



CHARLES STEWART  
MOTT FOUNDATION

August 7, 2023

The Honorable Melvin Carter, III, Mayor  
City of St. Paul  
15 Kellogg Boulevard West  
St. Paul, MN 55102

Project: Upper Midwest CSA Consortium  
(Grant No. 2023-11683)

Dear Mayor Carter:

We are pleased to inform you that the Charles Stewart Mott Foundation has approved a grant in the amount of \$591,250 to the City of St. Paul for the above-referenced project for the period July 1, 2023, through December 31, 2025.

Grant Payments

This grant will be paid as follows:

\$338,250 upon receipt of your acceptance.  
\$253,000 on January 1, 2025.

Payments are conditioned upon the Mott Foundation's receipt and approval of all reports due prior to the payment date. (See the "Reports" section of this letter.)

This letter or your proposal may set forth specific goals or objectives that your organization expects to achieve during the grant period. For accounting purposes, the Mott Foundation is not requiring that your organization achieve any specific goal or objective as a condition (or barrier) to your receipt and retention of the grant funds, except for the following:

- No conditions.

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The Mott Foundation reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant or any other outstanding grant, to require a refund of any unexpended grant funds, or both, if, in the Mott Foundation's judgment, any of the following occur with respect to this grant or any other grant from the Mott Foundation to your organization:

1. Grant funds have been used for purposes other than those contemplated by this commitment letter.
2. Such action is necessary to comply with the requirements of any law or regulation affecting either your organization's or the Mott Foundation's responsibilities under the grant.
3. Your organization ceases to conduct this project, or circumstances change such that it becomes impractical or impossible for you to carry out this project.
4. Your organization's performance under this grant has not been satisfactory, as determined by the Mott Foundation in its reasonable discretion. Although the Mott Foundation expects your organization to work toward achieving the goals and objectives described in your proposal, unless a specific condition (or barrier) is identified above, the failure to obtain any specific goal or objective will not, alone, be cause for the Mott Foundation to determine that your organization's performance has not been satisfactory, but may be relevant in determining whether your overall performance has (or has not) been satisfactory.
5. The Mott Foundation has not received and approved all reports due from your organization prior to the payment date.

The Mott Foundation's judgment on these matters will be final and binding.

#### Mott Foundation Contact Person and Resources

Please direct all correspondence and questions relating to this grant to Benita Melton, Program Director - Education.

For general information regarding Mott Foundation grant procedures and other grant related questions, we encourage you to visit the Grantee Resources section of our website at [www.mott.org/grantee-resources](http://www.mott.org/grantee-resources).

Another resource available to grantees is the Grantee Portal. The Grantee Portal provides real-time information on your grant's reporting requirements and due dates. By using the Grantee Portal, you may view a copy of this commitment letter, download copies of forms, and upload required reports directly to the Mott Foundation. For more information about the Grantee Portal, contact your program officer or login at <https://mott.fluxx.io>. The grant's



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primary project contact, Melvin Carter, can login at <https://mott.fluxx.io> with their registered email address.

### Use of Grant

Under United States law, Mott Foundation grant funds may be expended only for charitable, scientific, literary, religious, or educational purposes, as specified in section 170(c)(2)(B) of the Internal Revenue Code of 1986, as amended. This grant is to be expended solely in support of the objectives detailed in your proposal submitted May 8, 2023.

Your organization shall not, directly or indirectly, engage in, support or promote violence or terrorist activities.

Your organization confirms that this project is under its complete control. Your organization further confirms that it has and will exercise control over the process of selecting any consultant, that the decision made or that will be made on any such selection is completely independent of the Mott Foundation, and further, that there does not exist an agreement, written or oral, under which the Mott Foundation has caused or may cause the selection of a consultant.

Mott Foundation grant funds may not be used for lobbying expenditures.

Mott Foundation grant funds may not be used for re-granting to secondary organizations.

Your organization may charge this grant only for expenditures incurred or services performed during the grant period specified in this letter.

Your organization may charge this grant only for line-item expenditures that were included in your approved budget as referenced in the “Reports” section of this letter. The addition of new line items must have the prior written approval of the Mott Foundation.

Expenditures may not exceed the approved budget amount for the following line item(s):

- Indirect costs (10%).

### Grant Accounting

Your organization is required to maintain financial records for expenditures and receipts relating to this grant, retaining these records and other supporting documentation for five years after the grant’s termination date.

Your organization is also required to permit the Mott Foundation to have reasonable access to your files, records and personnel during the term of this grant and for five years thereafter for the purpose of making financial audits, verifications, or program evaluations.



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Unless a specific condition (or barrier) is listed in the “Grant Payments” section of this letter, the Mott Foundation does not intend, in its own financial statements, to treat this grant as a “conditional contribution” described under Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2018-08. Your organization should make its own determination as to how to account for this grant in your financial statements and is not required (under FASB ASU 2018-08) to adopt the same accounting treatment as the Mott Foundation.

### Reports

**The Mott Foundation requires the following reports to be submitted for this grant:**

| <b>Report Type:</b> | <b>For Period Ending:</b> | <b>Due on or Before:</b> |
|---------------------|---------------------------|--------------------------|
| Interim Report      | October 31, 2024          | December 1, 2024         |
| Final Report        | December 31, 2025         | February 1, 2026         |

**The report must include the following parts, which must be submitted together:**

1. A **narrative report** summarizing what was accomplished by the expenditure of funds during the reporting period. Your grant proposal indicated that your organization will work toward achieving certain goals and objectives during the grant period, and the narrative report should include a description of progress made toward achieving the following reporting objectives:
  - Convene stakeholders virtually and in person to build and deepen relationship building and information sharing across the region.
  - Provide and/or facilitate ongoing technical assistance within and outside the consortium.
  - Support broader field building projects in collaboration with other consortium members and children's savings account practitioners across the Midwest.
  - Track the scope of CSA programming across the Midwest, including the number of initiatives.
2. A **financial report** showing the approved budget, expenditures against each line item since the start of the grant, and balances remaining (or overruns) for each line item. For the final report, you must explain all overrun variances that exceed both one thousand dollars (\$1,000) and ten percent (10%) of the budgeted line-item amount.

**Your organization must report against the approved budget of \$591,250 submitted on May 8, 2023** (which may be greater than the amount of the Mott Foundation grant). If the approved budget covers multiple years, each report should include cumulative expenditures since the beginning of the grant period. The report must also include a summary of all funding received for this project (listed by source and grant period).



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Unless a specific condition (or barrier) is listed in the “Grant Payments” section of this letter, the Mott Foundation is not requiring that your organization achieve any of the reporting objectives listed above as a condition (or barrier) to your receipt and retention of the grant funds. Rather, the reporting objectives are meant to capture your progress in achieving the goals and objectives identified in your grant proposal.

Reports and other grant requirements should be submitted online via the Mott Foundation’s Grantee Portal. A default portal account has been setup for the primary project contact. The project contact can login at <https://mott.fluxx.io> with their registered email address. Please contact your program officer if you need assistance or to change the project contact. Standard reporting templates and other forms are available for download via the Grantee Portal.

#### Undisbursed Funds

Your organization is required to return any undisbursed project funds on a prorata basis to the Mott Foundation within two months after the end of this grant. The prorata refund is computed by multiplying the total undisbursed project funds by the ratio of Mott Foundation funding to total funding received for this project for the grant period. Any refund of less than \$100 will be waived.

#### Compliance with Laws

Your organization may not use any portion of the grant funds to undertake any activity for any purpose other than one specified in section 170(c)(2)(B) of the Internal Revenue Code. Further, the Mott Foundation reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant or to require a refund of any unexpended grant funds if, in the Mott Foundation’s judgment, such action is necessary to comply with the requirements of any law or regulation.

#### Public Information

The Mott Foundation will include information on this grant in its periodic public reports. The Mott Foundation also welcomes grantees to make announcements of grants upon return of this signed commitment letter. A copy of any release should be sent to the Mott Foundation’s Communications Department prior to its dissemination. The department is available to provide assistance in your communications efforts.

#### Acceptance

This letter contains the entire agreement between your organization and the Charles Stewart Mott Foundation, and there are no conditions or stipulations, oral or written, governing the use of the grant funds other than those contained in this letter.



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If your organization agrees to the grant conditions as stated, please **sign and return, via DocuSign**, one complete copy of this letter **with an electronic signature** of an appropriate representative of your organization in the space provided. In countersigning this letter, this individual represents to the Mott Foundation that he/she has the authority to sign this letter on the organization's behalf.

This grant may be withdrawn if the Mott Foundation has not received your acceptance within one month from the date of this letter.

On behalf of the Mott Foundation, I would like to extend our best wishes for the success of this endeavor.

Sincerely,

DocuSigned by:  
*Mary A. Gailbreath*  
8A59BF0328DC4EB...

Mary A. Gailbreath  
Vice President-Administration and Secretary/Treasurer

MAG:amc

Our organization acknowledges that appropriate personnel have read and understand this letter, that its terms and conditions are acceptable to us, and that we will comply with those terms and conditions.

Name of Grantee: City of St. Paul

Printed Name of Authorized Signer: The Honorable Melvin Carter, III

Authorized Signature: \_\_\_\_\_  
*(This must be an original signature of an authorized representative of the organization.)*

Title: Director, Office of Financial Empowerment

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



**Certificate Of Completion**

|  |                           |
|--|---------------------------|
| Envelope Id: 447574E0127E47C8B4C955A332062C44                                | Status: Sent              |
| Subject: Mott Foundation Commitment Letter # G-2023-11683 - City of St. Paul |                           |
| Source Envelope:   |                           |
| Document Pages: 6  | Signatures: 1             |
| Certificate Pages: 5   | Initials: 0               |
| AutoNav: Enabled   | Envelope Originator:      |
| Envelopeld Stamping: Enabled   | Annette Chamberlain       |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada)                            | 503 S. Saginaw St.        |
|  | Ste. 1200                 |
|  | Flint, MI 48502           |
|  | achamberlain@mott.org     |
|  | IP Address: 12.235.196.69 |

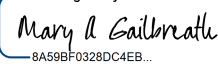
**Record Tracking**

|                     |                             |                    |
|---------------------|-----------------------------|--------------------|
| Status: Original    | Holder: Annette Chamberlain | Location: DocuSign |
| 8/7/2023 4:01:57 PM | achamberlain@mott.org       |                    |

**Signer Events**

Mary A Gailbreath  
 MGailbreath@mott.org  
 VP-Administration & Secretary/Treasurer  
 Charles Stewart Mott Foundation  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 8A59BF0328DC4EB...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 12.235.196.69

**Timestamp**

Sent: 8/7/2023 4:19:46 PM  
 Viewed: 8/7/2023 4:48:52 PM  
 Signed: 8/7/2023 4:49:16 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

The Honorable Melvin Carter, III  
 muneer.karcher-ramos@ci.stpaul.mn.us  
 Director, Office of Financial Empowerment  
 Security Level: Email, Account Authentication (None)

Sent: 8/7/2023 4:49:16 PM  
 Viewed: 8/7/2023 4:50:28 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 8/7/2023 4:50:28 PM  
 ID: 0fc52f5c-6889-4268-95ad-8b066a303152

| In Person Signer Events | Signature | Timestamp |
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|-------------------------|-----------|-----------|

| Editor Delivery Events | Status | Timestamp |
|------------------------|--------|-----------|
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| Agent Delivery Events | Status | Timestamp |
|-----------------------|--------|-----------|
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| Intermediary Delivery Events | Status | Timestamp |
|------------------------------|--------|-----------|
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| Certified Delivery Events | Status | Timestamp |
|---------------------------|--------|-----------|
|---------------------------|--------|-----------|

| Carbon Copy Events | Status | Timestamp |
|--------------------|--------|-----------|
|--------------------|--------|-----------|

Ashley Johnson  
 AJohnson@mott.org  
 Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

| Witness Events | Signature | Timestamp |
|----------------|-----------|-----------|
|----------------|-----------|-----------|

| Notary Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

| <b>Envelope Summary Events</b> | <b>Status</b>    | <b>Timestamps</b>   |
|--------------------------------|------------------|---------------------|
| Envelope Sent                  | Hashed/Encrypted | 8/7/2023 4:19:46 PM |
| Certified Delivered            | Security Checked | 8/7/2023 4:50:28 PM |

| <b>Payment Events</b> | <b>Status</b> | <b>Timestamps</b> |
|-----------------------|---------------|-------------------|
|-----------------------|---------------|-------------------|

| <b>Electronic Record and Signature Disclosure</b> |
|---|
|---|



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Charles Stewart Mott Foundation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Charles Stewart Mott Foundation:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

#### **To advise Charles Stewart Mott Foundation of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [charles@mott.org](mailto:charles@mott.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from Charles Stewart Mott Foundation**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [charles@mott.org](mailto:charles@mott.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with Charles Stewart Mott Foundation**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [helpdesk@mott.org](mailto:helpdesk@mott.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Charles Stewart Mott Foundation as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Charles Stewart Mott Foundation during the course of your relationship with Charles Stewart Mott Foundation.