

STATE OF MINNESOTA

PROJECT SPECIFIC PLAN (PSP)

ORIGINAL

Master Contract Number: RAMSEY2020M

Term of Master Contract: 4/01/2020 – 03/31/2025

Master SWIFT Contract (SC) Number: 172740

Grant ID Number: 1150100

GRANTOR / STATE	GRANTEE
Employment and Training Programs (ETP) Division MN Department of Employment and Economic Development 1 st National Bank Building 332 Minnesota Street – Suite E200 Saint Paul, MN 55101-1351	Ramsey County Workforce Solutions 2266 2nd Street N., North Saint Paul MN 55109
GRANT MANAGER CONTACT	GRANTEE CONTACT
Name and Title: Rita Apaloo Phone: 651-259-7540 Email: rita.apaloo@state.mn.us	Name and Title: Michelle Belitz Phone: 651-266-6054 Email: michelle.belitz@ramseycounty.us

Required Attachments: Attachment 1: Work Plan
Attachment 2: Budget
Attachment 3: Terms and Conditions

COMPLETED BY DEED:

Program Name: COVID-19 Disaster Recovery National Dislocated Worker Grant (DWG)			
Start Date¹:	04/20/2021	SWIFT Contract ID:	192448
End Date:	06/30/2022	SWIFT PO Number:	3000431028
Amount:	\$295,647.75	SWIFT Vendor Number + Location:	0000196508.001
Match / Leverage Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Procure-It Number:	60954
		NGA Number:	
AFS Signature:	<i>Robin Culbertson</i>		
	Encumbrance Date: 4/16/21		

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled Attachment 1 and Attachment 2, respectively, is true and accurate to the best of my knowledge and I agree that this PSP is subject to all provisions of the Master Grant Contract Agreement which is incorporated by reference. I further certify that I am authorized to submit this PSP on behalf of the Grantee.


Signature:**Date:****Printed Name and Title of Grantee's Authorized Representative:** Ling Becker, Director**APPROVED BY (GRANTOR / STATE):**

I have reviewed and approved the attached PSP which is referenced in and incorporated into the Master Grant Contract Agreement indicated herein.

Signature:**Date:****Printed Name and Title of State's Authorized Representative:** Marc Majors, Director, Employment and Training Programs Division

¹ Or the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5, whichever is later.

Form 1. Cover Sheet

Organization Submitting Proposal:			
1. Organization Name:	Ramsey County Workforce Solutions		
2. Director Name:	Ling Becker	8. Contact Name:	Michelle Belitz
3. Telephone:	651-266-6001	9. Telephone:	651-266-6054
4. Fax:	651-266-9891	10. Fax:	651-266-9891
5. Email:	ling.becker@ramseycounty.us	11. Email:	michelle.belitz@ramseycounty.us
6. Organization Website:	http://www.workforcesolutionsmn.com		
7. Full Address:	2266 2 nd Street N., North Saint Paul MN 55109		
12. Full Address:	2266 2 nd Street N., North Saint Paul MN 55109		
13. Federal Tax ID: (required)	41-6005875	14. Minnesota Tax ID: (required)	8027226
15. DUNS Number: (required)	01-035-4488	16. SWIFT Vendor ID: (if known)	0000196508 001
Proposal Information:			
17. Proposal Name:	COVID-19 Disaster Recovery National Dislocated Worker Grant (DWG)		
18. Proposal Summary:	Ramsey County and its community partners, Goodwill Easter Seals and Hired, will place 25 dislocated workers into temporary work experiences in disaster recovery humanitarian jobs. Up to five individuals will receive needed skills or certification training to increase their employment outcomes and earnings.		
19. Program Components:	Work experiences, training, support services		
20. Credentials Available:	Specific certificates and/or credentials will be determined on a case by case basis		
21. Geographic Area Served by Proposal:	Ramsey County, MN (WDA #15)		
22. Total Amount of DEED Funds Requested:	\$295,647.75		
23. Anticipated Number of Participants Served by Proposal:	30		
24. Cost Per Participant:	\$9,855		
25. Project Start & End Date:	April 20, 2021 - June 30, 2022		
I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.			
Authorized Signature 	Title Director	Date 4/2/2021	

Executive Summary: Ramsey County Workforce Solutions is requesting \$295,647 of COVID-19 Disaster Recovery National Dislocated Worker Grant to place up to 30 individuals in temporary employment opportunities to address the health and safety challenges caused by the global pandemic. Available employment opportunities will initially be in the areas of food and housing but as the pandemic continues to evolve additional humanitarian efforts may be identified.

WFS will collaborate with Goodwill Easter Seals and Hired to meet the goals of this grant as they are both well-established and experienced providers of workforce programming and provide a full range of social services to residents. As a county department, WFS will also leverage cross departmental communications with food, housing, financial, child support and correctional services across the county as referral channels to the DWG program.

Ramsey County has been responding to the immediate and basic needs of residents created by the pandemic. Below are just a few examples that demonstrate not only the need but the county's ability to respond:

- Nearly 1,000 people experiencing homelessness were sheltered in hotels and emergency shelters and 276 homeless individuals received COVID-19 respite care.
- More than \$10 million dollars in direct financial assistance was provided to 4,551 households to ensure housing stability through Emergency Assistance/Emergency General Assistance for rent, mortgage, utility shut-off, or transportation.
- Nearly 8,000 Ramsey County residents received home-delivered meals, over 22,000 deliveries were made to homes from local food shelf partners, and over 46,000 meals were delivered to students and youth by local school districts or youth programs.

Organization and Equity: Workforce Solutions (WFS), in existence since 2000, is the county administrator of employment service programs including Diversionary Work Program (“DWP”), Supplemental Nutrition Assistance Program Employment and Training (“SNAP E&T”), Minnesota Family Investment Program (“MFIP”), and Workforce Innovation and Opportunity Act (“WIOA”) Dislocated Worker, Adult and Youth Programs. Adult employment and training services provide career counseling and re-training to individuals, including those who are unemployed, underemployed, dislocated workers, and/or adults needing assistance entering or re-entering the workforce. WFS has over 20 years of direct and subrecipient managed experience delivering the full spectrum of dislocated worker services including case management, training, job search and retention services. Priority is given to veterans, those needing basic skills improvement and economically disadvantaged individuals. Services are funded by WIOA Adult and Dislocated Worker (DW) Programs and the Minnesota Dislocated Worker Program.

WFS operates under the authority of the Ramsey County Board of Commissioners and the Workforce Innovation Board of Ramsey County (“WIB”); the WIB is the oversight body for all workforce development in the Ramsey County, WDA #15.

As the most diverse county in the state, Ramsey County continues to position itself as a regional leader in local racial equity efforts. The Workforce Development Area (WDA) works with other boards to address reasons for racial disparities, work on strategic outreach and advocate for policy changes to remove barriers. Key partners are engaged, especially employers, to participate in initiatives that foster innovation, opportunity and support for all workers.

The WIB is interested in providing accessible employment services to reach residents with an array of employment and training services such as those that are displaced, disengaged, unemployed and underemployed, as well as employers seeking workers and/or sector partnerships to upskill their current workforce. The WIB provided valuable insight to the larger effort of Ramsey County toward the development of an Economic Competitiveness and Inclusion Vision Plan. The plan will guide the effort for economic development and embeds inclusive workforce development as a critical strategy, with execution starting in the second quarter of 2021.

Ramsey County has had a significant focus on authentic community engagement. As a result of COVID-19, these efforts were intensified through a Racial Equity and Community Response Team and Equity Action Circles which are made up of community members. Feedback from these efforts along with listening sessions and town halls continue to provide insights on the needs of the community. The WIB continues to prioritize having partner organizations and program participants share regularly at board meetings.

Workforce Solutions, Ramsey County and Board Racial Demographic Percentages

Race	WFS Staff	2018 U.S. Census Estimate	WFS Participants	Ramsey County Board	Ramsey County WIB
American Indian or Alaska Native	0%	1%	3%	0%	6%
Asian	21%	15.3%	13%	0%	3%
Black or African American	20%	12.6%	54%	14%	21%
Hispanic/Latino*	4%	7.6%*	NA	29%	3%
White	51%	67.4%	25%	57%	67%
Multi-Race	4%	3.6%	5%		
Not Specified	0%				

*Includes any race

Partnerships & Collaboration: WFS will collaborate with Goodwill Easter Seals and Hired to meet the goals of this grant as they are both well-established and experienced providers of workforce programming and they are on active contract with the county to deliver Dislocated Worker services in Ramsey County. They have extensive experience providing resources, training, career counseling, employment services, job placements and retention for job seekers. These strengths make them ideal partners for this project.

Additionally, WFS will leverage DEED's unemployment division and REA services to refer Ramsey County UI recipients to WFS for Dislocated Workers services and to fulfill the goals of this grant. WFS, Goodwill Easter Seals and Hired are well connected to a variety of social service providers throughout the county, many who serve unemployed residents. As a county department, WFS will also leverage cross departmental communications with food, housing, financial, child support and correctional services across the County help ensure comprehensive needs of residents are met. Goodwill Easter Seals and Hired are large organizations that provide a full range of workforce and social services to a wide range of residents. These connections will be maximized as referral channels to the DWG program.

There will be several employer partners who will provide DWG program staff with the details of their job openings. Employers will review candidate qualifications, interview and select their new workers from the DWG program. Employers will be responsible for all training and oversight of employees as well as initial payment of payroll and benefits and employers will be reimbursed. Initial efforts will be made to address the increased need in the areas of food and housing created by COVID-19. As the pandemic continues to evolve, additional humanitarian efforts may be identified. WFS will work closely with DEED staff to communicate

these emerging needs and update DEED with new employer partnerships. Due to the abbreviated time frame to respond to this grant, conversations have been started and potential positions and pay ranges have been identified as demonstrated in the chart below:

Subsidized Employment Positions		
<i>Emergency Shelter</i>	Benefit and Housing Navigators	\$18-\$20/hr
<i>Emergency Food Services</i>	Nutritional Services Staff	\$13.50/hr
	Food Rescue Driver	\$20/hr
	Nutritional Services Coordinator	\$24/hr
	Community Social Worker	\$42k/yr
	Youth Development Staff	\$15/hr
	Program Coordinator	\$19/hr

Ramsey County has been responding to the immediate and basic needs of residents created by the pandemic. Below are just a few examples that demonstrate not only the need but the county's ability to respond:

- Nearly 1,000 people experiencing homelessness were sheltered in hotels and emergency shelters and 276 homeless individuals received COVID-19 respite care
- More than \$10 million dollars in direct financial assistance was provided to 4,551 households to ensure housing stability through Emergency Assistance/Emergency General Assistance for rent, mortgage, utility shut-off, or transportation. Distribution of these funds went disproportionately to Black and American Indian households, which are two groups disproportionately impacted by COVID-19 infection.
- Nearly 8,000 Ramsey County residents received home-delivered meals, over 22,000 deliveries were made to homes from local food shelf partners, and over 46,000 meals were delivered to students and youth by local school districts or youth programs.

Work Plan: As stated previously, WFS, Goodwill Easter Seals and Hired are well-established organizations which have dedicated and knowledgeable staff. To successfully implement new grants and projects it will require adequate infrastructure and support at many layers of the organizations. As the applicant, WFS will provide programmatic oversight through the support of a Planning Manager and a Planning and Evaluation Analyst, fiscal oversight will be the responsibility of WFS's Finance Manager, and the implementation oversight will be the responsibility of Program Managers at Goodwill Easter Seals and Hired. WFS staff, as well as staff assigned to implement the program, are experienced with Dislocated Worker programming, training, work readiness and job placement services.

Outreach and recruitment for this grant will occur through a variety of methods including:

- Reverse referrals of volunteers and clients of Ramsey County Community Based Organizations, Housing Shelters, and Food Distribution Centers.
- Traditional recruitment and referrals will be solicited from Dislocated Worker and other workforce programs including MFIP, Youth programs, Unemployment Insurance recipients and those that have exhausted their benefits, and from One Stop Partners.
- Ramsey County websites for residents and job seekers will advertise the DWG program; social media campaigns will occur.
- Traditional communication tools such as email distribution lists and flyers will be utilized to ensure the community is informed of the training and employment opportunities.

Case Managers will interview potential participants to assess potential barriers and readiness for the services including training and employment. Individualized assessments are provided and available to determine skills, educational background and needs, career interests and goals. These include self-guided interest assessments, approved staff administered education level assessments, and career pathway discussions and referrals. Case Managers will be a single point of contact when they review applications for eligibility, process enrollments into the program through intake processes, collaborate on goal development and employment plans, provide assessments, centralized coordination of referrals and support services, manage enrollment and payment for trainings, assist participant in evaluating the recovery job opportunities, helping participant to apply and interview for positions and review timesheets for submission to fiscal department for employer reimbursement.

Work readiness training will be offered when there is an identified need by participants and their Case Manager. Case Managers will connect participants to classroom, virtual, group or one to one coaching or self-study options to help them build the skills required to succeed in training, job search and employment. Case Managers will have participant contact every thirty days at the minimum and more if needed. Contacts with participants will focus on work related progress and issues or barriers. Case managers will utilize a full family and holistic approach as they support participants in their subsidized positions. Support services will be utilized when a barrier may be mitigated through connections and/or payments for needed resources.

The workforce programs of WFS and our partners have continued to operate through COVID-19 and have evolved to new models of virtual service delivery. We have ensured that employment services are available both in person (when allowable and safe) and by providing

services by phone, email or video conferencing. Through county provided CARES Act funding, WFS, in partnership with county locations and the Saint Paul Public Libraries, Community Career Labs were opened to provide online job search tools, referrals to training programs, access to virtual job fairs, workshops, career planning information and more.

Resources for technology will be made available through support service funds and connections to technology access programs. Laptops, phones, and wi-fi connections may be included in the resources that are offered to the participant.

Regularly scheduled check-ins with Case Manager and participant will occur (at least every thirty days). WF1 will be utilized to track activities, progress, case notes and outcomes. Under COVID-19 emergency conditions, Case Managers will meet with participants by phone, via Teams or Zoom or safely in person when allowed.

Budget/Fiscal Capacity: The total DEED funds requested is \$295,647 to serve 30 adults age 18 or older. Average participant cost is estimated at \$9,855. It is estimated that up to 5 individuals may access training through this grant at approximately \$1,000 per person. Program eligible individuals may be co-enrolled in other programs to access work experiences, training and support services.

WFS will serve as the pass-through entity to Goodwill Easter Seals and Hired which are current vendors of WIOA employment programs in Ramsey County and were selected through a competitive solicitation process. As the pass-through entity, WFS will provide oversight, technical assistance and monitoring for the duration of the grant. Our Finance team includes a Finance Manager, Accountant, Account Clerk and a Payroll Specialist with experience in state monitoring activities and financial audits. Funds will allow WFS to:

- Leverage the expertise and networks of the county as well as community-based providers.
- Put up to 25 individuals in work experiences that advance the health and safety efforts of Minnesota during the recovery from COVID19 and provide them an opportunity to re-enter the workforce.
- Put up to five individuals into skills or certification training in order to increase their employment outcomes and wages.
- Increase job placement navigation support in partnership with community-based providers.

Attachment 1. Work Plan

Complete the work plan as applicable to your proposal. Data entered should be cumulative and numeric. Input "N/A" in activities you will not be providing.

Please check all services participants will be enrolled under this grant:

- ☐ Disaster-recovery humanitarian employment only;
☐ Employment and training activities only; or
☒ Both disaster-recovery humanitarian employment and employment and training activities.

Table 1: Participant Plan

Category	Qtr. 1 End Date: 3/31/2021	Qtr. 2 End Date: 6/30/2021	Qtr. 3 End Date: 9/30/2021	Qtr. 4 End Date: 12/31/2021	Qtr. 5 End Date: 3/31/2022	Grant End Date: 6/30/2022
A. DWG funded disaster-recovery employment <u>only</u>	0	2	6	18	23	25
B. DWG funded employment and training activities <u>only</u>	N/A	N/A	N/A	N/A	N/A	N/A
C. Accessing both disaster-recovery and employment and training activities (<i>These may occur concurrently, or one may occur prior to the other.</i>)	0	0	1	3	4	5
D. Total participants accessing DWG funds (A+B+C)	0	2	7	21	27	30
E. Total participants no longer accessing DWG funds	0	0	1	6	12	30
F. Exits to Unsubsidized Employment/Successful Exits	0	0	1	4	8	25
G. All Other Exits	0	0	0	1	3	5
H. Total participants exited (F+G)	0	0	1	5	11	30
I. Current participants accessing DWG funds (D-E)	0	2	6	15	16	0

Table 2: Activity Plan

Activity	Qtr. 1 End Date: 3/31/2021	Qtr. 2 End Date: 6/30/2021	Qtr. 3 End Date: 9/30/2021	Qtr. 4 End Date: 12/31/2021	Qtr. 5 End Date: 3/31/2022	Grant End Date: 6/30/2022
Number of participants Engaged in Disaster Recovery Services	0	2	7	21	27	30
Number of participants accessing DWG funded Career Services						
Individual Plan Development*	0	2	7	21	27	30
Assessment / Staff Assisted Assessment*	0	2	7	21	27	30
Job Search / Staff Assisted Job Search	0	0	1	8	15	17
Career Counseling*	0	2	7	21	27	30
Pre-vocational Services	N/A	N/A	N/A	N/A	N/A	N/A
Work Readiness Services	0	0	2	4	6	6
Work Experience (Unique count)	N/A	N/A	N/A	N/A	N/A	N/A
Transitional Jobs (Specific Work Experience Type)	N/A	N/A	N/A	N/A	N/A	N/A
Unique count of participants accessing DWG funded Training Services						
Non-Credentialed Training	0	0	1	2	3	3
Classroom Training (Credential)	0	0	0	0	1	2
Customized Training (Credential)	N/A	N/A	N/A	N/A	N/A	N/A
OJT Public and Private (Non-credential)	N/A	N/A	N/A	N/A	N/A	N/A
Apprenticeship Training (Credential)	N/A	N/A	N/A	N/A	N/A	N/A
Entrepreneurial Training (Credential)	N/A	N/A	N/A	N/A	N/A	N/A

Required*

Table 3: Budget

Please complete budget form, see Cost Category Definitions as needed. Matching funds are not required; however, applicants are encouraged to leverage federal, private, or other funds. You are also not required to use all cost categories.

TOTAL COST PER PARTICIPANT \$9,855 (Total DEED funds requested divided by the total number of participants)

Office Use Only	Cost Category	(Qtr. 1) Grant Start Date through: 3/31/2021	Qtr. 2 End Date: 6/30/2021	Qtr. 3 End Date: 9/30/2021	Qtr. 4 End Date: 12/31/2021	Qtr. 5 End Date: 3/31/2022	Grant End Date: 6/30/2022
833	Administrative Costs ¹	0	\$733	\$2,282	\$10,434	\$19,319	\$29,564
841	Wage and Fringe	0	\$2,000	\$10,000	\$84,695	\$159,390	\$201,083
885	Direct Services	0	\$4,400	\$8,800	\$13,200	\$25,000	\$50,000
838	Direct Participant Training	0	0	\$1,250	\$2,500	\$3,750	\$5,000
828	Support Services	0	\$1,000	\$3,000	\$5,000	\$7,000	\$10,000.75
Total:		0	\$8,133	\$25,332	\$115,829	\$214,459	\$295,647.75

¹ Administrative costs cannot exceed 10% of total funds requested and expended.

Table 4: Partnership Chart-Compensated Partners/Sub-grantees

List all partners that **will receive compensation** from this grant. Signed letters of intent to contract or contracts from partners explaining what they will contribute and their responsibility in operations should be included. *If a compensated partner has a potential or perceived conflict of interest, such as providing donations to the applicant or sitting on the applicant's board of directors, attach a letter of disclosure explaining the relationship of the partner to the applicant organization.* Letters are not counted to the page limit.

Selected grantees must use their internal procurement policy and issue an RFP to select a sub-grantee through a bid as required by the Uniform Guidance.

Type of Organization (e.g. employer, business, educational institution, etc.)	Name and Address of Organization	Responsibilities: (Case Management, Training, Accounting, etc.)	Key Contact Person and Telephone Number	Letter of Intent Enclosed	Responsible for Workforce One Data Entry	Conflict of Interest Disclosure Letter Required?	Anticipated total amount of compensation from grant
Employer	More Doors	Employer of emergency shelter workers	Amy Blair 651-266-4843	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Wages undetermined at this time
Employer	Start Today Hennepin 2531 Marshall St. NE Minneapolis MN 55418	Employer of emergency shelter workers	Amy Blair 651-266-4843	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Wages undetermined at this time
Employer	Food shelves in Ramsey County	Employer of emergency workers	Carissa Glatt 651-266-2506	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Wages undetermined at this time
Non-profit	Goodwill Easter Seals 553 Fairview Avenue N. Saint Paul MN 55104	Case Management Placements Support Services Training	Sheila Olson (651) 379-5864	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$126,000
Non-profit	Hired 217 Fifth Avenue N. Third Floor Minneapolis MN 55401	Case Management Placements Support Services Training	Julie Brekke 612-715-3628	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$126,000

TERMS & CONDITIONS

Employment & Training Programs (ETP) Division

Department of Employment & Economic Development (DEED)

Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker, State Dislocated Worker, Small Layoff Independent Grant (SLIG), Project Start-Up Grants, and Mass Layoff Projects

This attachment provides:

- 1) Contact Information
- 2) Funding Information and Limitations
- 3) Items Required During the Grant Period

1) CONTACTS:

Adult / Dislocated Worker

Nancy Omondi, Director of Adult Programs
(651) 259-7525
Nancy.Omondi@state.mn.us

Lensa Idossa, Supervisor (651)
259-7508
Lensa.Idossa@state.mn.us

Heather Moore, Grants Specialist Senior
(651) 259-7560
Heather.Moore@state.mn.us

Rita Apaloo, Grants Specialist Senior (651)
259-7540
Rita.Apaloo@state.mn.us

John Connell, Grant Specialist Senior
(651) 259-7550
John.CConnell@state.mn.us

Jennifer Thissen, Grants Specialist Senior
(651) 259-
Jennifer.Thissen@state.mn.us

Sou Thao, Grants Specialist Senior
(651) 259-7564
Sou.Thao@state.mn.us

Linda Skogen, Program Monitor (651)
259-7565
Linda.Skogen@state.mn.us

Kokulo Supuwood, Program Monitor
(651) 259-7586
Kokulo.Supuwood@state.mn.us

Amy Carlson, Performance Lead (651)
259-7542
Amy.Carlson@state.mn.us

Trade Adjustment Assistance (TAA)

General TAA Contact

(651) 259-7543 or 888-234-1330

Sarah Saito, TAA Supervisor

(651) 259-7546

Thomas Sommer

(651) 259-7585

Laurie Larson

(651) 259-7681

Jennifer Anderson

(651) 259-7690

Mohamed Farah

(651) 259-7505

Claudette Parchment-Roehrich

(651) 259-7516

Crystal Nickles

(651) 259-7553

Jackie Umlauf

(218) 739-7560

Olajide Williams

(651) 259-7431

Tamika Brewer

(651) 259-7588

Margaret Odanga

(651) 259-7551

Ann Malz

(651) 259-7593

Rapid Response

Marla Beaty, TAA Liaison

(218) 259-380

Liz McLoone, Labor Liaison

(651) 259-7145

Jason Wadell

(651) 259-7552

Mee Yang

(651) 259-7548

John Mohs

(651) 259-7535

Laura Dale

(651) 259-7519

Finance

Chris Ortega, ETP Fiscal Director

(651) 259-7580

Chris.Ortega@state.mn.us

JoAnne Beaudry, Grants Coordinator

(651) 259-7577

Joanne.Beaudry@state.mn.us

FSR/RPR Submittal Address:

DEED.FSR@State.mn.us

Workforce One (WF1) Contact:

Amy Carlson, Performance Lead

(651) 259-7542

Amy.Carlson@state.mn.us

WF1 Website (to submit service desk tickets):

<https://apps.deed.state.mn.us/survey/ticket.shtml>

2) FUNDING INFORMATION AND LIMITATIONS:

- **Research and Development (R&D):** Only applicable to Federal Funds
- **Federal Award Notification (FAIN) Number:** Only applicable to Federal Funds
- **Federal Funding Accountability and Transparency Act (FFATA) Description:** Only applicable to Federal Funds
- **Notice of Award (NOA) Federal Award Signed Date** (the date when the Federal NOA was signed by the authorized official of the Federal awarding agency): Only applicable to Federal Funds
- **DUNs Number:** Grantee must be registered and current with <https://www.sam.gov/portal/SAM/#1>
- **Uniform Guidance §200.331 - Requirements for grantees:**
 - A requirement that the grantee permit the state agency and auditors to have access to the grantee's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and
 - Appropriate terms and conditions concerning closeout of the subaward.
- **Cost Category Definitions:** See Planning Instructions
- **Administration Limit:** Maximum of ten percent (10%) may be expended for administration costs for formula grants and mass layoff projects.

3) ITEMS REQUIRED DURING THE GRANT PERIOD:

- **Grant Program Monitoring Guide:**
 - Complete and return to program monitor as requested.
- **Monthly Financial Status Report (FSR) / Monthly Reimbursement Payment Request (RPR):**
 - Due 20 days after month end. For example, the June RPR (June 30 end date) is due July 20.
 - Report accrued monthly expenditures.
 - A monthly RPR/FSR is required even if no funds were expended.
- **Quarterly Progress Report (QPR):**
 - Due 30 days after quarter end. For example, the Quarter 1 report (September 30 end date) is due October 30.