



**Minnesota Department of Natural Resources  
Division of Parks and Trails  
500 Lafayette Road  
St. Paul, MN 55155-4039**

June 09, 2020

Paul Sawyer, Management Assistant III  
City of Saint Paul  
25 W 4th St, 400 CHA  
St. Paul, MN 55102

Dear Paul Sawyer,

RE: City of Saint Paul, Project #0045-20-3B  
Robert Piram Regional Trail Trailhead Improvements

I am pleased to inform you that your application to the 2020 Federal Recreational Trail Program has been selected for funding. A reimbursement grant in the amount of \$150,000 will be established contingent upon final processing of your application.

Over \$4.64 million in grant requests were received by the Federal Recreational Trail Program with \$2.5 million available for funding. Funding for this program comes from the Federal Highway Administration, and will require their final approval.

Our program staff will contact you soon with more information on how to proceed with your project. If you have any questions, please contact Daniel Golner, Trail Grants Coordinator at 651-259-5599.

Trails add to the quality of life in Minnesota. Thank you for advancing outdoor recreation opportunities in your area.

Sincerely,

A handwritten signature in blue ink that reads 'Erika R. Rivers'.

Erika Rivers, Director  
Division of Parks and Trails

CC: File #0045-20-3B

**STATE OF MINNESOTA  
GRANT CONTRACT  
Federal Sub-Award Agreement  
Project # 0045-20-3B**

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources ("State") and City of Saint Paul, 25 W 4th St, 400 CHA, St. Paul, MN, 55102 ("Grantee").

**Recitals**

1. Under Recreational Trail Program (F RTP), United States Department of Transportation, Federal Highway Administration, CFDA #20.219, TRAL026, the State received a federal award of \$2,822,030 of which \$150,000 was sub-awarded to the Grantee, on October 22, 2020 to install trailheads installed along 3.7 miles of new trail and as provided in Minnesota Statutes, section 84.026. This project is not a research and development project.
2. The State sub-awards to the Grantee for the purpose of conducting the program entitled Robert Piram Regional Trail Trailhead Improvements in the approved Project Scope and Budget contained in Attachment "A" which is attached and incorporated into this grant contract.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

**Grant Contract**

**1. Term of Grant Contract**

- 1.1. **Effective date:** This contract becomes effective on **October 28, 2020** or the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5, whichever is later. Per [Minn. Stat. §16B.98](#) Subd. 7, no reimbursements will be made to the Grantee until this grant contract is fully executed. **The Grantee must not begin work under this sub-grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**
- 1.2. **Expiration date:** The contract shall remain in effect until June 30, 2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3. **Survival of Terms:** The following clauses survive the expiration or cancellation of this grant contract: 9 Liability; 10 Audits; 11 Government Data Practices and Intellectual Property; 13 Endorsement; 14 Governing Law, Jurisdiction, and Venue; 16 Data Disclosure; 19 Monitoring; and 25 Additional Program Requirements.

**2. Grantee's Duties**

The Grantee, who is not a state employee, will:

The Grantee will comply with required grants management policies and procedures set forth through [Minn. Stat. §16B.97](#), subdivision 4 (a) (1).

The Grantee shall operate the Project or cause it to be operated as outlined in the approved Project Scope and Budget contained in Attachment "A", which is attached and incorporated into this grant contract. The Grantee agrees to complete the Project in accordance with the approved budget to the extent practicable and within the program period specified in the grant contract. Any material change in the grant contract shall require an amendment by the State (see Section 7.2). The application has been approved by the Grantee's appropriate governing entity as evidenced by Attachment "B", which is attached and incorporated into this grant contract.

The Grantee shall not, prior to twenty years after the date of completion of the project, at any time convert any property acquired or developed pursuant to this contract to uses other than those specified in this contract without the prior written approval of Grantor. The Grantee must maintain property developed as per this contract in a manner consistent with the original purpose of this grant.

The Grantee shall be responsible for the administration, supervision, management, record keeping and program oversight required for the work performed under this contract.

The Grantee is responsible for maintaining a written conflict of interest policy. Throughout the term of this contract, the Grantee shall monitor and report any actual, potential, or perceived conflicts of interest to the State's Authorized Representative.

### 3. Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

### 4. Consideration and Payment

4.1. **Consideration.** Consideration for all services performed by Grantee pursuant to this grant contract shall be paid by the State as follows:

4.1.1. **Compensation.** Compensation in an amount not to exceed \$150,000, according to the breakdown of costs contained in Attachment A. Project Scope and Budget, which is attached and incorporated into this grant contract.

4.1.2. **Matching Requirements.** Grantee certifies that the following matching requirement for the grant will be met by City of Saint Paul. The total project cost is \$292,569. Grantee agrees to match at least \$124,569 of this project cost.

The State shall disburse funds to the Grantee pursuant to this contract on a reimbursement basis not to **exceed seventy-five (75) percent** of its eligible costs, as described in Section 25.

THE TOTAL OBLIGATION OF THE STATE FOR ALL COMPENSATION AND REIMBURSEMENTS TO GRANTEE SHALL NOT EXCEED: \$150,000.

Funds made available pursuant to this Contract shall be used only for expenses incurred in performing and accomplishing the purposes and activities specified herein. Notwithstanding all other provisions of this Contract, it is understood that any reduction or termination of funds allocated to the State may result in a like reduction to the Grantee.

### 4.2. Payment.

The State shall disburse funds to the Grantee pursuant to this contract **on a reimbursement basis**. The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule. The Grantee shall submit payment requests with required expenditure documentation. If necessary, advance payments on grants shall be negotiated between the State and Grantee on a case by case basis. In order to make advance payments, the Grantee must prepare and submit a written justification to the State for approval that details the specific need to utilize advance payments. A copy of the signed justification must be maintained in the grant file. All advance payments on grants over \$50,000 must be reconciled within 12 months of issuance or within 60 days of the end of the grant period.

4.3 **Federal funds.** Payments under this grant contract will be made from federal funds obtained by the State through Federal Recreational Trail Program, CFDA number 20.219 of the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act of 2012; the Fixing America's Surface Transportation (FAST) Act reauthorized the Recreational Trails Program for Federal fiscal years 2016 through 2021. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements. The Grantee agrees to perform this contract in accordance with the Recreational Trails Program, 23 U.S.C. 206, the provisions and conditions of the FHWA's Guidelines.

### 5. Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations including the Project Environmental Assessment has been approved. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed

in violation of federal, state, or local law.

## 6. Authorized Representative

The State's Authorized Representative is Daniel Golner, Trail Grant Coordinator, Division of Parks and Trails, Department of Natural Resources, 500 Lafayette Road, Box 39, St. Paul, MN 55155-4052, 651-259-5599, [Daniel.Golner@state.mn.us](mailto:Daniel.Golner@state.mn.us) and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative or his/her designee will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Paul Sawyer, Management Assistant III, City of Saint Paul, 25 W 4th St, 400 CHA, St. Paul, MN 55102, 651-266-6417, [paul.sawyer@ci.stpaul.mn.us](mailto:paul.sawyer@ci.stpaul.mn.us), or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

The Grantee Authorized Fiscal Agent is , , , , , or his/her successor. If the Grantee's Authorized Fiscal Agent changes at any time during this grant contract, the Grantee must immediately notify the State.

## 7. Assignment, Amendments, Waiver, and Grant Contract Complete

- 7.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant contract without the prior consent of the State and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this grant contract, or their successors in office.
- 7.2. **Amendments.** Any amendment to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.
- 7.3. **Waiver.** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or its right to enforce it.
- 7.4. **Grant Contract Complete.** This grant contract contains all negotiations and contracts between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

## 8. Subcontractors, Contracting, and Bidding Requirements

- 8.1 The Grantee agrees that if it subcontracts any portion of this project to another entity, the contract with the subcontractor will contain all provisions of the contract with the State. The Grantee also agrees to comply with [Title 2 Code of Federal Regulations \(CFR\) 200.317](#) and [200.322](#) (if applicable-both apply to state entities only) as well as 2 CFR 200.318-321, and 2 CFR 200.323-326.

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property

- (a) If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (b) If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2) and paragraph (c).
- (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon

quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)

- (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

## 9. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

## 10. Audits (State and Single)

Under [Minn. Stat. §16B.98, subd. 8](#) and [2 CFR 200.331](#), the Grantee the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

## 11. Government Data Practices and Intellectual Property

11.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

### 11.2 Intellectual Property Rights (if applicable).

11.2.1 **Intellectual Property Rights.** The State owns any intellectual property developed with these funds. The federal awarding agency may receive royalty-free, non-exclusive and an irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so as noted in [2 CFR 200.315](#).

#### 11.2.2 Obligations.

(A) **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this contract, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

(B) *Representation.* The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

## 12. Workers' Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## 13. Endorsement

The Grantee must not claim that the State endorses its products or services and the Grantee must adhere to the terms of 2 CFR 200.315.

## 14. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## 15. Termination

### 15.1 *Termination by the State*

The State may immediately terminate this grant contract with or without cause, upon 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.

### 15.2 *Termination for Cause*

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were 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.

### 15.3 *Termination for Insufficient Funding*

The State may immediately terminate this grant contract if:

- (a) Funding for Grant No. TRAL026 is withdrawn by the United States Department of Transportation, Federal Highway Administration.

## 16. Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

## **17. American Disabilities Act**

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

## **18. Reporting Requirements**

The Grantee shall submit a progress report, in the form prescribed by the State by May 1 of each year during the term of this grant contract. Upon completion of the Project, the Grantee shall certify to the State that the Project, as conducted, conforms to the approved Application. Said certification must be filed with the State prior to final reimbursement for the Project by the State. Forms will be provided by the State.

The Grantee is bound to financial and performance reporting requirements as noted in the approved Project Scope and Budget contained in Attachment "A", which is attached and incorporated into this grant contract.

## **19. Monitoring**

The State shall be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant contract, including a final inspection upon program completion. At least one monitoring visit per grant period on all state grants of over \$50,000 will be conducted and at least annual monitoring visits on grants of over \$250,000.

Following closure of the program, the State's authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

## **20. Invasive Species Prevention**

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (p. 5-8) of Operational Order 113 which may be found at [http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_113.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf).

TERRESTRIAL WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee or subcontractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

AQUATIC WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the project site includes a water body, the grantee shall clean equipment and clothing as noted above, prior to entering and leaving the water body. Prior to leaving the water body, drain water from all equipment, tanks or water retaining components of boats (motors, live well and bilge). Immediately after leaving the water body, drain water from transom wells onto dry land.

## **21. Pollinator Best Management Practices**

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to [Minnesota Statutes, section 84.973](#). Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here: [https://www.dnr.state.mn.us/pollinator\\_resources/index.html](https://www.dnr.state.mn.us/pollinator_resources/index.html), DNR Pollinator Best Management Practices and Habitat Restoration Guidelines.

## 22. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 22.1 The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 22.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

## 23. Whistleblower Protection Rights

Recipient Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights

- (a) This award and employees working on this financial assistance contract will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)
- (b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712
- (c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all sub awards or subcontracts over the simplified threshold. 42 CFR & 52.203-17 (as referenced in 42 CFR & 3.908-9)

## 24. Conflict of Interest

It is the policy of the State of Minnesota to work to deliberately avoid actual, potential and perceived conflict of interests related to grant making at both the individual and organizational levels.

A conflict of interest (actual or potential) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

The Grantee, by signing this contract with the State, certifies it has read and understands the Office of Grants Management [Conflict of Interest Policy 08-01](#), will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual, potential, or perceived conflicts of interest to the State's Authorized Representative.

## 25. Additional Program Requirements

The grantee must comply with **(insert additional program requirements, state and federal law requirements, requirements of the award, etc.)** as well as the terms and conditions for closeout of the sub-award.

### 25.1 Reimbursable Costs.

Eligible costs shall be those costs directly incurred by the Grantee in preparation of and the actual conduct of the Project. Eligible shall be based upon the approved Application and can include the following types of costs provided they are solely related to and necessary for the completion of the Project:

- 25.1.1 Advertising costs solely for (1) Recruitment of personnel; (2) Solicitation of bids; and (3) Disposal of scrap materials;
- 25.1.2 Capital and labor expenditures for facilities, equipment and other capital assets and/or the maintenance of real or personal property which is the subject of the approved Application;
- 25.1.3 Communication costs incurred for telephone calls and postage;
- 25.1.4 Materials and supplies;
- 25.1.5 Freight transportation expenses; and
- 25.1.6 Professional services and administrative costs for the "Project" provided they do not exceed 20% of the total cost of the Project; and
- 25.1.7 Land (including permanent easements) whose value does a licensed appraiser establishes and whose conclusions of value are certified by the state.

Any cost not defined as an eligible cost or not included in the approved Application shall not be paid from the funds received by Grantee under this Contract.

25.2 Non-reimbursable Costs.

Non-eligible costs for reimbursement means all costs not defined as eligible costs, including but not limited to the following that applies to sub-grantee and their associated trail club/organization or project partner:

- 25.2.1 Any expenditure that occurs before the effective date of this contract;
- 25.2.2 Fund raising;
- 25.2.3 Taxes, except sales tax on goods and services;
- 25.2.4 Insurance, except title insurance;
- 25.2.5 Attorneys fees;
- 25.2.6 Loans, grants, or subsidies to persons or entities for development;
- 25.2.7 Bad debts, late payment fees, finance charges or contingency funds;
- 25.2.8 Interest, investment management fees;
- 25.2.9 Lobbyists;
- 25.2.10 Political contributions;
- 25.2.11 Wages and expenses of Grantee's employees;
- 25.2.12 Fringe benefit costs of Grantee's employees; and
- 25.2.13 Land appraisals;
- 25.2.14 Entertainment, gifts and prizes, food and refreshments;
- 25.2.15 Purchase of phones, computers, tablets or audiovisual equipment;
- 25.2.16 Memberships (including subscriptions and dues), publications, periodicals and other subscription fees
- 25.2.17 Agency advertising and marketing expenses
- 25.2.18 Office Rental Fees, and Overhead and Indirect Expenses (including, but not limited to office or storage space rental, utility expenses, copier rental, phone bills, office materials and supplies).

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Statutes 16A.15 and 16B.98.*

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

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

SWIFT PO No. \_\_\_\_\_

**2. GRANTEE**

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

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

DRAFT

Attachment A

PROJECT SCOPE and BUDGET

Recipient: City of Saint Paul

Grant/Project #: 0045-20-3B

Grant Amount: \$150,000

Match: \$142,569 Parks and Trails Legacy

Total Project Cost: \$292,569

Project Scope: To install trailheads installed along 3.7 miles of new trail



Notes: The Financial Management Manual, payment request form and cost summary data sheet are available on our website at <http://www.dnr.state.mn.us/grants/recreation/index.html>. Click on the trail program in which you are participating and look under the "For the Grantee" in the far left column for Project Administration. Click on Project Administration and go to Grant Expenditures and Requests for Reimbursement for the manual and forms.

Attachment B

RESOLUTION

DRAFT