordinator (Salary \$14,310.56 and Fringe \$3,577.64) – Estimated 752 hours at \$19.03 per hour with 25% of compensation being fringe

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benefits. The Engagement Coordinator is responsible for coordinating all aspects of the Youth Engagement program including curriculum development, scheduling, logistics, and program delivery, purchase of supplies, document impact and evaluation. This role also teaches Engagement programs.

Educator (Salary \$11,508.72 and Fringe \$893.08) – Estimated 632 hours at \$18.21 per hour with 7.76% of compensation being fringe benefits. A variety of educators are trained to deliver instruction of programs including School Field Trips and Fishing Experiences so Hartley can offer a variety of programs and schedules to meet need.

Executive Director (Salary \$442.20 and Fringe \$110.55) – Estimated 11 hours at \$40.20 per hour with 25% of compensation being fringe benefits. The Executive Director is responsible for supervision of the Education Director and Stewardship & Recreation Manager to ensure project success.

Supplies: \$11,042.62 – This will support the purchase of necessary supplies to conduct the project including printed materials and teaching supplies like owl pellets, aquatic nets, water testing kits, skis and snowshoes to access the watershed teaching sites in the winter season, life jackets, fishing poles and nets as well as a storage shed to contain the new program supplies.

Other Direct Costs - Hiring and Training: \$1,050 – Expenses include necessary annual fees for training Education Staff that work with youth including CPR / First Aid training, Mandated Reporter Training, background checks and professional development to strengthen staff skills in creating welcoming, supportive outdoor learning environments for youth.

Other Direct Costs - Marketing: \$1,025 – Expenses include printed fliers and program brochures as well as social media ad posts to promote program opportunities.

Other - Participant Support Costs - Transportation: \$4,000 – One major barrier of school field trip participation is the high cost of busing to/ from schools to Hartley Nature Center, this provides a \$100 reimbursement to up to 40 schools to reduce transportation expenses. It also covers the cost of transportation for Engagement programs including busing or mileage for the Hartley van or personal car to instruct programs.

Indirect Costs: \$13,000 – Using the 15% de minimis rate for direct costs.