



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

OFFICE OF THE CHANCELLOR

WELLS FARGO PLACE  
307; ST. E., SUITE 350  
ST. PAUL, MN 55101-7804

ph 651.201.1800  
fx 651.297.5550  
www.mnscu.edu

**MEMORANDUM**

**TO:** William Gronseth, Superintendent  
Patrick Johns, President

**FROM:** JoAnn Simser, State Director Career and Technical Education  
System Director, Perkins Federal Grant *JoAnn Simser*

**DATE:** July 27, 2012

**SUBJECT:** Lake Superior Perkins CTE Plan Approval Notification and  
Fiscal Information, July 1, 2012 - June 30, 2013

Your consortium plan has been reviewed jointly by Career and Technical Education (CTE) staff within the Minnesota Department of Education (MDE) and the Minnesota State Colleges & Universities, System Office (SO). The plan has been approved for Fiscal Year 2012-2013. The approved plan will be available on [www.cte.mnscu.edu](http://www.cte.mnscu.edu). CTE staff at MDE and at SO have contacted the respective Perkins Consortium Coordinators and recommended suggestions for meeting the plan goals, strategies, outcomes and measurements.

Minnesota has received the final Carl D. Perkins Career and Technical Education allocation information for Federal Fiscal Year 2012 (October 1, 2012 through September 30, 2013) from the US Department of Education. Based on that, allocation funds available for your consortium for 2012-2013 (July 1, 2012 through June 30, 2013) are as follows:

**Perkins Total Allocation for the Lake Superior Consortium for 2012-2013**

\$125,828.50	Secondary Basic Allocation	FIN 428/628
\$22,860.67	Secondary Reserve Allocation	FIN 475/675
\$265,317.81	Postsecondary Basic Allocation	GL 384131
\$31,669.50	Postsecondary Reserve Allocation	GL 384132
\$445,576.48	Consortium Total	

Please keep in mind that the consortium plan determines how total Perkins funds will be allocated. These funds cannot be redistributed on a formula basis to school districts and among college units. When these funds are being spent, the consortium must adhere to the federal requirements under the Perkins Act, the Minnesota State Plan and the state fiscal requirements of MN Department of Education or the Minnesota State Colleges and Universities system which ever is appropriate.

Please remember that you must account for your Basic and Reserve funds separately (through a separate FIN code on the secondary side and through a separate GL on the postsecondary side) and that reserve funds must be used only for programs that serve large numbers of CTE students and/or address the rural needs of your consortium.

William Gronseth  
Patrick Johns  
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An explanation of the General Ledger numbers and the cost center set up is as follows:

- 1) Basic Grant G/L 384131 -- To be used for the initial basic grant award for the Fiscal Year.
  - a) Cost centers must be set up for administration and for each goal in your local consortium approved application.
- 2) Reserve Funds G/L 384132 -- To be used for the reserved funds award for the Fiscal Year.
  - a) Cost centers must be set up in the reserve fund G/L for each of your goals in your local consortium approved application.
- 3) Sub-grants G/L 384134 -- To be used by the sub-grant recipient in tracking expenditure of sub-grants each fiscal year.
  - a) Sub-grants are Basic Grant funds granted again by the original recipient to another college. The grantor makes payments from Basic Grant, Leadership, Recaptured or the Reserve award.
  - b) Sub-grant recipient colleges must set up a separate cost center for each sub-grant.

Because state and federal fiscal years do not align, states receive federal Perkins funds on a *forward funding* basis. As such, Minnesota consortia may access a *portion* of their 2012-2013 allocation prior to the start of the federal fiscal year. While it is unlikely that the forward funding provisions will impact Minnesota's consortia, fiscal hosts must ensure that no more than the portion of the consortium's allocation made available through forward funding is spent prior to October 1, 2012. For your consortium, this means that no more than the following amounts may be expended in each funding category during the period of July 1 through September 30, 2012. Understand that the amounts shown below are not in addition to your allocation above, but represent the forward funded portion of that allocation. Of your allocation do not spend more than the following amounts prior to October 1, 2012:

\$37,652.06	Secondary Basic Forward Funding	FIN 428/628
\$8,840.67	Secondary Reserve Forward Funding	FIN 475/675
\$79,391.89	Postsecondary Basic Forward Funding	GL 384131
\$9,446.64	Postsecondary Reserve Forward Funding	GL 384132
\$133,331.26	Consortium Total -- Forward Funding	

If you have any questions, please contact Dan Smith, Supervisor, Adult and Career Education, Division of Postsecondary Success, MDE (651-582-8330) [dan.smith@state.mn.us](mailto:dan.smith@state.mn.us) or me at (651-201-1650) [joann.simser@so.mnscu.edu](mailto:joann.simser@so.mnscu.edu).

- c: Consortium Superintendents and Presidents  
Consortium Fiscal Contacts, secondary and postsecondary  
Consortium Perkins Contacts, secondary and postsecondary  
Dan Smith, Center for Postsecondary Success, MN Department of Education

**Department of Health and Human Services  
Administration for Children and Families  
Notice of Award (NOA)**

SAI NUMBER:

PMS DOCUMENT NUMBER:  
05CH533533

<b>1. AWARDING OFFICE:</b> OA/OGM/Region V		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant		<b>3. AWARD NO.:</b> 05CH5335/33		<b>4. AMEND. NO.:</b>			
<b>5. TYPE OF AWARD:</b> SERVICE			<b>6. TYPE OF ACTION:</b> Non-competing Continuation			<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ.			
<b>8. BUDGET PERIOD:</b> 08/01/2012 THRU 07/31/2013				<b>9. PROJECT PERIOD:</b> INDEFINITE				<b>10. CAT NO./CFDA:</b> 93.600 ...	
<b>11. RECIPIENT ORGANIZATION:</b> DULUTH PUBLIC SCHOOL DISTRICT #709 Barnes Early Childhood Center 2101 Blackman Ave Duluth MN 55811 2058 Ann Wasson, Board Chair						<b>12. PROJECT / PROGRAM TITLE:</b> HEAD START: FULL YEAR PART DAY HANDICAPPED TRAINING AND TECHNICAL ASSISTANCE			
<b>13. COUNTY:</b> ST LOUIS			<b>14. CONGR. DIST:</b> 08			<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Bill Gronseth , Superintendent of Schools			
<b>16. APPROVED BUDGET:</b>				<b>17. AWARD COMPUTATION:</b>					
Personnel..... \$ 1,185,934				A. NON-FEDERAL SHARE..... \$ 477,406 20.00 %					
Fringe Benefits..... \$ 523,286				B. FEDERAL SHARE..... \$ 1,909,622 80.00 %					
Travel..... \$ 5,798				<b>18. FEDERAL SHARE COMPUTATION:</b>					
Equipment..... \$ 0									
Supplies..... \$ 26,014				A. TOTAL FEDERAL SHARE..... \$ 1,909,622					
Contractual..... \$ 50,984				B. UNOBLIGATED BALANCE FEDERAL SHARE.....\$ 20,137					
Facilities/Construction..... \$ 0				C. FED. SHARE AWARDED THIS BUDGET PERIOD.\$ 1,889,485					
Other..... \$ 31,095				<b>19. AMOUNT AWARDED THIS ACTION:</b>			\$ 1,889,485		
Direct Costs..... \$ 1,823,111				<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>			\$		
Indirect Costs..... \$ 86,511				<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>					
At % of \$									
In Kind Contributions..... \$ 0				<b>22. APPLICANT EIN:</b>		<b>23. PAYEE EIN:</b>		<b>24. OBJECT CLASS:</b>	
Total Approved Budget(**).. \$ 1,909,622				1-416003776-A1		1-416003776-A1		41.51	

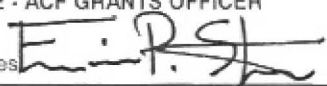
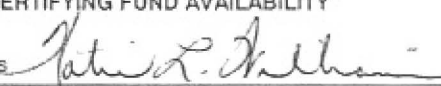

**25. FINANCIAL INFORMATION:**

DUNS: 071501092

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
OGM	05CH533533	75-2-1536	2012 G054122	\$1,863,065		
OGM	05CH533533	75-2-1536	2012 G054120	\$26,420		
OGM	05CH533531	75-0-1536	2010 G054122		(\$17,599)	
OGM	05CH533531	75-0-1536	2010 G054120		(\$2,538)	
OGM	05CH533533	75-0-1536	2010 G054122		\$17,599	
OGM	05CH533533	75-0-1536	2010 G054120		\$2,538	

**26. REMARKS:** (Continued on separate sheets)

Client Population: 255.  
Number of Delegates: 0.  
Paid by DHHS Payment Management System (PMS), see attached for payment information.  
This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based

<b>27. SIGNATURE - ACF GRANTS OFFICER</b>		<b>DATE:</b>	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b>	
Eric P. Staples 		7/23/12	Katie L. Williams 	
<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b>			<b>DATE:</b>	
Kay Willmoth  Regional Program Manager			7/24/12	

**Department of Health and Human Services  
Administration for Children and Families  
Notice of Award (NOA)**

SAJ NUMBER:

PMS DOCUMENT NUMBER:  
05CH533533

<b>1. AWARDING OFFICE:</b> OA/OGM/Region V		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 05CH5335/33	<b>4. AMEND. NO.</b>
<b>5. TYPE OF AWARD:</b> SERVICE	<b>6. TYPE OF ACTION:</b> Non-competing Continuation		<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ.	
<b>8. BUDGET PERIOD:</b> 08/01/2012 THRU 07/31/2013		<b>9. PROJECT PERIOD:</b> 08/01/2009 THRU 07/31/2013		<b>10. CAT NO./CFDA:</b> 93.600
<b>11. RECIPIENT ORGANIZATION:</b> DULUTH PUBLIC SCHOOL DISTRICT #709				

**26. REMARKS:** (Continued from previous page)

on your recipient type and the purpose of this award.  
This includes requirements in Parts I and II (available at <http://www.hhs.gov/asfr/ogapa/grantinformation/hhsgps107.pdf>) of the HHS GPS.  
Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 74 or 92, directly apply to this award apart from any coverage in the HHS GPS.  
This award is subject to requirements or limitations in any applicable Appropriations Act.  
This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).  
For the full text of the award term, go to [http://www.acf.hhs.gov/grants/award\\_term.html](http://www.acf.hhs.gov/grants/award_term.html).  
This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS).  
For full text go to [http://www.acf.hhs.gov/grants/award\\_term\\_ccr\\_duns.html](http://www.acf.hhs.gov/grants/award_term_ccr_duns.html).  
This award is subject to requirements as set forth in 2 CFR 25.110.  
For full text go to [http://www.acf.hhs.gov/grants/msg\\_sf425.html](http://www.acf.hhs.gov/grants/msg_sf425.html).  
This grant is subject to the requirements as set forth in 45 CFR Part 87.  
Attached are terms and conditions, reporting requirements, and payment instructions.  
Initial expenditure of funds by the grantee constitutes acceptance of this award.  
This award is subject to HHS regulations codified at 45 CFR 1301, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and 1310.  
(\*\*) Reflects only federal share of approved budget.  
This grant action funds Common Accounting Numbers (CAN) G054120 and G054122 for Fiscal Year (FY) 2012. The amount in CAN G054122 includes funds for the cost-of-living adjustment increase and permanently increases the base funding level. The projected base funding level for the Head Start program in FY 2013 is \$1,680,664.  
  
Head Start population: 255 children.  
Designated Head Start service area: City of Duluth within St. Louis County.  
  
This action also offsets unobligated CAN G054122 funds of \$17,599 and unobligated CAN G054120 funds of \$2,538 from Program Year 31 to Program Year 33.  
  
This grant is subject to the requirements for contribution of the non-Federal share match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior approval for the purchase, construction and major renovation of facilities as specified in Attachment 1.

## Attachment 1

Award Number: 05CH5335/33

Recipient Organization: Duluth Public School District #709

*This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1301.20 requiring a non-Federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1301.32 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-Federal share contribution of such costs. The requirements for a non-Federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 08/01/2012-07/31/2013 budget period unless a waiver is approved. Any request for a waiver of the non-Federal share match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act or 45 C.F.R. Section § 1301.21 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1301.32(g) must be submitted in advance of the end of the budget period.*

*The HHS GPS (II-56) (see above and 45 C.F.R. § 74.25(c)(2) and 45 C.F.R. § 92.30(d)(3) (as applicable) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.*

*Section 653 of the Head Start Act prohibits the use of any Federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule, currently \$179,700.*

*Prior approval must be obtained under 45 C.F.R. Part 1309 to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without the express written approval of the Administration for Children and Families.*



**Essentia Health**

Here with you

August 30, 2012

Duluth School District ISD 709  
Attn: Diedre Quinlan  
215 North First Ave E  
Duluth MN 55802

Dear Ms. Quinlan,

At its recent meeting, the Essentia Health Corporate Contributions Committee reviewed your application and voted to make a donation to your organization for your healthcare and mental health programs for pregnant and parenting students. We are pleased to provide on behalf of Essentia Health a contribution of \$20,000.00.

Within one year of receiving this donation, the Corporate Contributions Committee would like a report on the results of your program or event. You can use the Minnesota Common Report Form, which can be found online.

This contribution represents a corporate donation from all of our entities.

Sincerely,

Sister Kathleen Hofer  
Active Board Chair  
Corporate Contributions Chair