



This Grant Agreement is between the State of Minnesota, acting through its Department of Employment and Economic Development ("DEED") and City of Duluth, 411 West 1<sup>st</sup> Street, #120, Duluth, MN 55802 ("Grantee").

### Recitals

1. Under [Laws of Minnesota 2025, 1st Special Session Chapter 6, Article 1, Section 2, Subd. 2 \(eee\)](#) and [Minnesota Statute § 116.J.9921](#), DEED is empowered to enter into this Grant Agreement.
2. DEED is in need of grantees to expand service opportunities, including but not limited to ServeMinnesota Innovation Act, Minnesota Statutes, sections 124D.37 to 124D.45; the Domestic Volunteer Service Act of 1973, United States Code, title 42, section 4950; and the National and Community Service Act of 1990, United States Code, title 42, section 12501.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of DEED.

### Grant Agreement

#### 1 Term of Grant Agreement

**1.1 Effective Date.** June 17, 2026, or the date DEED obtains all required signatures, whichever is later.

Per [Minnesota Statutes § 16B.98, Subd. 5](#), the Grantee must not begin work until this Grant Agreement is fully executed and DEED's Authorized Representative has notified the Grantee that work may commence.

Per [Minnesota Statutes § 16B.98 Subd. 7](#), no payments will be made to the Grantee until this Grant Agreement is fully executed.

**1.2 Expiration Date.**

June 30, 2027, 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 Agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

#### 2 Specifications, Duties, and Scope of Work

The Grantee shall comply with all applicable grants management policies and procedures set forth through [Minnesota Statutes § 16B.97, subd. 4 \(a\)](#).

The Grantee will perform the services outlined in Exhibit A: Specifications, Duties, and Scope of Work, which is attached and incorporated into this grant agreement.

#### 3 Time

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence and failure to meet a deadline date may be a basis for a

determination by DEED's Authorized Representative that the Grantee has not complied with the terms of the Grant Agreement. The Grantee is required to perform all the duties cited within clause two "Specifications, Duties, and Scope of Work" within the grant period. DEED is not obligated to extend the grant period.

#### **4 Consideration and Terms of Payment**

The consideration for all services performed by the Grantee pursuant to this Grant Agreement shall be paid by DEED as follows:

- 4.1 Compensation.** The total obligation of DEED under this Grant Agreement, including all compensation and reimbursements, is not to exceed \$50,000.00, which shall be paid in accordance with the terms outlined in Exhibit B: Budget, which is attached and incorporated into this Grant Agreement.
- 4.2 Administrative Costs.** Grantee administrative costs must be necessary and reasonable and will not exceed the amount designated in Exhibit B: Budget.
- 4.3 Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee because of this Grant Agreement will not exceed the amount designated in Exhibit B: Budget. The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received DEED's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.  
  
The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current Commissioner's Plan promulgated by the Commissioner of Minnesota Management and Budget.
- 4.4 Invoices.** Payments shall be made by DEED after the Grantee's presentation of invoices for services satisfactorily performed and the written acceptance of such services by DEED's Authorized Representative. Invoices shall be submitted timely, with additional details as requested by DEED, and according to the following schedule: by the 20th of each month for the preceding month.
- 4.5 Unexpended Funds.** The Grantee must promptly return to DEED any unexpended funds that have not been accounted for in a financial report to DEED.

#### **5 Conditions of Payment**

All services provided by the Grantee under this Grant Agreement must be performed to DEED's satisfaction, as determined at the sole discretion of DEED'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 work found by DEED to be unsatisfactory or performed in violation of federal, state, or local law. Payments shall not be made on grants with past due progress reports or missing required documentation, unless the state agency has given the grantee a written extension.

#### **6 Contracting and Bidding Requirements**

- 6.1** The Grantee is required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law](#).
- 6.2** The Grantee and any subrecipients must comply with applicable prevailing wage requirements. Prevailing wage rates are required to be paid on an economic development project site if that project receives or will be receiving state financial assistance in the form of a grant where a single business receives \$200,000 or more of the grant proceeds, a loan or the guaranty or purchase of a loan if a single business receives \$500,000 or more of the loan proceeds, or certain tax incentives, per [Minn. Stat. § 116J.871](#). For economic development projects subject to the prevailing wage requirements in [Minn. Stat. § 116J.871](#), Grantee must ensure that Grantee and all contractors and subcontractors comply with applicable prevailing wage requirements including

submitting all required certified payroll records, as described in the attached “Prevailing Wage Certification – [Minn. Stat. § 116J.871](#)”, and to the following email address: [wagedata.deed@state.mn.us](mailto:wagedata.deed@state.mn.us).

**6.3** The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).

**6.4** The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

## **7 Authorized Representatives**

**7.1** DEED’s Authorized Representative is Sherene Judeh, Director of Office of Public Service, [sherene.judeh@state.mn.us](mailto:sherene.judeh@state.mn.us), Great Northern Building, 12th Floor, 180 East Fifth Street, St. Paul, MN 55101, 651-259-7085, or their successor, and has the responsibility to monitor the Grantee’s performance and the authority to accept the services provided under this Grant Agreement. If the services are satisfactory, DEED’s Authorized Representative will certify acceptance on each invoice submitted for payment.

**7.2** The Grantee’s Authorized Representative is Elena Foshay, Director Workforce Development, [efoshay@duluthmn.gov](mailto:efoshay@duluthmn.gov), 402 West 1st Street, Duluth, MN 55802, 218-730-5241, or their successor. If the Grantee’s Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify DEED.

**7.3** The Grantee must clearly post on the Grantee’s website the names of, and contact information for, the Grantee’s leadership and the employee or other person who directly manages and oversees this Grant Agreement on behalf of the Grantee.

## **8 Assignment, Amendments, Waiver, and Grant Agreement Complete**

**8.1 Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of DEED and a fully executed agreement, executed and approved by the authorized parties or their successors.

**8.2 Amendments.** Any amendment to this Grant Agreement 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 Agreement or their successors.

**8.3 Waiver.** If DEED fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

**8.4 Grant Agreement Complete.** This Grant Agreement contains all negotiations and agreements between DEED and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

## **9 Subrecipient and Subrecipient Payment**

**9.1** A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Agreement by Grantee. The Grantee must document any subaward through a formal legal agreement. The Grantee must provide timely notice to DEED of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Agreement.

- 9.2** The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, [Minnesota Statutes § 16B.97, Subd.4 \(a\) 1](#), and other relevant statutes and regulations; and that subaward performance goals are achieved.
- 9.3** During this Grant Agreement, if a subrecipient is determined to be performing unsatisfactorily by DEED’s Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer be used for this Grant Agreement.
- 9.4** No agreement with subrecipient(s) shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performances of the obligations contemplated by the Grant Agreement.
- 9.5** The Grantee must pay any subrecipient in accordance with [Minnesota Statutes § 16A.1245](#).
- 9.6** The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government.
- 9.7** Job Listing Agreements: [Minnesota Statutes § 116L.66, subd.1](#): A business or private enterprise receiving grants or loans from DEED in amounts over \$200,000 a year shall as part of the grant or loan agree to list any vacant or new positions with the state workforce centers at [CareerForce.mn.gov](#) as soon as it occurs.

## **10 Liability**

Parties agree that, except as otherwise expressly provided herein, each party is responsible for its own acts and the results thereof to the extent authorized by law and will not be responsible for the acts of any others and the results thereof. Liability is governed by applicable law. Without limiting the foregoing, liability of DEED and any Contractor that is an office, officer, agency, department, division, or bureau of the State of Minnesota is governed by the provisions of the Minnesota Tort Claims Act, [Minnesota Statutes § 3.376](#), and other applicable law. Without limiting the foregoing, if Contractor is a political subdivision of the State of Minnesota, liability of Contractor is governed by the provisions of Minnesota Statutes, Chapter 466 (Tort Liability, Political Subdivisions) or other applicable law.

## **11 State Audits**

Under [Minnesota Statutes § 16B.98, Subd. 8](#), the Grantee’s books, records, documents, and accounting procedures and practices relevant to this Grant Agreement are subject to examination by the Commissioner of Administration, DEED, the State Auditor, the Attorney General, and the Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all DEED and program retention requirements, whichever is later.

## **12 Government Data Practices and Intellectual Property Rights**

**12.1 Government Data Practices.** The Grantee and DEED must comply with the Minnesota Government Data Practices Act, [Minnesota Statutes Chapter 13](#), as it applies to all data provided by DEED under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of [Minnesota Statutes § 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or DEED.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify DEED. DEED will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee’s response to the request shall comply with applicable law.

**12.2 Intellectual Property Rights.** Grantee represents and warrants that Grantee’s intellectual property used in the performance of this Grant Agreement does not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 10, Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless DEED, at Grantee’s expense, from any action or claim brought against DEED to the extent that it is based on a claim that all or part of Grantee’s intellectual property used in the performance of this Grant Agreement infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises or in Grantee’s or DEED’s opinion is likely to arise, Grantee must, at DEED’s discretion, either procure for DEED the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing intellectual property as necessary and appropriate to obviate the infringement claim. This remedy of DEED will be in addition to and not exclusive of other remedies provided by law.

**13 Workers Compensation**

The Grantee certifies that it is in compliance with Minnesota Statutes § 176.181, Subd. 2, pertaining to workers’ compensation insurance coverage. The Grantee’s employees and agents will not be considered DEED 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 DEED’s obligation or responsibility.

**14 Governing Law, Jurisdiction, Venue**

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

**15 Termination**

**15.1 Termination by DEED.**

**A. Without Cause.**

DEED may terminate this Grant Agreement 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 services satisfactorily performed.

**B. With Cause.**

DEED may immediately terminate this Grant Agreement if DEED finds that there has been a failure to comply with the provisions of this Grant Agreement, 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. DEED 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.

**15.2 Termination by the Commissioner of Administration.**

The Commissioner of Administration may immediately and unilaterally terminate this Grant Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Agreement is not in the best interest of DEED.

**15.3 Termination for Insufficient Funding.**

DEED may immediately terminate this Grant Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Grant Agreement. Termination must be by written notice to the Grantee. DEED is not obligated to pay for any services that are provided after notice and effective date of

termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available.

In the event of temporary lack of funding or appropriation, DEED may pause its obligations under this Grant Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. DEED will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Agreement may resume.

DEED will not be assessed any penalty if the Grant Agreement is terminated due to insufficient funding. DEED must provide the Grantee notice of the lack of funding within a reasonable time of DEED's receiving notice.

#### **15.4 Termination for Criminal Conviction.**

As required by Minnesota Statutes § 16B.991, subd. 1, the Grant Agreement will immediately be terminated if the recipient is convicted of a criminal offense relating to a state grant agreement.

### **16 Publicity and Endorsement**

**16.1 Publicity.** Any publicity pertaining to the services resulting from this Grant Agreement shall identify DEED as the sponsoring agency and must not be released without prior written approval from DEED's Authorized Representative. Publicity includes, but is not limited to: websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee or its employees individually or jointly with others. All projects primarily funded by state grant appropriations must publicly credit DEED, including on the grantee's website, when practicable.

**16.2 Endorsement.** The Grantee must not claim that DEED endorses its products or services.

### **17 Data Disclosure**

Under [Minnesota Statutes § 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 of Minnesota, 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.

### **18 Conflicts of Interest**

DEED will take steps to prevent individual and organizational conflicts of interest in reference to Grantees per [Minnesota Statutes § 16B.98](#), and Department of Administration, Office of Grants Management, Policy Number 08-01 [Conflict of Interest Policy for State Grant-Making](#) (Current Policies tab). When a conflict of interest concerning State of Minnesota grant-making is suspected, disclosed or discovered, transparency shall be the guiding principle in addressing it.

In cases where a potential or actual individual or organizational conflict of interest is suspected, disclosed, or discovered by Grantee throughout the life of the Grant Agreement, they must immediately notify DEED for appropriate action steps to be taken, as defined above. Grantee must complete a Conflict of Interest Disclosure Form.

## **19 Reporting Requirements**

Grantee shall comply with all reporting requirements set forth in Exhibit A: Specifications, Duties, and Scope of Work.

## **20 Monitoring and Corrective Action**

Grantee agrees to permit monitoring by DEED to determine Grant Agreement performance and compliance with Grant Agreement provisions. Grantee further agrees to cooperate with DEED in performing and completing such monitoring activities and Grantee agrees to implement and comply with such remedial action as is proposed by DEED. Grantee must provide any financial records, timesheets, or other supporting documentation, upon the request of DEED.

## **Exhibits**

The following Exhibits are attached and incorporated into this Grant Agreement:

**Exhibit A: Specifications, Duties, and Scope of Work**

**Exhibit B: Budget**

**Exhibit C: Other Provisions**

## Grant Agreement Signature Page

**DEED Encumbrance Verification**

*Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15*

Print Name: Robin Culbertson

Signature: 

Title: MA 3 Date: 06/22/26

SWIFT Contract No. 292419 PR 102910 PO 3-647556

**Department of Employment and Economic Development**

*With delegated authority*

Print Name: Emily Lefholz

Signature: \_\_\_\_\_

Title: Assistant Commissioner of External Relations and Chief of Staff Date: \_\_\_\_\_

**Grantee**

*With delegated authority*

CITY OF DULUTH

By \_\_\_\_\_

City Administrator with delegated authority

Attest: \_\_\_\_\_

City Clerk

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

Countersigned:

\_\_\_\_\_

City Auditor

Approved as to form:

\_\_\_\_\_

City Attorney

Exhibit A: Specifications, Duties, and Scope of Work

Work Plan

SFY 26 Service to Success Grant Summary Sheet

Organization Information			
<b>1. Organization Name:</b>	City of Duluth		
<b>2. Organization Type:</b>	<input type="checkbox"/> Nonprofit Organization (501(c)3) <input type="checkbox"/> School District <input type="checkbox"/> Charter School <input type="checkbox"/> Tribal Contract or Grant School <input type="checkbox"/> Tribal Organization <input type="checkbox"/> Institution of Higher Education <input checked="" type="checkbox"/> Local Workforce Development Board		
<b>3. Organization Website:</b>	<a href="https://duluthmn.gov/workforce-development/">https://duluthmn.gov/workforce-development/</a>		
<b>4. Physical Address:</b>	411 W. 1 <sup>st</sup> St, #120 Duluth, MN 55802  Location of Workforce Development Division: 402 W. 1 <sup>st</sup> Street, Duluth, MN 55802	<b>5. Mailing Address:</b>	411 W. 1st St, #120 Duluth, MN 55802  Location of Workforce Development Division: 402 W. 1st Street, Duluth, MN 55802
<b>6. Executive Director Name:</b>	Elena Foshay	<b>7. Program Contact Name:</b>	Betsy Hill
<b>8. Executive Director Title:</b>	Director, Workforce Development	<b>9. Program Contact Title:</b>	Adult and Career Pathways Lead
<b>10. Executive Director Telephone Number:</b>	218-730-5241	<b>11. Program Contact Telephone Number:</b>	218-348-1322
<b>12. Executive Director Email:</b>	<a href="mailto:efoshay@duluthmn.gov">efoshay@duluthmn.gov</a>	<b>13. Program Contact Email:</b>	<a href="mailto:Bhill@duluthmn.gov">Bhill@duluthmn.gov</a>
<b>14. Federal Tax ID: (required)</b>	41-6005105	<b>15. Minnesota Tax ID: (required)</b>	8021696
<b>16. SWIFT Vendor ID: (required)</b>	0000197681.001	<b>17. Unique Entity Identifier (UEI) Number: (if available)</b>	S3MZFK8JXGJ3
Program Information			
<b>18. Program Name:</b>	Duluth Area Service to Success Project		
<b>19. Program Summary:</b>	This project will operate in partnership with local public service programs, offering training, career counseling, and employment services to Americorps members and other public service participants to facilitate their transition into post-service employment while helping meet critical workforce needs in our region. Our goal is to provide basic career services to at least 30 public service participants, and to enroll at least 10 for more individualized services with access to training and other supports.		

<b>Organization Information</b>	
<b>20. Geographic Area Served by Program:</b>	<p><i>Primary: (based on physical address)</i></p> <p><input type="checkbox"/> 7-County Metro Area or</p> <p><input checked="" type="checkbox"/> Greater Minnesota</p> <p><i>Secondary: (if applicable)</i></p> <p><input type="checkbox"/> Statewide</p>
<b>21. Target Population to be Served:</b>	<p><i>Public service members must be Minnesota residents authorized to work in the U.S., who are interested in participating in a public service career pathway program.</i></p>
<b>22. Total Amount of DEED Funds Awarded:</b>	<p>\$50,000.00</p>
<b>23. Number of Participants to be Enrolled into Program:</b>	<p>30</p>
<b>24. Cost Per Participant:</b> <i>Total funds awarded divided by projected total enrolled participants</i>	<p>\$1,666.67</p>
<b>25. Cost per Credential attained:</b> <i>Total funds awarded divided by projected participants to attain a credential</i>	<p>\$5,000.00</p>
<b>26. Grant Type</b>	<p><input type="checkbox"/> Expansion Grant</p> <p><input checked="" type="checkbox"/> Innovation Grant</p>
<b>27. Program Components:</b>	<p><i>Select all the components of your program</i></p> <p><input checked="" type="checkbox"/> Increasing the number of Minnesotans who participate in public service to career pathways.</p> <p><input checked="" type="checkbox"/> Increasing the number of public service members who attain a credential, certification or license through the course of their service.</p> <p><input checked="" type="checkbox"/> Increasing the number of workers who join the labor force in a public service to career pathway.</p> <p><input type="checkbox"/> Diversifying the number of public service members who obtain a credential, certification, credits, or license through the course of their service.</p> <p><input checked="" type="checkbox"/> Increasing the number of public service members who obtain employment directly related to their service experience.</p> <p><input checked="" type="checkbox"/> Establishing or strengthening partnerships, programs, and pathways leading to recruitment, retention, and career attainment for overlooked workers.</p> <p><input checked="" type="checkbox"/> Establishing or strengthening partnerships between service organizations, workforce organizations, and/or employers.</p>
<b>28. Target Industry Sectors:</b>	<p><i>Select all that apply</i></p> <p><input checked="" type="checkbox"/> Civil or Public Sector Service</p> <p><input checked="" type="checkbox"/> Climate</p> <p><input checked="" type="checkbox"/> Education</p> <p><input checked="" type="checkbox"/> Food Insecurity/Agriculture</p> <p><input checked="" type="checkbox"/> Health/Elder Care</p> <p><input type="checkbox"/> Other _____</p>

Organization Information	
<b>29. Categories of Public Service</b>	<p><i>Select all that apply</i></p> <p><input type="checkbox"/> Civic engagement</p> <p><input type="checkbox"/> Emergency response and disaster relief efforts</p> <p><input checked="" type="checkbox"/> National and community service programs (e.g. AmeriCorps)</p> <p><input type="checkbox"/> Service learning and youth service initiatives</p> <p><input type="checkbox"/> Volunteerism</p> <p><input type="checkbox"/> Other _____</p>
<b>30. Name of Credential(s) to be awarded:</b> <a href="#">Understanding Postsecondary Credentials in the Public Workforce System</a>	<p><i>Including but not limited to: Building Performance Institute Energy Auditor credentials, the Multi-Craft Core Curriculum construction pre-apprenticeship credential, fees related to social work licensure or teaching credentials for those whose college degrees align with those tracks, Certified Nursing Assistant, or Intro to Human Services Certificate. Also, On the Job Training (OJTs) focused on healthcare positions such as medical assistance apprenticeship or surgical technology.</i></p>
<b>31. Training Provider(s):</b>	<p><i>Minnesota state authorized training programs offered by Minnesota State Colleges and Universities (MNSCU) and Office of Higher Education compliant providers including but not limited to: Lake Superior College, Fond du Lac Tribal and Community College, Building Performance Institute, and currently we are working on developing a partnership with Boreal Development</i></p>
<b>32. Training Provider(s) is Minnesota Office of Higher Education Compliant?</b> <i>All training providers must be <a href="#">Minnesota Office of Higher Education</a> compliant or compliant with regulatory body with oversight as applicable.</i>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<b>33. Compensated Partners:</b>	<p><i>None</i></p>

## Exhibit A: Specifications, Duties, and Scope of Work

### Work Plan - Narrative

#### 1. Program Summary

This project would operate in partnership with local public service programs, offering training, career counseling, and employment services to Americorps members and other public service participants to facilitate their transition into post-service employment while helping meet critical workforce needs in our region. Our goal is to provide basic career services to at least 30 public service participants, and to enroll at least 10 for more individualized services with access to training and other supports with a goal of at least 5 completed credentials through co-enrollment funding.

#### 2. Components of Program

Provide a summary of the components of your program and address:

- a. Local non-profit organizations Eco3, Northern Bedrock, and the YMCA’s True North AmeriCorps are our partners for this project and primary sources for recruitment. These three organizations collectively engage 40-60 participants each year in public service roles that include home weatherization, food access, building restoration, and youth services. Participants are primarily AmeriCorps volunteers, with some working full time year-round and others working part time over the summer. Participants are a mix of local and non-local college students and graduates, as well as mid-career adults and older workers looking for a career change. Some have plans to continue on to graduate school after completing their service, and others intend to look for work but need guidance and preparation for their job search. Still others are high school graduates not sure if they want to go on to college, with interest in careers in the trades or similar pathways.
- b. Career development/work readiness skills (e.g. resume building, interviewing skills, direct introductions to employment partners, etc.) training provided through CareerForce resources and working with a Job Counselor through Duluth Workforce Development. This work will focus on identifying each participant’s employment goal, transferrable skills, preparedness for job search, and financial literacy, then creating a specific plan to maximize employment success.
- c. All participants will be screened for additional training needed for marketability in employment goal. If additional credentials are needed, the participant will be co-enrolled in another DWD grant to provide training funding. Training and credentials will be sought including but not limited to: Building Performance Institute Energy Auditor credentials, the Multi-Craft Core Curriculum construction pre-apprenticeship credential, fees related to social work licensure or teaching credentials for those whose college degrees align with those tracks, Certified Nursing Assistant, or Intro to Human Services Certificate. Also, On the Job Training (OJTs) focused on healthcare positions such as medical assistance apprenticeship or surgical technology.

#### 3. Staffing for Program

Provide a description of the staffing for your program. Include staff titles (not individual names), FTE allocations, and duties. Also include any contracted staff working directly in this program.

Staff Title	Description of Duties	Approximate FTE Allocated to this Program	Employee or Contracted Staff

Job Counselor(s)/Workforce Development Technician(s)	Leads and coordinate job search classes and one on one meetings, recruits participants, provides wraparound case management, and assists with job placement upon completion. Issues incentives when earned based on support service policy, co-enroll in other DWD programs as needed Provides follow up services as requested.	0.4 FTE may cover multiple job counselors	Employee(s)
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**4. Enrollment Process**

First, Duluth Workforce Development will be invited to lead workshops for public service participants from Eco3, Northern Bedrock, True North AmeriCorps, and other public service programs in the area. Ideally, these workshops will begin in late July/early August as public service participants are starting to turn their attention to post-service planning and will continue in the fall and winter as partners conclude their programs for the year. These workshops will cover topics like high-demand occupations and career pathways relevant to their service, job search and resume writing, networking and interview skills, financial literacy, and other employment readiness topics of interest. Participants will also be made aware of the free resources available through CareerForce in Duluth and the CareerForce system statewide. Participants will then be referred to Duluth Workforce Development for initial one-on-one meetings to assess post-service education and employment goals, provide initial guidance and direction, and determine eligibility and interest in enrolling for Individualized Services. This component constitutes Basic Career Services, and we anticipate engaging at least 30 public service participants at this level.

Those who are eligible and interested will move on to co-enrollment with Service to Success and WIOA Adult or State Dislocated Worker. Those who are enrolled will begin with a more comprehensive assessment of work and education history, strengths and interests, employment and education goals, and barriers to achieving those goals. An Individual Employment Plan will be developed, outlining goals and specific action steps to get there. Participants will have access to assistance with costs of training and certification that aligns with their career goals, and support services to assist with things like transportation, work clothes, internet access, or other school and work-related needs. Participants will also receive more intensive and individual support with job search and job applications. We anticipate enrolling at least 10 participants for Individualized Career Services.

**5. Organizational Plan**

We will track and evaluate performance in a number of ways. Workshops will use a sign-in sheet to track attendance, with notes on the topic and hosting partner as a supplement. Initial one-on-one career counseling sessions will use a form to capture key information like contact info, demographics, work and educational history, and self-defined career and educational goals. Career Counselors will use this information to guide the conversation and provide the assistance needed by that participant. This will be captured in notes in case the participant chooses to proceed with enrollment.

Those enrolled in Service to Success and co-enrolled in WIOA Adult or State DW will complete the same process as other Adult program participants. In addition to the initial application form, participants will submit forms verifying their eligibility for enrollment and will complete an Objective Assessment that dives deeper into background, goals, and barriers to employment. Upon completion of the assessments, participants and their counselor develop an Individual Employment Plan with specific goals, action steps, and support service needs. Participants will be able to access tuition assistance once a specific training program is identified and confirmed as eligible and will have access to financial assistance for bus passes or gas cards, work clothes, study guides, or other needs related to their individual goals.

Enrolled participant information will be entered into Workforce One, our case management database. Case notes will be used to track meetings and action steps, and other data entry fields will track activities and outcomes.

#### 6. Support Services, Incentives, Stipends

Participants must submit verification of employment and any credentials earned and will have access to a \$50 gift card incentive in exchange for submitting this documentation. Data entered will be able to be pulled and summarized for reporting purposes.

Any needed support services will be issued through co-enrollment in another grant program.

Included support service policy covers the Service to Success and all other Adult programs through DWD.

#### 7. Program Evaluation

Provide a brief summary of how you will evaluate your program, describe the plan to evaluate your success in meeting the applicable goals below:

- a. **Increasing the number of Minnesotans who participate in public service to career pathways** will be achieved through partnership with our established career pathway sector strategy groups in Healthcare, Manufacturing and Construction and by working one-on-one with an experienced Job Counselor to ensure transferrable skills, knowledge and abilities are clearly outlined in job applications, resumes and applicants are ready for interview success.
- b. **Increasing the number of public service members who attain a credential, certification or license through the course of their service** will be addressed through and utilization of our successful Career Pathway programs through Pathways to Prosperity, WESA and Drive for Five funding as well as WIOA Adult and State Dislocated worker co-enrollments.
- c. **Increasing the number of workers who join the labor force in a public service to career pathway** will be positively impacted through individualized service to those interested in intensive services as well as through a specialized job fair offered to Service to Success grant participants and their colleagues in public service programs.
- d. **Increasing the number of public service members who obtain employment directly related to their service experience** is a key goal of this program. There is strong interest among area healthcare employers in connecting with public service participants and attracting them into employment and careers in the health and elder care field. True North AmeriCorps participants, in particular, will be well positioned to enter a range of positions depending on their prior education, experience, and interest or willingness to pursue further training. Wilderness Health is interested in attracting public service participants to become Community Health Workers, assisting with public health outreach and education. Other healthcare occupations in high demand that offer short-term certifications, or on-the-job training or apprenticeship include Certified Nursing Assistant, Medical Lab Technician, Medical Assistant, Nursing, and Surgical Technician. Participants will have the opportunity to explore all of these options through experiential tours and employer presentations and can access tuition assistance if needed through co-enrollment. Public service participants at Eco3 align with both climate and food insecurity/agriculture occupations. There are growing opportunities in both spaces, and Duluth Workforce Development

will assist participants in determining the occupation that best aligns with their goals and interests. Some may be interested in working for the Department of Natural Resources, Minnesota Power, the Minnesota Pollution Control Agency, or with area programs focused on farming and food access. DWD has employer connections and can help set up informational interviews, job shadows, or even paid internships for those who are interested. Others may be interested in trades like HVAC or Electrician, both of which are on the front line of climate resilience. We can provide guidance on how to enter both union and non-union career tracks in the trades and can connect participants to the right path for their interests and goals.

Finally, those interested in careers in construction will work with one of our Counselors to identify the right apprenticeship program, navigate through the application process, and connect to employers through our Construction Working Group. If needed, Counselors can connect participants to short-term training programs offering the Multi-Craft Core Curriculum (MC3) pre-apprenticeship credential. This training is available in person or online after work hours and prepares students for success in the union building trades.

- e. At Duluth Workforce Development, we are consistently **establishing and strengthening partnerships, programs, and pathways leading to recruitment, retention, and career attainment for overlooked workers**. Duluth Workforce Development and our partners at CareerForce serve upwards of 4000 people per year at the Duluth workforce center. Almost a third are Black, Indigenous, or People of Color (BIPOC) and 40% have a disability. At least 75% of those served through our programs are low-income, 18% are currently or formerly homeless, and 10% have a criminal background. A large part of our work focuses on helping participants overcome barriers and access training and career pathways that will lift them out of poverty and into economic self-sufficiency.
- f. **Establishing or strengthening partnerships between service organizations, workforce organizations, and/or employers** is a goal of all of our work. We also convene the Duluth Workforce Development Board, whose 27 members include representatives from all major industries as well as representatives from education, economic development, unions, and community organizations. In addition, we convene Healthcare, Construction, and Manufacturing Working Groups that engage local employers, colleges, and other partners in devising strategies to build the workforce pipeline into high-demand occupations.

## 8. Outreach and Recruitment

All three partner organizations (Eco-3, Northern Bedrock and True North AmeriCorps) have agreed to refer their participants to Duluth Workforce Development for one-on-one services, and invite DWD in to lead group workshops on career pathway options, job search skills, and financial literacy. Eco3 and Northern Bedrock have also identified short-term, industry-recognized credentials that could be supported for eligible participants.

**Exhibit A: Specifications, Duties, and Scope of Work**

**Work Plan - Table**

Complete the work plan as applicable to your program

Measurable Outcome	Total Participants Grant Start Date through 06/30/2027	Total Percent Grant Start Date through 06/30/2027
Total Participant Enrollments	30	100%
Total Participants Completing Career Development Skills/Work Readiness Training	30	100%
Total Participants Enrolled in Certificate (Non-Credential) and/or Credentialed Training	10	33%
Total Participants Completing Certificate Training (Non-Credential)	4	40%
Total Participants Completing Credentialed Training	6	60%
Total Participants Obtaining One or More Industry Related Credential	10	100%
Total Participants Obtaining One or More Credential Non-Industry Related	0	0%
Exits to Employment	22	73%
<ul style="list-style-type: none"> <li>Exits to Employment related to public service industry sector(s)</li> </ul>	20	91%
Exits to Post-Secondary Education	2	7%
Exit to a New Public Service Opportunity	0	0%
Exit to Another Service Term	0	0%
All Other Exits	6	20%
All Exit Total	30	100%

**Exhibit B: Budget**

**Yearly Budget**

Please complete budget form. You are not required to use all cost categories.

Office Use Only	Cost Category	Budget Total SFY 26 - funds available Grant Start Date through 06/30/2027	Total Percent of Budget per Cost Category
833	<b>Administrative Costs</b> <i>cannot exceed 5% of awarded funds</i>	\$2,500.00	5%
885	<b>Direct Services</b>	\$47,000.00	94%
838	<b>Direct Customer Training</b>	\$0	0%
828	<b>Support Services</b>	\$500.00	1%
	<b>Total:</b>	\$50,000.00	100%

# TERMS & CONDITIONS

## DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT (DEED) – OFFICE OF PUBLIC SERVICE (OPS) DIVISION

This exhibit provides 1) Contacts, 2) Funding Information and Limitations, 3) Items required during the Grant Period, 4) Special Administrative Provisions Required and 5) Annual Items, sent on First Award of Fiscal Year.

### 1) CONTACTS:

Office of Public Service  
Department of Employment and Economic Development  
180 E 5th St, Suite 1200  
St. Paul, MN 55101  
[publicservice.deed@state.mn.us](mailto:publicservice.deed@state.mn.us)

Katie McClelland  
Senior Advisor for Strategy and Alignment & Executive  
Director of the Governor’s Workforce Development Board  
(651) 259-7588  
[katie.mcclelland@state.mn.us](mailto:katie.mcclelland@state.mn.us)

Sherene Judeh  
Director, Office of Public Service  
(651) 396-1751  
[Sherene.Judeh@state.mn.us](mailto:Sherene.Judeh@state.mn.us)

### 2) FUNDING INFORMATION AND LIMITATIONS:

**Unique Entity ID (UEI):** Grantee is encouraged to have a valid Unique Entity Identifier (UEI) number created in [SAM.gov](https://sam.gov).

**Cost Category Guidance:** See Adult Career Pathways (ACP) Cost Category Guidance for more information about what items can be billed to each cost category [https://mn.gov/deed/assets/acp-cost-category-guidance\\_tcm1045-490816.pdf](https://mn.gov/deed/assets/acp-cost-category-guidance_tcm1045-490816.pdf) The Office of Public Service is in the process of developing guidance specific to their grant programs.

**Administration Limit:** No more than five percent (5%) may be expended for administration. *(5% of the total award amount or 5% of the total amount expended at grant close, whichever is less.)* As a condition of receiving a grant from an appropriation of state funds, the recipient of the grant must agree that the administrative costs must be reasonable and necessary.

### 3) ITEMS REQUIRED DURING THE GRANT PERIOD:

**Workforce One** - Utilize Workforce One as the case management system for the grant. Workforce One Data entry is REQUIRED for all Service to Success grants.

- Enter and enroll all participants in Workforce One within 15 business days of the participant application date.
- Maintain current Workforce One data entry throughout the grant agreement period. All information must be entered into Workforce One within 15 business days of the event date.

## Exhibit C: Other Provisions

- Enter all case notes, activities, credentials, employment data, etc. within 15 business days of the event date into Workforce One.

### **Workforce One website for submitting service desk ticket:**

<https://www.mnworkforceone.com/Default.aspx>

**Grant Program Monitoring Guide** – Complete and return to program monitor when instructed to do so.

**Monthly Reimbursement Payment Request (RPR)** – Due no later than the 20th of the month following the preceding month end (i.e. July 2026 RPR is due August 20, 2026). Report accrued monthly expenditures. The grantee must submit a General Ledger and supporting documentation of expenditures every month with the Reimbursement Payment Request (RPR). **Reimbursement Payment Request (RPR) Submittal Address:** [publicservice.deed@state.mn.us](mailto:publicservice.deed@state.mn.us)

**Progress Reports** – Quarterly reports are due on the 15th of the month following the end of the quarter, April 15, July 15, October 15, and January 15.

## 4) SPECIAL ADMINISTRATIVE PROVISION REQUIRED:

**Grantee Contact Information** – As required by [MN Statutes 16B.98 subd. 5\(d\)](#), grantees must clearly post on the grantee’s website the names of and contact information for the organization’s leadership and the employee or other person who directly manages and oversees this grant on behalf of the grantee.

**Termination for Insufficient Funding** - In the event of temporary lack of funding or appropriation, the State may pause its obligations under this grant agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the grant agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee’s ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the grant agreement may resume.

## 5) ANNUAL ITEMS, SENT ON FIRST AWARD OF FISCAL YEAR:

*If you have multiple grants with DEED, these items are only required to be submitted by the organization once per fiscal year, regardless of the number of grants.*

**EO ADA Annual Assessment** – Complete and return to [WSCD.Notifications@state.mn.us](mailto:WSCD.Notifications@state.mn.us) within 30 days from receipt of grant package