



Inspiring personal transformation through the power of learning and career development

700 Garfield Avenue | Duluth, MN | 55802

MEMORANDUM OF UNDERSTANDING

WHEREAS, **True North Goodwill** and **Duluth Adult Education**, along with Boreal Development and City of Duluth Workforce Development, have come together to implement the Youthbuild grant, funded by the Minnesota Department of Employment and Economic Development (MN DEED).

WHEREAS the partner(s) listed below have agreed to enter into a collaborative agreement; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

I) Description of Partner Agencies

True North Goodwill Northern MN and Northwestern WI (TNG), registered 501(c)3, inspires personal transformation through the power of learning and career development. Revenue from 13 stores across 29 counties funds operating expenses and offsets the cost of workforce and re-entry programming. TNG provides innovative programming that moves people to sustainable employment, contributing to a prosperous community. Comprehensive, relationship-based services allow clients to achieve goals of overcoming barriers, integrating into the community and obtaining education and/or attaining employment.

Boreal Development is dedicated to creating equitable zero-energy housing and a green collar workforce in the Arrowhead region. Their mission is to lead the transition to zero-carbon buildings and reduce racial and economic disparities in communities through providing comprehensive construction training and engaging in sustainable housing initiatives.

Duluth Adult Education (DAE) is a Minnesota Adult Basic Education provider dedicated to helping adult students build core math and reading skills, earn GEDs and high school diplomas, improve computer literacy skills, and prepare for post-secondary education.

Duluth Workforce Development's Youth Employment Services program (YES Duluth) provides employment and education support for eligible youth and young adults that live in Duluth and are ages 14 to 24 at the time of enrollment. YES Duluth connects with in-school and out-of-school youth through our strong network of community partners to provide career exploration, work readiness and leadership development training, and support for achieving education and employment goals. These partners include Life House, Family Freedom Center, ISD709, AICHO, employers, Community Liaisons, youth serving organizations, Duluth Workforce Development staff, and CareerForce Partners.

II) Purpose and Scope:

TNG will partner with Boreal, DAE, and YES Duluth to provide support for 12 opportunity youth ages 18-24 in earning their GED/HIS Diploma, gaining construction experience, and developing leadership and work-readiness skills through the MN DEED YouthBuild grant.

Success Measures:

- Earn CPR/First Aid Certificate
- 12/12 Earn OSHA-10 Safety Certificate
- 12/12 Complete 9 units of MC3 curriculum
- 10/10 Complete hands-on training
- 10/10 Earn GED/HS Diploma
- 12/12 Complete Leadership/Life Skills Training
- 10/10 Obtain employment
- 6/6 Retain employment; and/or enroll in post-secondary education

III) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

TNG will:

- Serve as the grant lead and coordinate training logistics in partnership with (PARTNER) staff.
- Track actual incurred grant costs and retain documentation of these costs and submit to MN DEED staff upon request.
- Submit payment requests to DEED monthly, by the 20th of the following month.
- Provide program invoices with backup documentation quarterly to DEED.
- Submit quarterly narrative that describes progress of the award on the 30th of the month following the end of the quarter.
- Notify DEED of any proposed changes to scope of project, project activities, budget, work plan, grant expenditures, partners, or completion date and that any changes must be approved by DEED.
- Perform screening to ensure applicants have the interest, necessary foundational skills, and meet eligibility criteria.
- Provide case management/support services for participants enrolled in Youthbuild.
- Communicate any concerns with shared participants to partners in a timely manner.
- Conduct at least one monitoring visit to ensure compliance for programmatic and financial records.
- Provide progress report(s), course evaluations, and all necessary forms on a quarterly basis and a final report upon program completion to DEED.
- Provide Compensation to Duluth Adult Education for up to \$34,680 for instruction preparation and class time, and up to \$2,400.00 for CSAS testing over the course of the program, which ends June 30, 2027.

Boreal Development will:

- Serve as the lead for construction and housing components of the project.
- Serve as General Contractors and instructors for the workshop/worksit portion of the program.
- Provide instruction of the MC3 curriculum.
- Coordinate field trips for cohort participants with TNG staff.
- Maintain data, learning assessments, student milestones, and instructional material.
- Attend monthly meetings and/or as needed to discuss participant concerns, outcomes, reporting, and other grant requirements.

- Submit invoices incurred costs and backup documentation to TNG's Senior Manager of Grant Management and Compliance by the 10th of every month.
- Provide quarterly narrative that describes progress of the success measures above and submit it to TNG within 20 days of the end of each calendar quarter during the grant period (i.e. report for quarter ending September 30th is due by October 20th).
- Communicate any course or participant concerns to True North Goodwill's Youthbuild Coordinator.
- Participate in at least one monitoring visit conducted by TNG as pursuant to grant agreement.

DAE will:

- Provide GED/HIS Diploma instruction and contextualized math and reading support.
- Maintain data, learning assessments, student milestones, and instructional materials.
- Attend monthly meetings and/or as needed to discuss participant concerns, outcomes, reporting, and other grant requirements.
- Submit invoices of incurred costs and backup documentation that includes cost breakdown (i.e. hours worked, mileage log, receipts) to TNG's Senior Manager of Grant Management and Compliance by the 10th of every month.
- Provide quarterly narrative that describes progress of the success measures above and submit to TNG within 20 days of the end of each calendar quarter during the grant period (i.e. report for quarter ending September 30th is due by October 20th).
- Communicate any course or participant concerns to True North Goodwill's Youthbuild Coordinator in a timely manner.
- Participate in at least one monitoring visit conducted by TNG as pursuant to grant agreement.

Duluth Workforce Development will:

- Enroll Youthbuild participants in YES Duluth
- Provide instruction of leadership development and work readiness education in conjunction with TNG's Case Manager.
- Maintain data and provide metrics on participants' progress towards outcomes to TNG.
- Attend monthly meetings and/or as needed to discuss participant concerns, outcomes, reporting, and other grant requirements.
- Provide stipends, per YES Duluth program policy, to participants related to engagement in the leadership development training program component
- Provide quarterly narrative that describes progress of the success measures above and submit to TNG within 20 days of the end of each calendar quarter during the grant period (i.e. report for quarter ending September 30th is due by October 20th).
- Communicate any course or participant concerns to True North Goodwill's Youthbuild Coordinator in a timely manner.

IV) Duration of Agreement

Boreal Development: November 1, 2025 to June 30, 2027.

DAE: November 1, 2025 to June 30, 2027.

Duluth Workforce Development: November 1, 2025 to June 30, 2027.

V) Financial involvement/commitment:

This agreement is not a commitment of funds. Duluth Workforce Development, through Youthbuild participant enrollment in YES Duluth, will provide leveraged and matched resources in support of Youthbuild program outcomes.

Please send invoices via email or USPS to Carolyn Brown, Senior Manager of Grants and Compliance: cbrown@truenorthgoodwill.org or

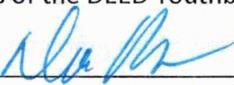
True North Goodwill
Attn: Carolyn Brown
300 Garfield Ave.
Duluth, MN 55802

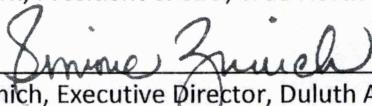
VI) Data Practices

All data collected, created, received, maintained, or disseminated for any purpose by the Parties because of this Memorandum of Understanding is governed by the Minnesota Data Practices Act.

VII) Signatures

TNG and (PARTNER) agree to collaborate and provide services as detailed above in Section III to participants of the DEED Youthbuild grant.

BY:  DATE: _____
Dodie Brown, President & CEO, True North Goodwill

BY:  DATE: 1/20/26
Simone Zunich, Executive Director, Duluth Adult Education