



Official Grant Award Notification

Grantee Information

Organization Name: City of St. Paul

Identified Official with Authority Name and Title: Jaime Tincher

Address: 15 West Kellogg Blvd, 390 City Hall

City/State/ZIP+4: St. Paul, MN 55102

Phone and Email: 651-266-8569 – jaime.tincher@ci.stpaul.mn.us

Grantee Project Staff

Program Contact Name: Ikram Koliso

Phone and Email: 651-266-8838 – Ikram.koliso@ci.stpaul.mn.us

Business Manager or Accountant Name: Melissa Zellmer

Phone and Email: 651-266-8821 – melissa.zellmer@ci.stpaul.mn.us

Grant Project Title: College Saving Account, Legislatively Named

Single Source Yes No

Funding/Encumbrance Information

GMS NUMBER: 5047

SWIFT Contract Number: 170157

SWIFT Vendor Number: 0000192898-001

Purchase Order Number: 3000022000

Funding Source/Legislative Authority: 2019 Minnesota Session Laws, 1st Special Session, Chapter 11, Subd. 12

Funding/Encumbrance Information Continued

State Fiscal Year: SFY2020

Fund: 1000

FinDeptID: E373F130

AppropID: E372960

Account: 441352

Amount: \$250,000.00

State Fiscal Year: SFY2021

Fund: 1000

FinDeptID: E373F130

AppropID: E372960

Account: 441352

Amount: \$250,000.00

Award Period

Start Date: December 11, 2019

End Date: June 30, 2021

This is a two-year grant award.

Per MS 16B.98 agencies may permit a specifically named, legislatively appropriated, noncompetitive grant recipient to incur eligible expenses up to 60 days prior to an encumbrance being established in the accounting system without a purchasing violation.

Original/Initial Award: \$500,000.00

MDE Authorized Representative

Name: Bobbie Burnham

Division: Early Learning Services

Phone: 651-582-8414

Email: bobbie.burnham@state.mn.us

Grant Specialist

Name: LaDonna Mustin

Division: Grant Services

Phone: 651-582-8832

Email: ladonna.mustin@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.

PURPOSE OF FUNDING/GRANT

To establish a pilot program that (1) creates a college savings account for every child born to a resident of the city of St. Paul during the time period for which funds are available, and (2) performs analysis of potential establishment of a statewide program or program duplication by other cities.

1. 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 by **February 21, 2021** for activities occurring for the grant period of December 9, 2019 through January 31, 2021.

2. FINANCIAL REPORTING

Financial Reporting Forms (FRF) summarizing grant expenditures to date, shall be submitted in the form and manner prescribed by MDE, as follows:

- January 31, 2020 for all expenditures incurred for the grant period December 11, 2019 through December 31, 2019;
- February 28, 2020 for all expenditures incurred for the grant period of January 1, 2020 through January 31, 2020;
- March 31, 2020 for all expenditures incurred for the grant period of February 1, 2020 through February 29, 2020;
- April 30, 2020 for all expenditures incurred for the grant period of March 1, 2020 through March 31, 2020
- May 31, 2020 for all expenditures incurred for the grant period April 1, 2020 through April 30, 2020;
- June 30, 2020 for all expenditures incurred for the grant period May 1, 2020 through May 31, 2020; and
- July 15, 2020 for all expenditures incurred for the grant period June 1, 2019 through June 30, 2019 (final for State Fiscal Year 2020).

State Fiscal Year 2021 – Year 2

- July 15, 2020 for all expenditures incurred for the grant period June 1, 2020 through June 30, 2020.
- August 31, 2020 for all expenditures incurred for the grant period July 1, 2020 through July 31, 2020;
- September 30, 2020 for all expenditures incurred for the grant period August 1, 2020 through August 31, 2019.
- October 30, 2019 for all expenditures incurred for the grant period September 1, 2020 through September 30, 2020.

- November 30, 2020 for all expenditures incurred for the grant period October 1, 2020 through October 31, 2020;
 - December 31, 2020 for all expenditures incurred for the grant period November 1, 2020 through November 31, 2020;
 - January 31, 2021 for all expenditures incurred for the grant period December 1, 2020 through December 31, 2020;
 - February 28, 2021 for all expenditures incurred for the grant period of January 1, 2021 through January 31, 2021;
 - March 31, 2021 for all expenditures incurred for the grant period of February 1, 2021 through February 28, 2021;
 - April 30, 2021 for all expenditures incurred for the grant period of March 1, 2021 through March 31, 2021;
 - May 31, 2021 for all expenditures incurred for the grant period April 1, 2021 through April 30, 2021;
 - June 30, 2021 for all expenditures incurred for the grant period May 1, 2021 through May 31, 2021; and
 - July 15, 2021 for all expenditures incurred for the grant period June 1, 2021 through June 30, 2021 (final).
- a) 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.
 - b) Expenditures incurred on or after July 1 must be submitted on a new and separate FRF.
 - c) 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.
 - d) Reimbursement requests may be submitted no more frequently than once per month and no less frequently than quarterly unless otherwise stated in this OGAN.
 - e) Grantees must track the grant budget and record expenditures and reimbursement payments separately from their other organization budgets.

3. 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.

4. FINAL PROGRAM AND FINANCIAL REPORTING

Final Program and Financial Reporting Forms are due by **July 15, 2021**. 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.
- b) Final Financial Reporting Form (FRF) with a budget narrative describing expenditures.
- c) Expenditure detail report, such as general ledger, from accounting system.

5. BUDGET AND/OR WORK PLAN REVISIONS

The grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10 percent of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10 percent of the total award must be approved in writing by MDE prior to incurring the expenditure. In their request for approval the grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10 percent of the total award for which prior approval has not been granted. Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

6. CANCELLATION

- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to

allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice.

- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

8. AMENDMENTS

Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE authorized representative or their delegate. *No amendments will be considered on expired grant awards.*

