

## Amendment No. 1 for Grant Contract No. 166942

Contract Start Date:	1/1/20	Original Contract Amount:	\$400,000.00
Original Contract Expiration Date:	10/31/20	Previous Amendment(s) Total:	\$ 0.00
Current Contract Expiration Date:	10/31/20	This Amendment:	\$ 400,000.00
Requested Contract Expiration Date:	10/31/21	Total Contract Amount:	\$ 800,000.00

**This amendment** (“Amendment”) is by and between the State of Minnesota, through its Commissioner of the Minnesota Department of Human Services, Economic Assistance and Employment Supports Division (“STATE”) and City of Saint Paul, located at 700 City Hall, 15 West Kellogg Boulevard, Saint Paul, Minnesota, 55102-1658, an independent grantee, not an employee of the State of Minnesota (“GRANTEE”).

### Recitals

1. STATE has a grant contract with GRANTEE identified as Grant No. 166942 to promote optimal health and wellbeing for children, shift or realign statewide systems, and engage community members with lived experience to ensure ongoing communication between state and local policy makers, practitioners, community leaders and families focused on state and community programs through an equitable, person-centered lens. (Original Grant Contract);
2. The Original Grant Contract is being amended because STATE and GRANTEE agree that additional time, funds, and duties are necessary for the satisfactory completion of the grant contract;
3. STATE and GRANTEE agree to amend the contract as stated below:

### Contract Amendment

In this Amendment, changes to Original Grant Contract language will use ~~strike through~~ for deletions and underlining for insertions.

The parties agree to the following revisions:

REVISION 1: Clause 1, “Grantee Duties”, subclause K, is amended as follows:

- K. Cooperate with STATE grant monitoring activities, including: administrative reviews, fiscal reconciliation, and submission of quarterly reports.

**Quarterly Report Schedule, Year 1 (1/1/20 – 10/31/20):**

<b>Service Period</b>	<b>Quarterly Report Due</b>
Nov 2019 – Jan 2020	by February 20 <sup>th</sup> , 2020
Feb 2020 – April 2020	by May 20 <sup>th</sup> , 2020
May 2020 – July 2020	by August 20 <sup>th</sup> , 2020
August – October 2020	by November 20 <sup>th</sup> , 2020

**Reporting Schedule, Year 2 (11/1/20 – 10/31/21):**

Monthly Site Visits are conducted by the STATE site lead in conjunction with partners from FSI.

Site Visit – Program Administrative Review after the first six months of Year 2

End of Year Report, due within 60 days after Year 2 ends.

REVISION 2: Clause 1, “Grantee’s Duties,” is amended to add subclause M **after subclause L**:

- M. Perform the specific duties in Year 2 as described in Attachment C – Year 2 Work Plan, which is attached, incorporated and made a part of this Contract.

REVISION 3: Clause 2, subclause 2.1(a.), “Compensation,” and subclause 2.1 (c.), “Total obligation,” only are amended as follows:

**2. CONSIDERATION AND TERMS OF PAYMENT.**

**2.1 Consideration.** Consideration for all services performed and goods or materials supplied by GRANTEE pursuant to this grant shall be paid by the STATE as follows:

**(a.) Compensation.** GRANTEE will be paid consistent with the Line Item Budgets, which ~~is~~ are incorporated into and made a part of the contract as ~~Attachments B–Budget and B-1 (Year 2).~~

Any overrun on line items in the STATE approved budget requires prior approval from the STATE and must include a budget justification. Not with standing Clause 9 (amendments to grant) of this contract, revisions in budget line items that do not exceed 20% of the grant award can be done via a budget change request in the Enterprise Grant Management System (EGMS). Amendments are required to extend the end date, add or subtract a budget line item or revise the total grant award, pursuant to Clause 9 (amendments to grant) of this contract.

**(b.) Reimbursement.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by GRANTEE'S performance of this grant contract shall be no greater amount than provided in the current Commissioner's Plan (which is incorporated by reference) promulgated by the Commissioner of Minnesota Management and Budget. GRANTEE shall not be reimbursed for travel and subsistence expense incurred outside the State of Minnesota unless it has received prior written approval for such out of state travel from the STATE.

**(c.) Total obligation.** The total obligation of the STATE for all compensation and reimbursements to GRANTEE shall not exceed ~~four hundred thousand dollars (\$400,000.00)~~ **eight hundred thousand dollars (\$800,000.00)**.

**REVISION 4:** Clause 2, "CONSIDERATION AND TERMS OF PAYMENT, subclause 2.2 "Terms of Payment," (b.), and (c.) are amended as follows:

~~(b.) Payments are to be made from federal funds obtained by the STATE through Title IV of the Personal Responsibility and Work Opportunity and Reconciliation Act of 1996 (Public law 104 193 and amendments thereto), Catalog of Federal Domestic Assistance (CFDA) No. 93.558, Temporary Assistance to Needy Families (TANF), award identification, 2001MNTANF and 2101MNTANF and State appropriations. If at any time such funds become unavailable, this grant shall be terminated immediately upon written notice of such fact by the STATE to the GRANTEE. In the event of such DocuSign Envelope ID: 3F9007A1-9894-4BD1-A230-86F095C14860 5 Grant Contract #: GRK 166942 Contract Period: 1/1/20 – 10/31/20 City of Saint Paul WFS termination, GRANTEE shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.~~

~~(c.) GRANTEE's Data Universal Numbering System (DUNS) number is 009222343. The Data Universal Numbering System (DUNS) number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.~~

**b. Federal funds.** Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to GRANTEE. In the event of such termination, GRANTEE shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

1. **Pass-through requirements.** GRANTEE acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, GRANTEE may be subject to certain compliance obligations. GRANTEE can view a table of these obligations in the [Health and Human Services Grants Policy Statement](#),<sup>1</sup> Exhibit 3 on page II-3. To the degree federal funds are used in this contract, STATE and GRANTEE agree to comply with all pass-through requirements,

<sup>1</sup> <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

including each Party's auditing requirements as stated in 2 C.F.R. § 200.331 (Requirements for pass-through entities) and 2 C.F.R. §§ 200.501-521 (Subpart F – Audit Requirements).<sup>2</sup>

2. GRANTEE's Name: City of Saint Paul (Must match the name associated with the DUNS number.)
3. GRANTEE's Data Universal Numbering System (DUNS) number: 009222343 The DUNS number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities and must match GRANTEE's name.
4. Federal Award Identification Number (FAIN): 2001MNTANF
5. Federal Award Date: FY2020 (The date of the award to the MN Dept. of Human Services.)
6. Period of Performance: Start date: **See clause 5 below.** End date: **See clause 5 below.**
7. Amount of federal funds:
  - A. Total Amount Awarded to DHS for this project: \$63,430,966.00
  - B. Total Amount Awarded by DHS for this project to Grantee named above: \$400,000.00
8. Federal Award Project description: See Recitals
9. Name:
  - A. Federal Awarding Agency: Administration for Children and Families
  - B. MN Dept. of Human Services (DHS)
  - C. Contact information of DHS's awarding official: David Hanson
10. CFDA Number & Name: Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No. **93.558**
11. Is this federal award related to research and development?:  Yes  No
12. Indirect Cost Rate for this federal award is: 10% (including if the *de minimis* rate is charged.)
13. Closeout terms and conditions for this federal award: See 2 CFR 200.343

**REVISION 5:** Clause 5, "**Terms of Contract,**" is amended as follows:

**5. TERMS OF CONTRACT.** This grant shall be effective on **January 1, 2020**, or upon the date that the final required signature is obtained by the STATE, pursuant to Minnesota Statutes, section 16C.05, subdivision 2, whichever occurs later, and shall remain in effect through **October 31, 20202021**, or until all obligations set forth in this grant contract have been satisfactorily fulfilled, whichever occurs first. GRANTEE understands that NO work should begin under this grant contract until ALL required signatures have been obtained, and GRANTEE is notified to begin work by the STATE's Authorized Representative.

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<sup>2</sup> <https://www.govinfo.gov/content/pkg/CFR-2018-title2-vol1/pdf/CFR-2018-title2-vol1-sec200-501.pdf>

The GRANTEE shall have a continuing obligation, after said grant period, to comply with the following provisions of grant clauses: 10. Indemnification; 11. State Audits; 12. Information Privacy and Security; 13. Intellectual Property Rights; 14. Publicity; and 20. Jurisdiction and Venue.

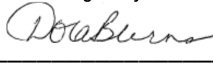
**EXCEPT AS AMENDED HEREIN, THE TERMS AND CONDITIONS OF THE ORIGINAL GRANT CONTRACT AND ALL PREVIOUS AMENDMENTS REMAIN IN FULL FORCE AND EFFECT AND ARE INCORPORATED INTO THIS AMENDMENT BY REFERENCE.**

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**  
Signature page follows

**APPROVED:**

**1. STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05.


By:   
5457B11AE8BB49D...

Date: 10/9/2020

Grant No: GRK 166942

**2. GRANTEE**

Signatory certifies that Grantee's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the Grantee to the terms of this Agreement. Grantee and Signatory agree that the State Agency relies on the Signatory's certification herein.

By:   
F005EE4FE04F422...

Title: Deputy Mayor

Date: 10/12/2020

By:   
3D9C3C32D4FD415...

Title: Assistant City Attorney

Date: 10/12/2020

By:   
5DA5F7141DD2488...

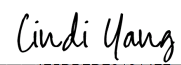
Title: Finance Director

Date: 10/12/2020

Grant Contract #: GRK 166942, Amendment 1  
Contract Period: 1/1/20 – 10/31/21  
City of Saint Paul, WFS


**3. STATE AGENCY**

Individual certifies the applicable provisions of Minnesota Statutes, section 16B.97, subdivision 1 and Minnesota Statutes, section 16B.98 are reaffirmed.

By (with delegated authority):   
475BD7BF9191477...


Title: Child Care Services Director

Date: 10/20/2020

By (with delegated authority):   
597452F00A1E416...

Title: CSP Director

Date: 10/20/2020

By (with delegated authority):   
38CC5B16E99A4ED...

Title: EAESD Director

Date: 10/20/2020

## Attachment C

### Whole Family Systems FY2021 Work Plan

July 10, 2020

#### City of Saint Paul, Office of Financial Empowerment

The 2020 COVID-19 pandemic has had a tremendous impact on the ability of the Whole Family Systems grantees to conduct the family engagement activities required to fully complete the deliverables of the year one planning. Due to the impact of the pandemic, WFS sites were provided with guidance to develop high level work plans to be used for contract amendment purposes. Sites have been directed that they will need to develop and submit more detailed “working plans” within 90 days of contract execution which will be incorporated by reference, until such time as they are attached and incorporated into a formal amendment to this Contract.

#### Goal

Overall Project Goal: CollegeBound Saint Paul families, with a particular focus on Black, Indigenous, and families of color, have improved financial health, early childhood development and health outcomes.

In Year 2 of the Whole Family Systems Project, our goal is to pilot the integration of programs and services in these three areas that address challenges identified by BIPOC families into CollegeBound Saint Paul. We will also continue to enroll families with confidential birth records who have to opt into the program.

#### Core Team Membership

1. African American Babies Coalition (AABC)
2. Comunidades Latinas Unidas En Servicio (CLUES)
3. Cultural Wellness Center
4. Latino Economic Development Center
5. Lutheran Social Services of MN – Financial Counseling
6. Mni Sota Fund (formerly Bii Gii Wiin)
7. Model Cities, Inc.
8. Prepare + Prosper
9. Ujamaa Place
10. Regions Hospital - HealthPartners
11. United Hospital - Mother Baby Center of Saint Paul

#### Strategy 1: Family Engagement

	Objectives	Deliverables	Timeline
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1	Increase enrollment and program engagement of families that are required to opt in to CollegeBound Saint Paul	<ul style="list-style-type: none"> <li>Engage the Core Team in a review of ongoing enrollment activities and identifying improvements or new strategies</li> <li>Identify and explore strategies to engage enrolled families with the CollegeBound account and pilots in Strategy 2</li> </ul>	Nov 2020 – Oct 2021
2	Engage families in learning activities and planning	<ul style="list-style-type: none"> <li>Inviting parents to provide input on plans and strategies through learning activities, pilots, and/or interviews, incorporating their feedback into issues to be addressed, solutions to be tested, and lessons on what works and what does not</li> </ul>	Nov 2020 – Oct 2021

**Strategy 2: Integration of Financial Capability, Early Childhood Development and Maternal Health Strategies into CollegeBound Saint Paul**

	<b>Objectives</b>	<b>Deliverables</b>	<b>Timeline</b>
1	Pilot Integrated Financial Capability Strategies	<ul style="list-style-type: none"> <li>Identify strategies to address the financial health of CollegeBound Families, targeting the financial challenges families and the Core Team identify as most pressing</li> <li>Pilot the integration of strategies into CollegeBound and potential related bonus deposits into CollegeBound accounts</li> </ul>	Nov 2020 – Oct 2021
2	Pilot Integrated Early Childhood Development Strategies	<ul style="list-style-type: none"> <li>Identify strategies to help College Bound babies reach developmental milestones from birth, targeting those areas of development families and the Core Team identify as most in need of intervention</li> <li>Pilot the integration of strategies into CollegeBound and potential related bonus deposits into CollegeBound accounts</li> </ul>	Nov 2020 – Oct 2021
3	Pilot Integrated Maternal Health Strategies	<ul style="list-style-type: none"> <li>Identify strategies to help College Bound mothers achieve optimal health and well-being, targeting those challenges related to health families and the Core Team identify as most in need of intervention</li> <li>Pilot the integration of strategies into CollegeBound and potential related bonus deposits into CollegeBound accounts</li> </ul>	Nov 2020 – Oct 2021
4	Identify Opportunities for Systems Change	<ul style="list-style-type: none"> <li>Document lessons learned from pilots, learning activities, and family engagement to identify systems barriers at the city, county or state level</li> <li>Incorporate these lessons into strategy design, but also advocate for changes to policy and practice to reduce barriers</li> </ul>	Nov 2020 – Oct 2021



**Strategy 3 CollegeBound Saint Paul Bonus Deposit Structure**

	<b>Objectives</b>	<b>Deliverables</b>	<b>Timeline</b>
1	Implement Bonus Deposit Structure	<ul style="list-style-type: none"> <li>Provide equity, enrollment and engagement bonuses into CollegeBound accounts, in addition to bonuses provided through pilots</li> </ul>	Nov 2020 – Oct 2021

**Strategy 4 Launch Parent Guaranteed Income Pilot**

	<b>Objectives</b>	<b>Deliverables</b>	<b>Timeline</b>
1	Implement Guaranteed Income Pilot with CollegeBound parents	<ul style="list-style-type: none"> <li>Provide direct cash supplements to randomly selected families who have babies enrolled in CollegeBound Saint Paul</li> </ul>	Nov 2020 – Oct 2021

**Evaluation**

	<b>Objective</b>	<b>Deliverable(s)</b>	<b>Timeline</b>
1	Provide key site-level evaluation and learning	<p>Co-design and execute a work plan with the site evaluator that includes:</p> <ul style="list-style-type: none"> <li>Attending Core Team meetings, check-ins, planning meetings, interviews and/or gatherings</li> <li>Preparing process/templates for collecting, documenting, synthesizing &amp; sharing out</li> <li>A framework for ongoing learning and evaluation</li> <li>Site evaluator will work directly &amp; in coordination with the DHS evaluator, and the DHS evaluator will have access to site evaluation data for the project</li> </ul>	Nov 2020 – Oct 2021

## Attachment B-1 (Year 2) BUDGET NARRATIVE FORM

<b>Agency Name (County, Agency or Tribal Nation):</b> City of St. Paul	
<b>Project:</b> Whole Family System	
<b>Budget Period:</b>	11/1/20 - 10/31/21
<b>Line Items</b>	<b>GRANT PROGRAM EXPENDITURES</b>
<b>A) Direct Program</b>	
Personnel (add rows as needed)	
Kasey Wiedrich, Financial Capability Manager (1.0 FTE)	\$ 90,000
Kasey Wiedrich, fringe benefits	\$ 27,000
	\$ -
	\$ -
	\$ -
	\$ -
<b>Total Personnel</b>	<b>\$ 117,000</b>
Overhead (adjust and add rows as needed)	
Space Rental and Utilities	
Printing and Advertising	\$ 500
Communications	\$ 1,000
Travel	\$ 200
Supplies	\$ 250
Equipment	\$ -
Training/Conferences	\$ 350
<b>Total Overhead</b>	<b>\$ 2,300</b>
Stipends/Incentives	
Contractual Services	\$ 130,700.00
Core Team Stipends	\$ 50,000.00
Pilot/Implementation Contracts	\$ 80,700.00
<b>Direct Program</b>	<b>\$ 250,000.00</b>
<b>Provide justification below (Examples are listed below- replace with program justification):</b>	
<p><b>Personnel (\$117,000):</b> Kasey Wiedrich, Financial Capability Manager with the Office of Financial Empowerment, will manage the project at 1.0FTE. The personnel costs include salary (\$90,000) and fringe benefits (\$27,000), calculated as 30% of annual salary.</p>	
<p><b>Overhead (\$2,300):</b> The City will incur expenses for leading the project and communicating about the project with CollegeBound Saint Paul participants, including: Developing and translating materials (\$1,000), printing materials (\$500), ; supplies and incidentals for project meetings (\$250), and attending project relevant trainings and conferences (\$350). Also estimating 350 miles of local travel to project and cohort meetings (\$200 at \$0.575 per mile)</p>	
<p><b>Contractual Services (\$138,700):</b> This is broken down into 1) support for Core Team members and 2) contracts for pilots or implementation of strategies in our project's focus areas -</p>	
<p><b>1) Core Team Stipends (\$50,000):</b> For participating in Core Team meetings, planning and learning activities related to CollegeBound enrollment and integration, and supporting family engagement in planning and activities, the City will provide:</p> <ul style="list-style-type: none"> <li>- \$2,000 to large or public institutions (potential Regions Hospital, United Hospital)</li> <li>- \$4,600 - \$5,000 to nonprofit and community- or culturally-based organizations (African American Babies Coalition (AABC), Comunidades Latinas Unidas En Servicio (CLUES), Cultural Wellness Center, Hmong American Partnership, Latino Economic Development Center, Lutheran Social Services of MN – Financial Counseling, Mni Sota Fund (formerly Bii Gii Wiin), Model Cities, Inc. Prepare + Prosper, Ujamaa Place)</li> </ul>	
<p><b>2) Pilot/Implementation Contracts: (\$88,700):</b> In each of our focus areas--financial health, early childhood development and maternal health, the City will contract with one to two organizations to connect CollegeBound eligible families to their children's saving account and to strategies related to those program areas (contracts between \$15,000 and \$30,000 each). The partners will be chosen from the WFS Core Team or CollegeBound's Enrollment Partners and identified once collective planning and learning from Year 1 is complete. The scope of the contracts will potentially include promoting CollegeBound to eligible families, enrolling families in CollegeBound, integrating CollegeBound bonus deposits into programmatic activities, developing processes to share data and information with the City. As</p>	
<b>B) Administrative/Indirect Costs</b>	
Personnel (add rows as needed)	
	\$ -

	\$	-
<b>Total Personnel</b>	\$	-
<b>Overhead (adjust and add rows as needed)</b>		
Space Rental and Utilities	\$	-
Printing and Advertising	\$	-
Communications	\$	-
Travel	\$	-
Supplies	\$	-
Equipment		
	\$	-
<b>Total Overhead</b>		
<b>Administration</b>	\$	-
<b>Provide justification below (Examples are listed below- replace with program justification):</b>		
<b>C) Participant Support Services</b>		
Education		
Transportation/Travel	\$	-
Employment Related	\$	-
<b>(Other - Add rows as needed)</b>		
CollegeBound bonus deposits	\$	75,000
Parent Gauranteed Income Pilot	\$	75,000
<b>Participant Support Services</b>	\$	<b>150,000</b>
<b>Provide justification below (Examples are listed below- replace with program justification):</b>		
<p><b>CollegeBound Bonus Deposits:</b> CollegeBound families can receive deposits into their child's account for completing activities, achieving milestones, and well as equity deposits, in addition to the \$50 seed deposit. We are testing several bonus deposits for families in Year 1, including \$100 equity bonuses for BIPOC families, \$50 opt-in bonus for families with confidential birth records; \$50 deposit for completing a parent survey, \$50 deposit for participating in financial health-related activities and \$50 for participating in early childhood development-related activities. In the Year 2 budget, the City will prioritize equity deposits for families with confidential birth records and the financial health and early childhood bonus deposits.</p> <p><b>Parent Gauranteed Income Pilot:</b> Provide direct cash supplements to randomly selected families who have babies enrolled in CollegeBound Saint Paul, as a part of the City's broader Guarenteed Income Pilot, which is planned to provide \$1,000 recurring monthly payments to low-income Saint Paul residents who lost income due to the COVID-19 health crisis.</p>		
<b>Total Budget (sum of A – C)</b>	\$	<b>400,000.00</b>

Note: Any overrun on line items within the current State approved budget listed above that exceeds (20%) within each line item requires prior approval from the state and must include a budget justification. Notwithstanding Clause XI of the Grant Contract, the revisions can be done on the budget revision form that is available from the State. AMENDMENTS are required to add a budget line item, extend the end date or increase the total grant award, pursuant to Clause XI of this contract.

## Attachment B-1 (Year 2) BUDGET SUMMARY FORM

<b>Agency Name (County, Agency or Tribal Nation):</b>		<b>City of St. Paul</b>
<b>Project:</b>	<b>Whole Family Systems</b>	
<b>Budget Period:</b>	<b>11/1/20 - 10/31/21</b>	
<b>Line Items</b>	<b>GRANT PROGRAM Expenditures</b>	
<b>A) Direct Program</b>		
1. Personnel	\$	90,000
2. Fringe Benefits	\$	27,000
3. Overhead	\$	2,300
4. Contractual Services	\$	130,700
5. Stipends/Incentives	\$	-
<b>Direct Program</b>	<b>\$</b>	<b>250,000</b>
<b>B) Administrative/Indirect Costs</b>		
1. Personnel	\$	-
2. Fringe Benefits	\$	-
3. Other (Add rows as needed)	\$	-
<b>Administrative</b>	<b>\$</b>	<b>-</b>
<b>C) Participant Support Services</b>		
1. Education	\$	-
2. Transportation	\$	-
3. Employment Related	\$	-
4a. Other: CollegeBound Bonus Deposits	\$	75,000
4b. Other: Parent Gauranteed Income P	\$	75,000
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
<b>Participant Support Services</b>	<b>\$</b>	<b>150,000</b>
<b>Total Budget (sum of A1 – C-5)</b>	<b>\$</b>	<b>400,000</b>

Note: Any overrun on line items within the current State approved budget listed above that exceeds (20%) within each line item requires prior approval from the state and must include a budget justification. Notwithstanding Clause XI of the Grant Contract, the revisions can be done on the budget revision form that is available from the State. AMENDMENTS are required to add a budget line item, extend the end date or increase the total grant award, pursuant to Clause XI of this contract.