

Education

OFFICIAL GRANT AWARD NOTIFICATION

GRANTEE INFORMATION

Organization Name
 Official with Authority Name/Title
 Address
 City/State/Zip (including 4 digits)
 Phone/Email

Duluth Public Schools #709
 Amy Starzecki, Assistant Superintendent
 215 N 1st Avenue East
 Duluth, MN 55802-2069
 218-336-8739/Amy.Starzecki@isd709.org

GRANTEE PROJECT STAFF

Program Contact Name
 Phone/Email
 Business Mgr./Accountant Name
 Phone/Email

Ron Lake, Climate Coordinator
 218-336-8700 x.2014/Ronald.Lake@isd709.org
 Doug Hasler, Business Manager
 218-336-8704/Doug.Hasler@isd709.org

GRANT PROJECT TITLE

Positive Behavioral Interventions and Supports (PBIS)
 Minnesota Legislative

FUNDING/ENCUMBRANCE INFORMATION

GMS #:

SWIFT CONTRACT NUMBER: 120498
 SWIFT VENDOR NUMBER: 0000194009
 PURCHASE ORDER NUMBER:

FUNDING SOURCE/LEGISLATIVE AUTHORITY:
 Minnesota Session Law 2016, Chapter 189,
 Article 33, Section 2, Subdivision 27

UFARS Source Code Number: 01S370

STATE FISCAL YEAR	2017
Fund	1000
FinDeptID	E373D230
AppropID	E372260
Account	441402
PC Bus Unit	NA
Project ID	NA
Activity ID	NA
Source	NA
Amount (should equal total award)	\$19,777.00

AWARD PERIOD

START DATE: February 6, 2017
 END DATE: June 30, 2017

ORIGINAL AWARD AMOUNT

\$19,777.00

MDE AUTHORIZED REP/PROGRAM

Name: Clay Keller
 Division/Office #: R03
 Phone: 651-582-8392
 Email: Clay.Keller@state.mn.us

GRANT SPECIALIST

Name: Nyagatare Valens
 Division/Office #: K18
 Phone: 651-582-8480
 Email: Nyagatare.Valens@state.mn.us

TERMS OF ACCEPTANCE

This award is made with respect to the terms and conditions of the application materials for the identified grant project under which the grantee has an approved application and has agreed to the assurances, which are incorporated by reference herein. These materials are referred to as the "Application" throughout this Official Grant Award Notification (OGAN). By accepting this award the grantee agrees to comply with all provisions of the award including all assurances and certifications made in the Application and all applicable state or federal statutes, regulations and guidelines. The grantee agrees to administer the program in accordance with the approved Application, budget, timelines, and other supplemental information submitted in support of the approved Application. All terms not defined below are as set forth in the Application.

1. PURPOSE OF FUNDING/GRANT

The purpose of this funding is for implementation of School-wide Positive Behavioral Interventions and Supports (SW-PBIS) to increase the use of positive practices in the school and classroom learning environment as well as reduce the use of restrictive procedures.

2. PROGRAM REPORTING

Interim Progress Reports (IPR), summarizing grant activities and outcomes, including any data collected/requested related to the grant program, are due to MDE, as follows: Due to the shortened grant period no IPR is required.

3. FINANCIAL REPORTING

Financial Reporting Forms (FRF) summarizing grant expenditures to date, shall be submitted in the form and manner prescribed by MDE, as follows:

- A. FRF must be received by April 15, 2017 reporting expenditures incurred for the grant period February 6, 2017 through March 31, 2017; and by July 15, 2017 reporting expenditures incurred for the grant period April 1, 2017 through June 30, 2017
- B. If this grant goes beyond the state fiscal year end date of **June 30** or ends June 30 of that state fiscal year, all expenditures incurred through June 30 must be submitted by **July 15** of that same state fiscal year.
- C. Expenditures incurred on or after July 1 must be submitted on a new and separate FRF.
- D. Reimbursement of approved expenditures will be made based on expenditures reported on the FRF. Reimbursement for expenditures deemed allowable, allocable and reasonable will be made within 30 days of receipt of a request. Payments are subject to review of supporting documentation, if requested. The state reserves the right to withhold payment for any reimbursement request deemed to be in question of being allowable, allocable and reasonable, or for which adequate supporting documentation does not exist.
- E. Reimbursement requests may be submitted no more frequently than once per month and no less frequently than quarterly unless otherwise stated in this OGAN.
- F. Grantees must track the grant budget and record expenditures and reimbursement payments separately from their other organization budgets.

4. FINANCIAL RECONCILIATION/MONITORING AND SUPPORTING DOCUMENTATION

- A. **A financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a financial reporting form (FRF) submitted by the grantee.
- B. In the event a **monitoring visit(s)** is required by MDE, the grantee shall cooperate with MDE and shall comply with MDE's request for documentation and other information, before, during and/or after the visit(s).
- C. Financial documentation to support expenditures incurred under this award must be maintained by the grantee and provided to MDE upon request.

5. FINAL PROGRAM AND FINANCIAL REPORTING

Final Program and Financial Reporting Forms are due by **July 15, 2017**. Final reporting may include, but is not limited to, the following items:

- A. A final program report summarizing activities completed, as requested by MDE, along with supporting data requested by the program staff or federal or state funding.
- B. Final Financial Reporting Form (FRF) with a budget narrative describing expenditures.
- C. Expenditure detail report, such as general ledger, from accounting system.

6. BUDGET AND/OR WORK PLAN REVISIONS

The grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10% of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10% of the total award must be approved in writing by MDE prior to incurring the expenditure. In their request for approval the grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10% of the total award for which prior approval has not been granted. Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

7. CANCELLATION

- A. **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (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 and for approvable expenditures.
- B. **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state 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 and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice.

- C. **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

8. AMENDMENTS

Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE authorized representative or their delegate. *No amendments will be considered on expired grant awards.*

9. FUTURE FUNDING

Future grant awards for state fiscal years 2018/2019 will likely vary from the initial award. Future award amounts will be contingent on the number of sites eligible, total grant requests and the remaining funds available. New budgets and work plans will likely be needed for future grant awards.

Funds remaining from state fiscal year 2017 award will be available if needed into 2018 however a formal amendment to extend the grant would be needed.

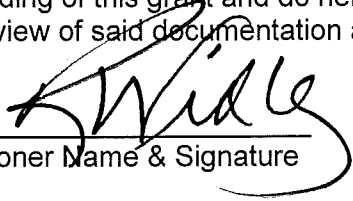
MDE SIGNATURES:

I, the Authorized Representative, acknowledge by signing below that I have reviewed all documentation and documents related to this award to ensure that adequate oversight and appropriate internal controls to properly administer grant funds have been measured.

Clay Keller / 
Authorized Representative Name & Signature

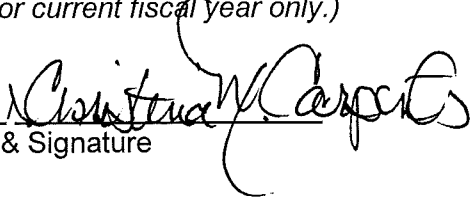
1/26/2017
Date

I, the Assistant Commissioner, by signing below verify that agency policies and procedures were followed in the awarding of this grant and do hereby approve this award and attest to the Authorized Representative's review of said documentation and documents related to this award.

Robyn Widley / 
Assistant Commissioner Name & Signature

1/26/17
Date

I hereby certify that funds have been encumbered as required by Minnesota Statute Sections 16A.15 and 16C.05. (*Signature is for current fiscal year only.*)

CHRISTINA M. CARPENTER / 
Encumbrance Agent Name & Signature

01/31/17
Date

As representative of the Minnesota Department of Education, I hereby certify that this award notification and release of funds are therefore approved, legal, binding and valid.

Andre Prah / 
Agency Finance Director or designee & Signature

2/3/17
Date