

Education

OFFICIAL GRANT AWARD NOTIFICATION

GRANTEE INFORMATION

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

Duluth School District # 709
 William Gronseth, Superintendent
 215 North 1st Ave East
 Duluth, MN 55802
 218-336-8700/William.Groseth@isd.org

GRANTEE PROJECT STAFF

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

Jason Crane, Special Education Director
 Jason.crane@isd709.org
 Peggy Blalock, Finance Manager
 Peggy.blalock@isd709.org

GRANT PROJECT TITLE

*Special Education: SPDG Year 1 & 2
 (Single Source)*

FUNDING/ENCUMBRANCE INFORMATION

EGRANT NUMBER (if applicable):

SWIFT Contract Number: 105083
 SWIFT Vendor Number: 0000194009
 Purchase Order Number: 3000012377 (FY16)

Funding Source/Legislative Authority: PL 108-466 Individual with Disabilities Education Act

DELETE lines below if not federal funding:

Federal Award #: H323A150010
 Federal Award Year: 2016
 Federal CFDA Number: 84.323A
 Grantee DUNS Number: 071501092

STATE FISCAL YEAR	2016	2017
Fund	3000	3000
FinDeptID	E373D230	E373D230
AppropID	E370662	E370662
Account	441402	441402
PC Bus Unit	E3701	E3701
Project ID	E370661501	E370661501
Activity ID	D	D
Source	REIMB	REIMB
Amount <i>(should equal total award)</i>	\$160,000.00	\$160,000.00

AWARD PERIOD

Start Date: 1/22/2016
 End Date: 09/30/2017

To fund year 1 and 2 of a 5 year single source grant.

ORIGINAL AWARD AMOUNT

\$ 320,000.00

OFFICIAL GRANT AWARD NOTIFICATION

MDE AUTHORIZED REP/PROGRAM

Name: Loraine Jensen

Division/Office #: R-10

Phone/Email: Loraine.jensen@state.mn.us

GRANT SPECIALIST

Name: Nyagatare Valens

Division/Office # K18

Phone/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 State Personnel Development Grant (SPDG) project will focus on our Part B State Systemic Improvement Plan (SSIP), to improve graduation rates for Black and American Indian children and youth with disabilities through the implementation of evidence-based practices. The project design lays out a five-year plan that will result in improving Minnesota's system of personnel preparation and professional development in educational, and transition services. Minnesota plans to use the SPDG grant to support the implementation of evidence-based practices (EBPs) as part of our SSIP. Internal and external stakeholders are in the midst of Phase I of SSIP implementation. This includes state and district data analysis, root cause and infrastructure analysis, and the identification of improvement strategies as well as a theory of action based on these analyses. Thus far, MDE has identified four school districts as partners for the next phases of SSIP planning and EBP implementation: Duluth, Minneapolis, Osseo, and St. Paul. These districts have a high concentration of Black and American Indian students with disabilities and some of the state's lowest graduation rates for these two groups.

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:

IPR must be received:

- a. by 07/15/2016 for activities occurring for the grant period of 01/01/2016-06/30/2016;
- b. by 03/15/2017 for the period 07/01/2016-02/29/2017;
- c. and by 10/15/2017 for the period 03/1/2017- 09/30/2017.

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 every quarter reporting expenditures incurred for each quarter: January 15th for the 4th quarter, April 15th for the 1st quarter, July 15th for the 2nd quarter and October 15th for the 3rd quarter.
- 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 respectively 10/15/16 (for Year 1) and 10/15/17 (for Year 2) each year. 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.

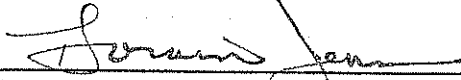
8. OTHER

In case year 2 is approved for continuation, workplan and budget would be due to MDE by August 15, 2016

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.

Loraine Jensen



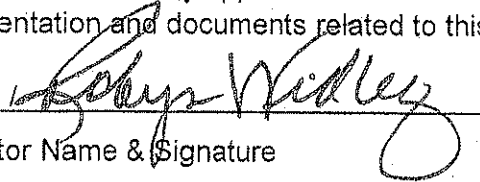
1-14-16

Authorized Representative Name and Signature

Date

I, the Division Director, 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



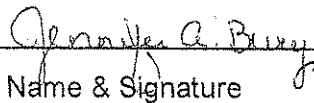
1/14/16

Division Director Name & Signature

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.)

Jennifer A. Buty



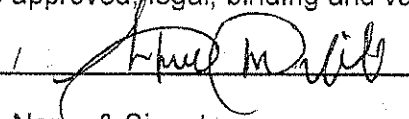
1/15/16

Encumbrance Agent Name & Signature

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.

Steve Dibb



1/19/2016

Authorized Representative Name & Signature

Date

From: Rebecca Butler <rebecca@reltub.us>
Date: Tue, Jan 19, 2016 at 4:52 PM
Subject: Re: DARS Grant
To: Susan Mikel <susan.mikel@isd709.org>

Susan,

I am wondering what would be a good time to deliver your grant check to you. Would either Tuesday or Thursday work next week?

On Oct 28, 2015, at 11:45 AM, Susan Mikel <susan.mikel@isd709.org> wrote:

Hello Rebecca,
Attached is a DARS Grant Request and a supporting quote of materials. Please let me know if you need anything else from me.
Thank you,
Susan Mikel

--

Susan Mikel
Lester Park Elementary
First Grade

Confidentiality Notice: This E-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply E-mail and destroy all copies of the original message.

ANNUAL SOCIETY DAUGHTERS OF THE AMERICAN REVOLUTION

GRANT APPLICATION

Subject for grant proposal {select one}- **American History**

Applicant: Susan Mikel

School: Lester Park

Date: October 14, 2015

Title of Grant Proposal: History Superstars!

Identify Need:

As first grade teachers, we struggle at times to meet standards that need to be covered within the Social Studies strand due to the lack of such text at a readable level for our beginning readers. First graders face a unique challenge because in essence, first graders need to learn to read and read to learn at the same time. We lack informational Social Studies text that is at a level first graders are reading at independently and/or instructionally in order to give them repeated experience with the information. Such lack of readable text minimizes their opportunity to build connections and relationships with the content.

Individuals/Groups/Grade Levels Involved:

This project would be sustainable to be repeated for many years, impacting countless numbers of first graders. In this current academic calendar year approximately 80 first graders would be impacted.

Project Goals/Objectives:

To address the described need above, I would like to begin to create a leveled collection of informational text for first grade classrooms within our Social Studies strands. By having a leveled collection of text, students will have the opportunity to read at their developmentally appropriate reading level thereby optimizing their opportunity to learn and master the new information, while they are gaining and applying reading skills. Having leveled readable text will allow first graders to make connections and build relationships with the content. The Steps to Literacy company offers several collections of Social Studies text within first grade reading levels. Collections include topics such as American Symbols, American Holidays, and Historical Then and Now Comparisons of Family, Transportation, Communication, Buildings, School, and Work.

Brief description of impact on Patriotism and understanding of American History of Conservation:

Through the use of leveled text, difficult subject matter can be mastered and internalized by first graders. Historical information of people, civic responsibilities, people, culture and changes that happen over time can be better understood with the use of appropriate text that youngsters can relate to and apply to their everyday life.

Estimated total budget request from NSDAR with breakdown of use:

Collections of texts:

American Symbols (15 books) \$86.85 American Holidays (12 books) \$80.85

Family Life- Then & Now Level H (15 books) \$89.85

Then & Now Level I (15 books) \$101.85

Total : \$359.40 Less 10% discount , free shipping- **Total \$323.46**

Principal Signature *Sue Gehra*

Thank you for consideration of this grant request.

Susan Mikel

First Grade Teacher

Lester Park School



Estimate

Invoice #: SQ0627

Steps To Literacy
P.O. Box 6737
Bridgewater, NJ 08807
Tel: 800.895.2804
M-F 8am-5pm EST



Bill To:

Independent School District 709
Attn: Accounts Payable
5300 Glenwood St
Duluth, MA 55804

Ship To:

Lester Park Elementary
Attn: Susan Mikel
5300 Glenwood St
Duluth, MA 55804

Notes

- 1. Estimate Valid for 90 Days
- 2. Please Reference Quote #SQ0627 When Ordering

Item #	Number / Description	Unit Price	Qty Ordered	Total Price
1	9781595647191 - Welcome Books American Symbols: Variety Pack	\$ 28.95	3	\$ 86.85
2	9781608812561 - American Holidays: Variety Pack	\$ 26.95	3	\$ 80.85
3	9781609231231 - Family Life, Then And Now: Variety Pack	\$ 29.95	3	\$ 89.85
4	9781600154362 - Then And Now: Variety Pack	\$ 33.95	3	\$ 101.85
5	Subtotal	\$ 359.40	1	\$ 359.40
6	10% Complimentary Discount - 10% Complimentary Discount	-\$ 35.94	1	-\$ 35.94
7	Free SH - Free Shipping & Handling	\$ 0.00	1	\$ 0.00

Remit Payment To:

Steps To Literacy
P.O. Box 6737
Bridgewater, NJ 08807

Send Returns To:

Steps To Literacy
4 Easy St.
Bound Brook, NJ 08805

Terms: NET 30

Date: October 23, 2015

SubTotal: \$ 323.46

Sales Tax: \$ 0.00

Paid: \$ 0.00

Balance: \$ 323.46

January 26, 2016

Project # 16-16770

Ann Ek
Woodland Hills Academy - ISD #709
110 West Redwing Street
Duluth, MN 55803

Dear Ann Ek:

I am pleased to inform you that the Northland Foundation's *KIDS PLUS Youth in Philanthropy Board* has reviewed your proposal for the **Saving Lives with CPR** and has approved a grant of **\$500.00** for the period (01/01/2016 to 05/31/2016) to **Duluth Public Schools, ISD #709** acting as Fiscal Agent for **Woodland Hills Academy - ISD #709**. If the timeline for your project is different than what is identified above, please notify us and your reporting date will be adjusted. Your grant was made with funding support from Minnesota Power. Please take a few minutes to send a special "thank-you" to Aimee Curtis, Foundation Director, Minnesota Power, 30 West Superior Street, Duluth, MN 55802.

The Agreement of Grantee is attached for your review. If you agree with the conditions presented, please have it signed by the authorized official.

The Northland Foundation has implemented an Electronic Funds Transfer process (electronic checks) for grant payments. Enclosed is an ACH Credit Authorization Agreement form to be completed with the grantee organization or fiscal agent organization bank account information.

Please return the signed Agreement of Grantee and ACH Credit Authorization forms immediately to the Northland Foundation via email (scanned copies), fax (218-723-4048), or USPS (hard copies) in order for our accounting department to release your payment from Republic Bank.

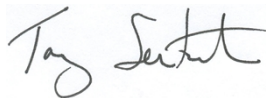
The Northland Foundation will implement a full payment schedule for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$500.00 on 03/01/2016**.

The Northland Foundation will be making public news releases through the regional media regarding all of the *KIDS PLUS Youth in Philanthropy* grant awards. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation and Minnesota Power would appreciate being acknowledged as a source of support in all news releases initiated by you. Please provide us with copies of any press coverage and photographs received by your project, as well as any media releases and program materials you produce. These will be added to your file and may be utilized by the Northland Foundation in our public information efforts.

As you will note, one of the conditions of the Agreement of Grantee is the submission of a final report on the activities, outcomes, and financial expenditures of your project. We will expect this report from you by: **05/31/2016**. Please provide us sufficient narrative to describe the activities and impact of your project. For your convenience, the reporting form is available on-line at www.northlandfdn.org/Grants/ReportingForms. The completed report can be submitted electronically to carole@northlandfdn.org.

On behalf of the Northland Foundation, I would like to extend sincere congratulations to you and your organization. Please call Carole Saylor, Grants Manager if you have any questions. I look forward to learning about the progress and success of your project.

Sincerely,



Tony Sertich
President

Attachments
cc: Carole Saylor



AGREEMENT OF GRANTEE

As a condition of a total grant of **\$500.00** from the Northland Foundation's KIDS PLUS *Youth in Philanthropy Board* to **Duluth Public Schools, ISD #709** acting as fiscal agent for **Woodland Hills Academy - ISD #709** to support the ***Saving Lives with CPR*** project, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated 01/25/2016 and to notify the Northland Foundation of and obtain its consent to any substantial deviations from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.

Name of Organization or Fiscal Agent

Authorized by Organization
(Administrator, Officer, Board Chair, Superintendent)

Date

Project # 16-16770



ACH Credit Authorization Agreement for automatic deposits

GRANT # 16-16770

Please complete and return to the Northland Foundation

Contact Name

Contact email address

Organization Name (Grantee)

Contact Phone Number

Fiscal Agent Name/Contact Name/Phone Number (if acting as fiscal agent for Grantee)

Financial Institution

Account Name

Financial Institution - Street Address

Financial Institution - City/State/Zip

Bank Routing Number

Account Number at Financial Institution

<input type="checkbox"/> Savings Account	<input type="checkbox"/> Checking Account
------------------------------------------	-------------------------------------------

I authorize Northland Foundation and the financial institution listed above to initiate electronic monthly payment credit entries, and if necessary, debit entries for adjustments to any credit entries in error to above named account. We will contact you before any adjusting entries are made. This authority will remain in effect until I have cancelled it in writing or for the duration of the Grant.

Authorized Signature / Title

Date

Please attach voided check here:

Northland Foundation
202 W. Superior St. #610
Duluth, MN 55802
(218)723-4040
Fax: (218)723-4048
1-800-433-4045
www.northlandfdn.org

