



CENTRAL MINNESOTA Joint Powers Board

Joint Powers Board

Mission: To guarantee the success and viability of the CareerForce system in Local Workforce Development Area 5 (LWDA 5), provide Workforce Development Board oversight, preserve local control efforts, and support the LWDA 5 Central Minnesota Jobs and Training Services, Inc. Joint Powers Board Agreement

AGENDA

October 9, 2026

12:40 pm–1:30 pm

In-person attendance at CMJTS' Monticello office in conference room 127.

Please go to board meeting page for all meeting materials and links to join meetings virtually:

<https://www.cmjts.org/cmjts-joint-powers-board-workforce-development-board-and-committee-meetings>

JPB MEMBERS:

- | | |
|--|---|
| ☐ Commissioner Jeanne Holland, Chair – Wright | ☐ Commissioner Doug Krueger – McLeod |
| ☐ Commissioner Dan Whitcomb, Vice Chair – Mille Lacs | ☐ Commissioner Paul Johnson – Meeker |
| ☐ Commissioner, Duane Anderson, Secretary – Kandiyohi | ☐ Commissioner Steve Hallan -- Pine |
| ☐ Commissioner Rick Greene – Chisago | ☐ Commissioner John Robinson - Renville |
| ☐ Commissioner Alan Duff – Isanti | ☐ Commissioner Brad Schumacher – Sherburne |
| ☐ Commissioner Wendy Caswell– Kanabec | |

STAFF:

- | | |
|---|---|
| ☐ Dina Wuornos, Executive Director | ☐ Jake Humphrey, Finance Manager |
| ☐ Kristin Yeager, HR/IT Director | |

1. Call to order

2. Welcome/Introduction of Members and Guests

CONSENT AGENDA: A single motion and vote are taken on all items listed under the consent agenda. Items may be added or deleted at the request of committee chairs, staff, or partners.

3. Approval of the Consent Agenda

- a. Meeting Agenda*
- b. Previous Meeting Minutes*
- c. Financial Report and Bank Reconciliation Report*
- d. CareerForce Customer Usage Data Reports*
- e. CMJTS Grant Report*
- f. County Unemployment Rates*
- g. Talent Development Incumbent Worker (IW) Report*
- h. Committee membership changes*

NOTE: If you are unable to attend this meeting, please contact Kristin Yeager at kyeager@cmjts.org or 612-805-9312 (cell)

Upon request, this material can be made available in alternate formats.

Auxiliary aids and services are available upon request to individuals with disabilities by contacting the front desk at 763.271.3700

REGULAR AGENDA

4. Legislative Updates – Wuornos

5. Old Business

a.

6. New Business

- a. Citizen of the Year 2026 – Steve Hallan* - Holland
- b. Local and Regional Plans* [Link to Local and Regional Plan](#) – (Motion to Approve) – Holland
- c. MAWB Conference Updates: Holland, Caswell, Anderson, Whitcomb, Duff, Johnson, Schumacher, Wuornos
- d. MAWB 2026 Promising Practice – SNAP E&T Program* - Wuornos
- e. 2027 Board Schedule* (Motion to Approve) - Holland
- f. CGR – Open House Series* – FYI - Wuornos
- g. SNAP 50-50 Funds* (Motion to Approve) – Holland
- h. Community Crime Intervention and Prevention (CCIP) Grant* (Motion to Accept) – Holland
- i. Otsego Prairie Festival FYI – Wuornos
- j. Fixed Asset Limit Policy* (Motion to Approve) - Wuornos
- k. NAWB Workforce Impact Summit Update – Holland
- l. 2027 JPB Member Elections Update – All Members
- m.

7. County Updates (time permitting)

8. Future Meeting Agenda Items

9. Adjournment

*Attachment

NEXT MEETING SCHEDULE

NO MEETINGS IN NOVEMBER

December 11, 2026

8:00 am	–	8:50 am	CMJTS Operations Committee
9:00 am	–	9:50 am	Workforce Development Committee
9:00 am	–	9:50 am	Community & Government Relations Committee
9:00 am	–	9:50 am	Youth Committee
10:00 am	–	10:50 am	Workforce Development Board
11:00 am	–	11:30 am	LMI
11:40 am	--	12:30 pm	Presentation of the Annual Fiscal Audit to Operations and JPB
12:40 pm	--	1:30 pm	Joint Powers Board

All Meeting information, Meeting Links, and attachment information can be found:

CMJTS Joint Powers Board, Workforce Development Board, and Committee Meetings Page:

<https://www.cmjts.org/cmjts-joint-powers-board-workforce-development-board-and-committee-meetings/>

JOINT POWERS MEETING MINUTES

June 12, 2026

MEMBERS PRESENT: JOINT POWERS BOARD

Commissioners Jeanne Holland (chair), Dan Whitcomb (vice-chair), Duane Anderson (secretary), Wendy Caswell, Rick Greene, Steve Hallan Paul Johnson, Doug Krueger, John Robinson, Brad Schumacher, Alan Duff

MEMBERS ABSENT: JOINT POWERS BOARD

The meeting was called to order at 12:48 am

WELCOME/INTRODUCTIONS

APPROVAL OF THE AGENDA:

- Request by Wuornos to add a meeting agenda item - New Business letter P – CMJTS Salary Scale (Motion to Approve)

Motion: Duff made the motion to approve the agenda with the amended meeting agenda.

Seconded by: Whitcomb. Roll Call taken - Motion carried.

APPROVAL OF THE CONSENT AGENDA:

Motion: Greene made the motion to approve the rest of the items listed in the consent agenda.

Seconded by: Whitcomb. Roll Call taken - Motion carried.

REGULAR AGENDA

Legislative Updates – Wuornos

- Pretty light currently for programming at CMJTS. Back into session June 23, 2026
- Focusing on high priority items do not believe WIOA reauthorization will be on the docket.
- CGR committee of the board working on advocacy

OLD BUSINESS

JPB Officer Updates - Holland

- Officer elections were conducted last meeting however reviewed the by-laws. JPB officer elections were for a two-year term. Currently in the middle of the term. JPB officers will stay the same as previous year and not change.

NEW BUSINESS

Line of Credit Renewal - Wuornos

- Line of Credit renews each June.
- CMJTS receives funds either through Cash Advance or Request for Reimbursement where cash is required up front and payments reimbursed within 30 days.
- DEED shared that CMJTS would need to move to be a 100% Request for Reimbursement provider. DEED previously shared that CMJTS formula grants could remain in Cash Advance.
- CMJTS needs an increased Line of Credit in case they are moved to 100% RPR

- This June 2026 Line of credit renewal has increased the Line of Credit from \$200,000 to \$500,000.
- Leadership working hard to ensure some Cash Advance options remain available.
- Interest payments for Line of Credit need to come from CMJTS unrestricted funds.
- Current unrestricted funds equal approximately \$100,000
- CMJTS has requested a one-month operational grant to access funds as they wait to determine if CMJTS will become 100% RPR

Motion: Whitcomb made the motion to approve the Line of Credit Renewal and increase to \$500,000 Seconded by: Greene. Roll Call taken - Motion carried.

2026-27 CMJTS Benefits Renewal - Yeager

- All benefits remained the same
- Medical Insurance – 10% reduction
- Dental Insurance – 7% increase – those premiums are employee paid 100%
- Rest of premiums stayed the same
- Removed STD 1/1/26 with Minnesota Paid Family Leave

Motion: Duff made the motion to approve 2026-27 CMJTS Benefits Renewal as presented. Seconded by: Hallan. Roll Call taken - Motion carried.

By-Laws Amendment - Wuornos

- Amendment to clarify WDB membership teams for a two year term

Motion: Greene made the motion to approve the By-Laws Amendment as presented. Seconded by: Whitcomb. Roll Call taken - Motion carried

WDB Office of Treasurer and Vice Chair - Holland

- WDB elected Lisa Zwart as WDB Treasure
- WDB elected Ian Weiss as WDB Vice Chair
-

Motion: Duff made the motion to approve Lisa Zwart as WDB Treasurer and Ian Weiss as WDB Vice Chair. Seconded by: Hallan. Roll Call taken - Motion carried.

Workforce Development Board Changes

WDB Applications

- Deb Meyer
- Lezlie Sauter
- Bob Dockendorf
- Gary Foster
- Rebecca Wierschke
- Stephanie Hanson

Resignations/Retirements - Holland

- Dr. Craig Johnson
- Tim Truebenbch
- Mark Netzinger
- Rebecca Nelson

Workforce Development Committee Members - Holland

- Brian Fleming
- Megan Jarvie

Motion: Greene made the motion to accept the WDB Applications, Retirements and Resignations, and Workforce Development Committee members as presented. Seconded by: Duff. Roll Call taken - Motion carried.

Subsequent Designation - Wuornos

- Workforce Boards are required to request subsequent designation annually
- Completed request two years ago and CMJTS was not approved because of the financial situation.
- Have made the request for this year. Have not received response.
- No local areas have received response regarding their request for subsequent designation.
- FYI only

Task Force Survey - Wuornos

- Request from Governors Workforce Development Board along with several legislatures are putting together task force to identify – what are workforce boards doing, what are resources are needed to be successful – are there gaps or areas of concern.
- Wuornos put together responses with input from the Workforce Development Board
- Key Point feedback provided:
- Lack of partner presence has hurt service delivery.
- Making sure that funding is equitable across all 87 counties.

Local and Regional Plan Updates - Wuornos

- Every 4 years need to draft a local plan – talks about what the local workforce development board is planning. Year 2 we are required to update local plan with tweaks. Make sure any changes are identified. Dina will be preparing for September and JPB will approve in October.
- Regional partnership with Career Solutions creates the regional plan to align workforce development strategies with broader regional economic and labor markets. Intent to save money.

One Stop Operator RFP - Wuornos

- OSO is part of WIOA law
- All local CareerForce areas are required to have a OSO to manage the services that are delivered in the CareerForce system.
- CMJTS and Career Solutions opted to do a OSO in 13 counties because of common partnerships.
- Previous contract ended June 2025. DEED is updating their policy so we have waited to move forward.
- CMJTS and Career Solutions have decided to award the OSO to the consortium that has been used for the past two years. Last two times the consortium was the only RFP respondent. Consortium is made of VRS, Job Service, and ABE.
- Title 1 joins the consortium after it is awarded.

Cash Advance Application - Wuornos

- Discussed with the Line of Credit conversation.
- Communication sent to Marc Majors was included in the packet.
- FYI only

WDB Predictive Market Policy - Wuornos

- Per recommendation from Commissioner Schumacher CMJTS has incorporated a Predictive Market Policy for CMJTS staff.
- Recommended to add a similar policy to cover the Workforce Development Board members

Motion: Whitcomb made the motion to approve WDB Predictive Market Policy as presented.

Seconded by: Schumacher. Roll Call taken - Motion carried.

County Commissioner Meeting Agenda Items - Wuornos

- Diane Johnson will be scheduling Dina and team to attend the county commissioner meetings
- Commissioners – would you be willing to talk to your fellow commissioners and find out what information would you be interested in receiving.
- Want to make sure the meetings are valuable for your county
- Wright county – workshop – It's easier to do Q&A more informal meeting
- Duff – agreed – interested at what's at the MAWB conference in August
- All counties have a workshop meeting – Kandiyohi doesn't have it.
- Paul Johnson – also broadcasts live their normal board meeting
- Dina will follow up with you individually
- Greene – budget finance meeting which is earlier
- Krueger – workshop agree – would like to have you talk how sound you are fiscally. Krueger doesn't want to get stuff securing levy funding.

2026-27 Merit Increase Matrix and Salary Structure

- Presented the updated 2026 CMJTS salary structure information. No changes except for the move in the Finance Manager to Finance Director
- Also presented the 2026 Merit Increase Matrix that equates to an OVERALL increase of 4.2%

Motion: Duff made the motion to approve 2026-27 Merit Increase Matrix and Salary Structure as presented. Seconded by: Whitcomb. Roll Call taken - Motion carried.

County Updates

Chisago – still on strike – 40+ days. Met with the state mediator on Monday and met with the Union. Have been able to continue operations. About 70% have crossed the line and are working.

ADJOURNMENT

Motion: Holland made the motion to adjourn the Joint Powers Board meeting at 1:54 pm

JPB Secretary Signature

Central Minnesota Jobs and Training Services, Inc.

Balance Sheet

Reporting Book:

ACCRUAL

As of Date:

08/31/2026

	Month Ending 08/31/2026	Month Ending 08/31/2025	
	Current Balance	Prior Year	Difference
Assets			
Current Assets			
Cash and Cash Equivalents	(164,619.20)	(41,821.06)	(122,798.14)
Accounts Receivable, Net	647,237.69	261,827.07	385,410.62
Other Current Assets	35,190.68	34,897.52	293.16
Total Current Assets	517,809.17	254,903.53	262,905.64
Long-term Assets			
Property & Equipment	(232,258.37)	(226,026.57)	(6,231.80)
Right of Use Assets, Net	1,563,390.00	1,563,390.00	0.00
Total Long-term Assets	1,331,131.63	1,337,363.43	(6,231.80)
Loans Receivable	1,231.00	1,231.00	0.00
Total Assets	1,850,171.80	1,593,497.96	256,673.84
Liabilities and Net Assets			
Liabilities			
Short-term Liabilities			
Accounts Payable	114,357.02	115,482.09	(1,125.07)
Accrued Liabilities	238,627.05	163,466.74	75,160.31
Accrued Taxes	0.04	0.03	0.01
Notes Payable - Current Portion	12,044.72	1,229.26	10,815.46
Other Short-term Liabilities	350,659.46	284,230.00	66,429.46
Total Short-term Liabilities	715,688.29	564,408.12	151,280.17
Long Term Liabilities			
Other Long-term Liabilities	1,292,973.00	1,292,973.00	0.00
Total Long Term Liabilities	1,292,973.00	1,292,973.00	0.00
Other Liabilities	(232,256.47)	(232,256.47)	0.00
Interfund Due to	8,426.06	8,426.06	0.00
Total Liabilities	1,784,830.88	1,633,550.71	151,280.17
Net Assets	65,340.92	(40,052.75)	105,393.67
Total Liabilities and Net Assets	1,850,171.80	1,593,497.96	256,673.84

*Cash decrease and AR increase due to switch from Cash Advance to Reimbursement on Deed Grants

*Accrued Liability Increase is related timing of Payroll

*Other Short-term Liabilities is the balance on our Line of Credit

Central Minnesota Jobs and Training Services, Inc.
Statement of Activities - All Funds

	Quarter Ending 09/30/2025	Quarter Ending 12/31/2025	Quarter Ending 03/31/2026	Quarter Ending 06/30/2026	Quarter Ending 08/31/2026
Operating Revenue					
Grant Revenues					
Grant Revenue - Governmental	727,404.20	1,601,058.91	1,659,831.07	2,163,474.74	952,149.12
Grant Revenue - Other	8,366.81	8,377.12	10,612.63	11,336.59	0.00
Total Grant Revenues	735,771.01	1,609,436.03	1,670,443.70	2,174,811.33	952,149.12
Contributions	119.00	544.00	3,516.00	13,303.00	176.00
Contributions In Kind	0.00	0.00	0.00	4,300.00	0.00
Revenue - Other	1,915.72	9,520.68	37,129.87	34,829.99	17,672.29
Total Operating Revenue	737,805.73	1,619,500.71	1,711,089.57	2,227,244.32	969,997.41
Expenditures					
Personnel					
Salary and Wages	260,588.24	775,066.29	749,748.98	799,540.95	546,830.55
PR Benefits	60,318.53	183,918.88	222,782.16	239,073.27	126,067.29
PR Taxes	16,713.58	50,713.88	59,291.77	64,878.81	41,465.89
Total Personnel	337,620.35	1,009,699.05	1,031,822.91	1,103,493.03	714,363.73
Occupancy	26,334.95	82,744.92	77,799.62	72,713.78	49,399.02
Professional Fees	971.90	18,512.62	63,790.07	49,800.88	9,676.78
General and Administrative Expenses					
Advertising and Promotion	2,408.67	2,967.19	912.08	470.00	10,365.00
Conferences, Conventions, and Meetings	145.23	204.52	896.98	0.00	1,990.00
Copying and Printing	2,642.22	8,040.20	7,593.66	8,803.25	4,887.24
Depreciation	0.00	0.00	0.00	6,231.80	0.00
Due and Subscriptions	25,733.57	37,052.13	91,043.36	25,264.21	48,679.20
Facilities	0.00	0.00	1,026.99	0.00	595.20
Finance Charges	189.89	633.77	579.79	1,563.89	300.10
Insurance	3,566.79	3,667.62	3,667.62	12,553.75	8,988.72
Interest Expenses	0.00	40.74	0.00	134.25	727.16
Miscellaneous Expense	0.00	1,757.39	7,612.48	55,389.57	2,585.76
Office Supplies	1,839.46	5,792.62	1,753.97	6,151.08	1,821.26
Other Expenses	0.00	0.00	160.57	175.15	0.00
Postage and Delivery	156.00	525.44	946.00	1,029.00	479.98
Repairs and Maintenance	0.00	44.50	8,999.92	9,054.45	370.00
State and Local Taxes	0.00	0.00	3,693.24	4,085.28	2,556.64
Telecommunication	7,652.47	13,232.05	8,911.98	20,557.80	6,143.18
Travel Expenses	4,352.46	17,279.88	19,017.41	22,893.95	30,153.66
Utilities	184.73	997.77	594.46	1,036.78	1,509.08
Total General and Administrative Expenses	48,871.49	92,235.82	157,410.51	175,394.21	122,152.18
Member Benefit Expense	141,185.51	405,227.92	425,015.73	638,625.56	255,929.35
Payments to Affiliates	3,485.30	3,626.86	0.00	36,611.94	5,728.08
Total Expenditures	558,469.50	1,612,047.19	1,755,838.84	2,076,639.40	1,157,249.14
Change In Net Assets	179,336.23	7,453.52	(44,749.27)	150,604.92	(187,251.73)

Central Minnesota Jobs and Training Services, Inc.
Quarterly Expenses with Budget by Activity Code

Reporting Book:

As of Date:

Project:

ACCRUAL

08/31/2026

Adult Grants

	Expenditures	Expenditures	Difference
	Actual	Budget	Summary
Active Projects			
Meat Processing	22,671.36	22,671.36	0.00
CentreCare	6,810.47	6,810.47	0.00
PY25 WIOA Adult Formula Grant	700,049.00	700,049.00	0.00
PY25 WIOA Dislocated Worker Formula Grant	629,083.00	629,083.00	0.00
PY25 State Dislocated Worker Formula Grant	1,364,583.60	1,581,329.00	216,745.40
Isanti County Opioid	73,171.68	90,000.00	16,828.32
WIOA Adult Formula Grant PY26	38,529.78	138,088.00	99,558.22
WIOA Dislocated Worker PY26	8,120.11	118,935.00	110,814.89
State Dislocated Worker PY26	13,229.67	1,562,466.00	1,549,236.33
Drive for Five	56,820.02	600,000.00	543,179.98
WESA	61,371.01	140,000.00	78,628.99
Growing Careers Agriculture DW	31,978.67	254,000.00	222,021.33
On-Ramp to Career Pathways	24,409.10	250,000.00	225,590.90
Snap State Pledge Funding	79,617.86	207,000.00	127,382.14
Total Active Projects	<u>3,110,445.33</u>	<u>6,300,431.83</u>	<u>3,189,986.50</u>

*Meat Processing Grant is a grant with partners that does not have a specific budget for CMJTS, but amounts are billable.

*CentreCare Grant does not have a specific budget for CMJTS, but amounts are billable.

*PY25 WIOA Adult and Dislocated Worker grants successfully closed in August 2026.

*First allotments received for WIOA Adult and Dislocated Worker. Additional funding to come later this year.

*Full allotment of PY26 State DW was received.

Central Minnesota Jobs and Training Services, Inc.
Quarterly Expenses with Budget by Activity Code

Reporting Book:

As of Date:

Project:

ACCRUAL

08/31/2026

Youth Grants

	Expenditures	Expenditures	Difference
	Actual	Budget	Summary
Active Projects			
Youth Employment Transition Model	995,697.09	1,660,686.60	664,989.51
PY25 WIOA Youth	304,534.20	801,840.00	497,305.80
PY25 Minnesota Youth Program	193,663.74	221,988.00	28,324.26
Minnesota Youthbuild Program PY25	41,697.39	75,000.00	33,302.61
PY25 Youth at Work Competitive Grant	149,672.07	150,000.00	327.93
Youth Support Services	39,807.44	80,000.00	40,192.56
TANF Youth 2026	7,434.13	22,500.00	15,065.87
Total Active Projects	1,732,506.06	3,012,014.60	1,279,508.54

*Year 2 funding received for Youth Support Services

Central Minnesota Jobs and Training Services, Inc.
Quarterly Expenses with Budget by Activity Code

Reporting Book:

As of Date:

Project:

ACCRUAL

08/31/2026

PA Grants

	Expenditures	Expenditures	Difference
	Actual	Budget	Summary
Active Projects			
Pine MFIP PY26	191,893.59	285,835.00	93,941.41
Chisago MFIP PY26	125,944.92	206,561.00	80,616.08
Kanabec MFIP PY26	120,172.37	175,001.00	54,828.63
McLeod MFIP PY26	109,135.93	159,554.00	50,418.07
Meeker MFIP PY26	103,185.16	157,980.00	54,794.84
Renville MFIP PY26	90,592.67	146,340.04	55,747.37
Total Active Projects	740,924.64	1,131,271.04	390,346.40

Central Minnesota Jobs and Training Services, Inc.
Quarterly Expenses with Budget by Activity Code

Reporting Book:

As of Date:

Project:

ACCRUAL

08/31/2026

Business Svrc Grants

	Expenditures	Expenditures	Difference
	Actual	Budget	Summary
Active Projects			
Initiative Foundation - Strategic Planning	22,104.44	27,500.00	5,395.56
Initiative Foundation - Focus Groups	62.52	6,000.00	5,937.48
PY25 Rural Career Counseling (RC3)	115,112.31	190,000.00	74,887.69
Registered Apprenticeship - Minnesota Workforce Boards	36,160.18	136,568.00	100,407.82
LEAP PY26	18,859.58	93,063.00	74,203.42
Paid Leave Outreach	54,268.46	100,000.00	45,731.54
Regional Plan Implementation Funding (WIOA Set Aside)	545.89	21,272.00	20,726.11
Career Navigator RA	795.39	29,834.00	29,038.61
Total Active Projects	247,908.77	604,237.00	356,328.23

Central Minnesota Jobs and Training Services, Inc.

Reconciliation report

As of 08/31/2026
Account: Cash - Operating

Statement ending balance	4,516.81
Deposits in transit	27.46
Outstanding checks and charges	(166,947.71)
Adjusted bank balance	<u>(162,403.44)</u>
Book balance	(162,403.44)
Adjustments*	0.00
Adjusted book balance	<u>(162,403.44)</u>

Total Checks and charges Cleared	727,102.97	Total Deposits Cleared	695,963.58
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Deposits

Name	Memo	Date	Doc no.	Cleared	In transit
General Ledger entry	1.2025 Bank Interest	02/02/2025	JV017511		13.72
General Ledger entry	1.2025 Gen Acct Interest	02/02/2025	R0003734		13.72
General Ledger entry	1.2024 Postage Allocation	08/01/2026			0.02
	Clear 7.18.2025 Sunshine Transfer from Gen Recon	08/01/2026		28.50	
	Clear 7.3.2025 Sunshine Transfer from Gen Recon	08/01/2026		28.50	
General Ledger entry	Reversed -- 7.31.2026 403B JE	08/03/2026		13,478.08	
Deed		08/03/2026		14,027.61	
MN Valley Action Council		08/04/2026	581388	5,375.17	
Deed		08/04/2026		20,699.54	
McLeod County		08/05/2026		15,817.23	
Deed		08/05/2026		24,112.68	
Deed		08/06/2026		1,330.00	
	LOC to General 8.7.2026	08/07/2026		7,500.00	
	LOC to General 8.10.2026	08/10/2026		6,000.00	
West ABE		08/11/2026	10997	7,025.52	
Deed		08/12/2026		3,227.15	
	LOC to General 8.13.2026	08/13/2026		96,000.00	
Deed		08/13/2026		28,500.00	
	LOC to General 8.14.2026	08/14/2026		5,000.00	
Deed		08/14/2026		963.74	
	Sweep 8.17.2026	08/17/2026		13,711.28	
	Sweep 8.18	08/18/2026		9,114.84	
Deed		08/19/2026		7,132.03	
Deed		08/20/2026		7,271.46	
Deed		08/20/2026		12,700.00	
Deed		08/24/2026		45,608.20	
Pine County		08/25/2026	60059	19,810.65	
Kanabec County		08/25/2026	034339	13,062.62	
Meeker County		08/25/2026	125455	10,419.44	
Isanti County		08/25/2026	226302	27,524.36	
LYFT		08/25/2026	280376	6,670.38	
Stephanie Jensen		08/25/2026		220.37	
Bridget Paulson		08/25/2026		50.00	
Deed		08/26/2026		71,676.12	
	LOC to General 8.27.2026	08/27/2026		39,000.00	
Social Security Administration		08/27/2026		571.00	
Social Security Administration		08/27/2026		571.00	
Social Security Administration		08/27/2026		571.00	

Central Minnesota Jobs and Training Services, Inc.

Reconciliation report

As of 08/31/2026

Account: Cash - Operating

Social Security Adminis- tration	08/28/2026	571.00	
Deed	08/28/2026	135,082.79	
Social Security Adminis- tration	08/28/2026	571.00	
Renville County	08/28/2026	10,348.36	
Social Security Adminis- tration	08/28/2026	571.00	
Deed	08/31/2026	14,020.96	
Total Deposits		695,963.58	27.46

Checks and charges

Name	Memo	Date	Check no.	Cleared	Outstanding
University of St Thomas		09/30/2019	96410		3,226.00
American Family Insur- ance		03/12/2020	96920		1,239.00
Superior Point		04/09/2020	97035		6,914.00
Geico Casualty Com- pany		10/22/2020	97537		123.13
Leabch, Craig		03/25/2021	97987		1,236.37
Schwitters, Chad		06/03/2021	98157		450.00
Almeida, Lorilee		07/29/2021	98285		57.00
Ins Assoc America		07/29/2021	98298		376.26
Navarro-Garcia, Marco		07/29/2021	98303		50.00
Skinaway, Joscelyn		09/09/2021	98426		75.00
AT&T Mobility		11/04/2021	98548		42.51
Leonard, Maria		12/16/2021	98687		36.43
Rodriguez, Savannah		12/16/2021	98703		50.00
Kruger, Anthony		01/27/2022	98808		57.50
Swanson, Sebastian		02/10/2022	98860		10.00
Phlebotomy Training Specialists		04/21/2022	99053		436.00
Coborn's		06/02/2022	99147		60.00
Coborn's		06/02/2022	99148		60.00
Gahbow, Wesley		08/11/2022	99357		245.00
Smith, Jon		08/11/2022	99376		245.00
Osvaldo, Rojas		03/09/2023	99875		20.00
Postmaster		08/10/2023	100290		118.00
Wuornos, Sage		09/21/2023	100402		51.25
	Reclass 0370 549 to 1124	10/26/2023	JV017453		1,920.00
Stumpf, Scott		11/02/2023	100503		106.75
Trellis Management CO.		12/29/2023	100597		665.00
Federated Co-ops Inc.		12/30/2023	8282		60.00
	1.2024 Postage Alloca- tion	01/31/2024	JV016848		0.02
Legacy2Inspire		03/22/2024	100790		116.30
Benton County Agricul- tural		05/02/2024	100876		100.00
Dahlgren, Anya		07/25/2024	101144		400.00
Postmaster		08/22/2024	101295		120.00
Residential Services, Inc.		09/01/2024	101231		600.00
Wreck-Less Driving Academy		09/19/2024	101325		390.00
Klinkner, Jayden		10/03/2024	101349		25.00
Drobnick, Randa		12/12/2024	101516		26.56
Washington County Court		01/23/2025	101648		247.00
	Opening Difference	02/01/2025			113.85
General Ledger entry	BP-Johnson, A- milestone Incent	02/06/2025	3438		250.00
Haji, Hamdi		07/01/2025	1030		34.10
Kautz, Parker		07/01/2025	1038	450.00	
McCloud, Samantha		07/01/2025	1052		339.95
	7.3.2025 Sunshine Transfer	07/02/2025		(28.50)	
	7.18.2025 Sunshine	07/16/2025		(28.50)	

Central Minnesota Jobs and Training Services, Inc.

Reconciliation report

As of 08/31/2026

Account: Cash - Operating

Transfer				
DEED - Office of MNIT Services	07/29/2025	1683		1,417.56
Anoka-Ramsey Community College	08/12/2025	1722		11,094.28
DEED - Office of MNIT Services	08/12/2025	1730		1,417.56
DEED - Office of MNIT Services	08/26/2025	1776		1,229.56
East Central Energy	10/30/2025	1964		215.00
University of Northwestern - St. Paul	11/06/2025	1996		52.00
Phlebotomy Training Specialists	12/02/2025	2066		1,095.00
Progressive - 9390	12/12/2025	2091		297.00
State of Minnesota	12/12/2025	2093		50.00
Denise Pedersen	02/05/2026	2248		658.06
Phlebotomy Training Specialists	02/12/2026	2266		1,095.00
Meeker County Social Services Department	02/26/2026	2299		329.00
Rydberg, Nicholas	05/07/2026	2479		250.00
Camp - Abigail Cartwright	06/12/2026	2553	330.00	
Camp - Aidan West	06/12/2026	2572		330.00
Camp - Madison Murray	06/12/2026	2592	385.00	
Camp - Corey Hott	06/16/2026	2604		462.00
Ridgewater College	06/17/2026	2643		1,100.00
Camp - Nolan Ray	06/18/2026	2622		275.00
Camp - Corey Hott	06/25/2026	2654		264.00
Camp - Daylen Gorham	06/25/2026	2655		264.00
Camp - Kaylee Rannow	06/25/2026	2660		264.00
Camp - Jeffery Witschen	06/25/2026	2663		390.50
Minnesota Trade Careers	06/30/2026	2686	15,000.00	
Wrong Date - Repay LOC 6.4.2026	07/06/2026		(74,424.11)	
Repay LOC 6.4.2026	07/06/2026		74,424.11	
Ashley, Haley	07/21/2026	2704	41.92	
East Central Energy - 6616	07/21/2026	2709	151.00	
GM Financial - 8997	07/21/2026	2714	701.00	
Karlsburger Foods, Inc.	07/21/2026	2716	5,000.00	
Kramber, Maggie	07/21/2026	2718	33.00	
Marco Technologies, LLC	07/21/2026	2720	41.25	
Mcneally, Jessica	07/21/2026	2721	600.00	
ProviderCAS	07/21/2026	2727	660.00	
Tobies Restaurant, Inc.	07/21/2026	2732	50.00	
Chopp Realty Services, Inc.	07/30/2026	2737	1,400.00	
City of Mora	07/30/2026	2738	225.00	
City of Sandstone	07/30/2026	2739	178.77	
Creative Curbing Solutions LLC dba Land-skapings	07/30/2026	2740		14,000.00
CrossCountry Mortgage - 6030	07/30/2026	2741	2,400.04	
Fedder, Jamie	07/30/2026	2742	85.00	
Great Lakes Trade Academy	07/30/2026	2743	5,995.00	
Greene, Nicole	07/30/2026	2744	251.41	
H&H Food Events, Inc	07/30/2026	2745	238.40	
DBA-Heglund Catering				
Ibis, LLC	07/30/2026	2746	1,700.00	
Integris	07/30/2026	2747	24,584.81	
Lakes and Pines Community Action Council,	07/30/2026	2748	250.00	

Central Minnesota Jobs and Training Services, Inc.

Reconciliation report

As of 08/31/2026
Account: Cash - Operating

Inc				
Legacy 2 Inspire		07/30/2026	2749	12,004.26
Marco Technologies LLC		07/30/2026	2750	2,847.24
- Copier				
Marv and Son's Auto and Truck Repair		07/30/2026	2751	2,399.34
Meeker County Social Services Department		07/30/2026	2752	329.00
Minnesota State OBO: Ridgewater College		07/30/2026	2753	2,056.44
Prairie Woods Environmental Learning Center		07/30/2026	2754	386.00
Ridgewater College		07/30/2026	2755	1,275.00
Ridgewater College - Hutch Copier		07/30/2026	2756	10.42
Smith, Sherry		07/30/2026	2757	105.00
Vital Work Life		07/30/2026	2758	4,132.00
Von Ruden Manufacturing Inc		07/30/2026	2759	637.50
West Central Sanitation		07/30/2026	2760	36.14
Wright Tehnical Center, Dist #0966		07/30/2026	2761	2,742.65
Dal-Kor Corp	ACH	07/30/2026	091800020000336	1,612.53
IntegriPrint, Inc.	ACH	07/30/2026	091800020000337	242.41
Monticello Training Center, LLC	ACH	07/30/2026	091800020000338	19,247.56
Cambridge True Value Home Center, Inc.	ACH	07/30/2026	091800020000339	2,300.38
Cintas Corp	ACH	07/30/2026	091800020000340	35.00
5 Star Walt's LLC	ACH	07/30/2026	091800020000341	80.00
Mid Minnesota Builders, Inc.	ACH	07/30/2026	091800020000342	598.00
Career Solutions	ACH	07/30/2026	091800020000343	4,364.81
	Clear 7.3.2025 Sunshine transfer and Correction from Recon	08/01/2026		57.00
General Ledger entry	1.2025 Gen Acct Interest R0003734	08/01/2026		13.72
General Ledger entry	1.2025 Bank Interest JV017511	08/01/2026		13.72
	Clear 7.18.2025 Sunshine transfer and Correction from Recon	08/01/2026		57.00
General Ledger entry	7.31.2026 403B JE	08/03/2026		13,478.08
	Repay LOC 8.3.2026	08/03/2026		41.19
General Ledger entry	7.31.2026 403B JE	08/03/2026		13,046.54
	Repay LOC 8.4.2026	08/04/2026		30,000.00
Moore, Samantha		08/06/2026	2762	500.00
General Ledger entry	ADP Payroll service fee - 7/31/2026 PR	08/07/2026		379.30
Philadelphia Insurance Companies		08/11/2026		2,212.40
A + Driving School		08/13/2026	2763	450.00
Aaron's Total Car Care-Howe		08/13/2026	2764	808.10
Alama, Deanna		08/13/2026	2765	103.00
Anoka Ramsey		08/13/2026	2766	250.00
Casanova, Cassandra		08/13/2026	2767	475.00
City of Buffalo - 1017		08/13/2026	2768	104.85
Connexus Energy - 3583		08/13/2026	2769	129.30
Creative Planning		08/13/2026	2770	1,500.00
Holdco LLC				
Credit Acceptance - 6928		08/13/2026	2771	314.65
Culligan		08/13/2026	2772	686.85
Devanadi Yoga		08/13/2026	2773	3,900.00
Huddleston, Lorraine		08/13/2026	2774	305.68
Ikuomola, Gabriel		08/13/2026	2775	900.00

Central Minnesota Jobs and Training Services, Inc.

Reconciliation report

As of 08/31/2026

Account: Cash - Operating

Integris		08/13/2026	2776	12,911.26	
Marco Technologies, LLC		08/13/2026	2777		41.25
Minnesota State Community & Technical College		08/13/2026	2778	1,695.00	
Pajari, Brandon		08/13/2026	2779	356.26	
Progressive - 5883		08/13/2026	2780	379.70	
Progressive - 7183		08/13/2026	2781	545.82	
ProviderCAS		08/13/2026	2782	660.00	
Rebekah Youngdale		08/13/2026	2783	314.68	
Scofield Nursing Assistant Training Center		08/13/2026	2784	800.00	
Scrubs Academy		08/13/2026	2785	1,250.00	
Staples		08/13/2026	2786	112.56	
Think Small. Lockbox #446079		08/13/2026	2787	169.00	
Trailblazer Transit		08/13/2026	2788	80.00	
University of St Thomas		08/13/2026	2789	2,320.50	
Mid Country Bank		08/13/2026	2793	5,367.84	
5 Star Walt's LLC	ACH	08/13/2026	091800020000344	435.69	
Running Supply Inc.	ACH	08/13/2026	091800020000345	198.87	
Advanced Records Management	ACH	08/13/2026	091800020000346	73.79	
TDS	ACH	08/13/2026	091800020000347	713.18	
Cintas Corp	ACH	08/13/2026	091800020000348	35.00	
Language Line Services	ACH	08/13/2026	091800020000349	100.00	
	8.14.2026 PR Transfer	08/13/2026		129,880.95	
Marco Technologies LLC 1256712		08/14/2026		2,609.45	
- Copier					
General Ledger entry	8.17.2026 Sweep Transaction Fee	08/17/2026		7.50	
General Ledger entry	8.14.2026 403B JE	08/17/2026		13,936.41	
General Ledger entry	8.18.2026 Sweep Transaction Fee	08/18/2026		7.50	
General Ledger entry	ADP Payroll service fee - 8/14/2026 PR + SUI	08/21/2026		11.00	
General Ledger entry	Amendment Fees				
General Ledger entry	ADP Payroll service fee - 8/14/2026 PR + SUI	08/21/2026		500.00	
General Ledger entry	Amendment Fees				
General Ledger entry	ADP Payroll service fee - 8/14/2026 PR + SUI	08/21/2026		389.60	
General Ledger entry	Amendment Fees				
General Ledger entry	August 2026 Ramp Statement Payment	08/24/2026		24,187.20	
Minnesota Trade Careers	received returned check - sending ACH instead	08/25/2026	Voided - 2686	(15,000.00)	
Minnesota Trade Careers	ACH	08/26/2026	091800020000350	15,000.00	
	8.28.2026 PR Transfer	08/26/2026		129,838.56	
	8.14.2026 & 8.28.2026 Sunshine Transfer	08/26/2026		15.00	
A1 Tire Service		08/27/2026	2794		2,272.55
American Solutions for Business		08/27/2026	2795		592.03
AP Design		08/27/2026	2796		31.00
Bakken, Jenna		08/27/2026	2797	600.00	
CenterPoint Energy - 8234		08/27/2026	2798		11.16
City of Mora		08/27/2026	2799		225.00
City of Sandstone		08/27/2026	2800		178.77
Colorado Center for Nursing Excellence		08/27/2026	2801		3,705.00
Engelkes, Ginger		08/27/2026	2802		1,477.76
Farmers CO-OP Oil Company dba Olivia Cenex		08/27/2026	2803		734.12

Central Minnesota Jobs and Training Services, Inc.

Reconciliation report

As of 08/31/2026

Account: Cash - Operating

Global Lending Services - 4703	08/27/2026	2804		248.16
Heartland Security Ser- vices LLC	08/27/2026	2805		848.93
Hoeschen, Barbara	08/27/2026	2806		638.57
Jenner, Quintarra	08/27/2026	2807		101.25
Joe's Auto Repair, LLC	08/27/2026	2808		1,145.32
Kerfeld, Heather	08/27/2026	2809	541.12	
Lakes and Pines Com- munity Action Council, Inc	08/27/2026	2810		250.00
Legacy 2 Inspire	08/27/2026	2811		2,000.00
Meeker County Social Services Department	08/27/2026	2812		329.00
Midwest Manufacturers Association (MMA)	08/27/2026	2813		10,000.00
Minnesota State OBO: Ridgewater College	08/27/2026	2814		2,056.44
MSH Auto Repair	08/27/2026	2815		962.98
Pajari, Brandon	08/27/2026	2816		70.00
Pemberton Law PLLP	08/27/2026	2817		128.00
Progressive - 6192	08/27/2026	2818		372.00
Sarah Clasen	08/27/2026	2819		600.00
SBR Automotive	08/27/2026	2820		1,989.61
Semi Pro Truck Driving Academy	08/27/2026	2821		9,000.00
Shellpoint Mortgage Ser- vicing - 1807	08/27/2026	2822		2,156.78
Staples	08/27/2026	2823		33.90
State Farm - 123B	08/27/2026	2824		330.98
State Farm - 123D	08/27/2026	2825		582.00
Tee Jay North, INC.	08/27/2026	2826		370.00
The Tech Academy	08/27/2026	2827		7,380.00
Thrivepass	08/27/2026	2828		713.76
Watermark Learning	08/27/2026	2829		2,025.00
West Central Sanitation	08/27/2026	2830		35.45
5 Star Walt's LLC ACH	08/27/2026	091800020000351		330.00
Precera Medical, LLC. ACH	08/27/2026	091800020000352		15,000.00
Dal-Kor Corp ACH	08/27/2026	091800020000353		1,208.25
Alexandria Technical & Community College ACH	08/27/2026	091800020000354		1,713.79
Monticello Training Cen- ter, LLC ACH	08/27/2026	091800020000355		19,247.56
Cambridge True Value ACH	08/27/2026	091800020000356		2,300.38
Home Center, Inc. ACH	08/27/2026	091800020000357		6,495.00
Interstate Truck Driving School ACH	08/27/2026	091800020000358		8,674.36
Pine Technical & Com- munity College ACH	08/27/2026	091800020000359		275.00
St. Cloud Tech & Com- munity College ACH	08/27/2026	091800020000360		658.66
TDS ACH	08/27/2026	091800020000361		35.00
Cintas Corp ACH	08/27/2026			
General Ledger entry INV#260731136711 BCBS 9.2026 billing	08/27/2026		48,038.38	
Nice Healthcare PLLC	08/27/2026		1,427.87	
Mutual Of Omaha	08/27/2026		3,909.17	
General Ledger entry MN PFML Repayment - J. Hruby	08/27/2026		14.04	
Superior Point	08/28/2026		10,949.00	
8.2026 LOC Repay	08/31/2026		130,000.00	
General Ledger entry 8.28.2026 403B JE	08/31/2026		13,938.35	
General Ledger entry 8.2026 Bank Fees	08/31/2026		3.00	
General Ledger entry 8.2026 Bank Fees	08/31/2026		40.00	
General Ledger entry 8.2026 Bank Fees	08/31/2026		7.50	
Total Checks and charges			727,102.97	166,947.71

Central Minnesota Jobs and Training Services, Inc.

Reconciliation report

As of 08/31/2026
Account: Cash - Payroll

Statement ending balance	0.00
Deposits in transit	66.52
Outstanding checks and charges	(3,871.24)
Adjusted bank balance	<u>(3,804.72)</u>
Book balance	(3,804.72)
Adjustments*	0.00
Adjusted book balance	<u>(3,804.72)</u>

Total Checks and charges Cleared	259,727.02	Total Deposits Cleared	259,727.02
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Deposits

Name	Memo	Date	Doc no.	Cleared	In transit
	Initial Open Item Difference	01/31/2025			66.52
	From bank account LOC to bank account Payroll	08/07/2026		7.51	
	8.14.2026 PR Transfer	08/13/2026		129,880.95	
	8.28.2026 PR Transfer	08/26/2026		129,838.56	
Total Deposits				<u>259,727.02</u>	<u>66.52</u>

Checks and charges

Name	Memo	Date	Check no.	Cleared	Outstanding
Joshua R. Petersen	Employee: 4694 Pay Date: 2/7/	02/07/2019	47803		90.71
Joshua R. Petersen	Employee: 4694 Pay Date: 3/21/	03/21/2019	47816		141.01
Logan A. Metzger	Employee: 4804 Pay Date: 3/19/	03/19/2020	48002		9.70
Brooke L. Bullock	Employee: 4788 Pay Date: 4/1/	04/01/2021	48180		174.92
Quinton V. Schuelke	Employee: 4844 Pay Date: 5/13/	05/13/2021	48241		111.71
Gavin M. Mclevis	Employee: 4725 Pay Date: 6/24/	06/24/2021	48286		35.00
Benjamin L. Orton	Employee: 4871 Pay Date: 7/22/	07/22/2021	48317		55.85
Conor L. Hampton	Employee: 4852 Pay Date: 11/2/	11/24/2021	48381		4.66
Trey J. Hanson	Employee: 4945 Pay Date: 5/26/	05/26/2022	48563		19.08
Hector Montalban	Employee: 4924 Pay Date: 5/26/	05/26/2022	48569		9.54
Alex J. Oswald	Employee: 4935 Pay Date: 5/26/	05/26/2022	48570		50.00
Than Tin	Employee: 4956 Pay Date: 6/9/	06/09/2022	48598		178.09
Alex J. Oswald	Employee: 4935 Pay Date: 6/23/	06/23/2022	48605		85.00
Alex J. Oswald	Employee: 4935 Pay Date: 7/6/	07/06/2022	48629		60.00
Than Tin	Employee: 4956 Pay Date: 9/15/	09/15/2022	48694		217.03
Justin M. Soder	Employee: 4990 Pay Date: 10/1/	10/13/2022	48709		114.47
Justin M. Soder	Employee: 4990 Pay Date: 10/2/	10/27/2022	48715		27.70
Justin M. Soder	Employee: 4990 Pay Date: 11/1/	11/10/2022	48723		138.52
Justin M. Soder	Employee: 4990 Pay Date: 11/2/	11/23/2022	48732		96.97
Justin M. Soder	Employee: 4990 Pay Date: 12/8/	12/08/2022	48743		138.52

Central Minnesota Jobs and Training Services, Inc.

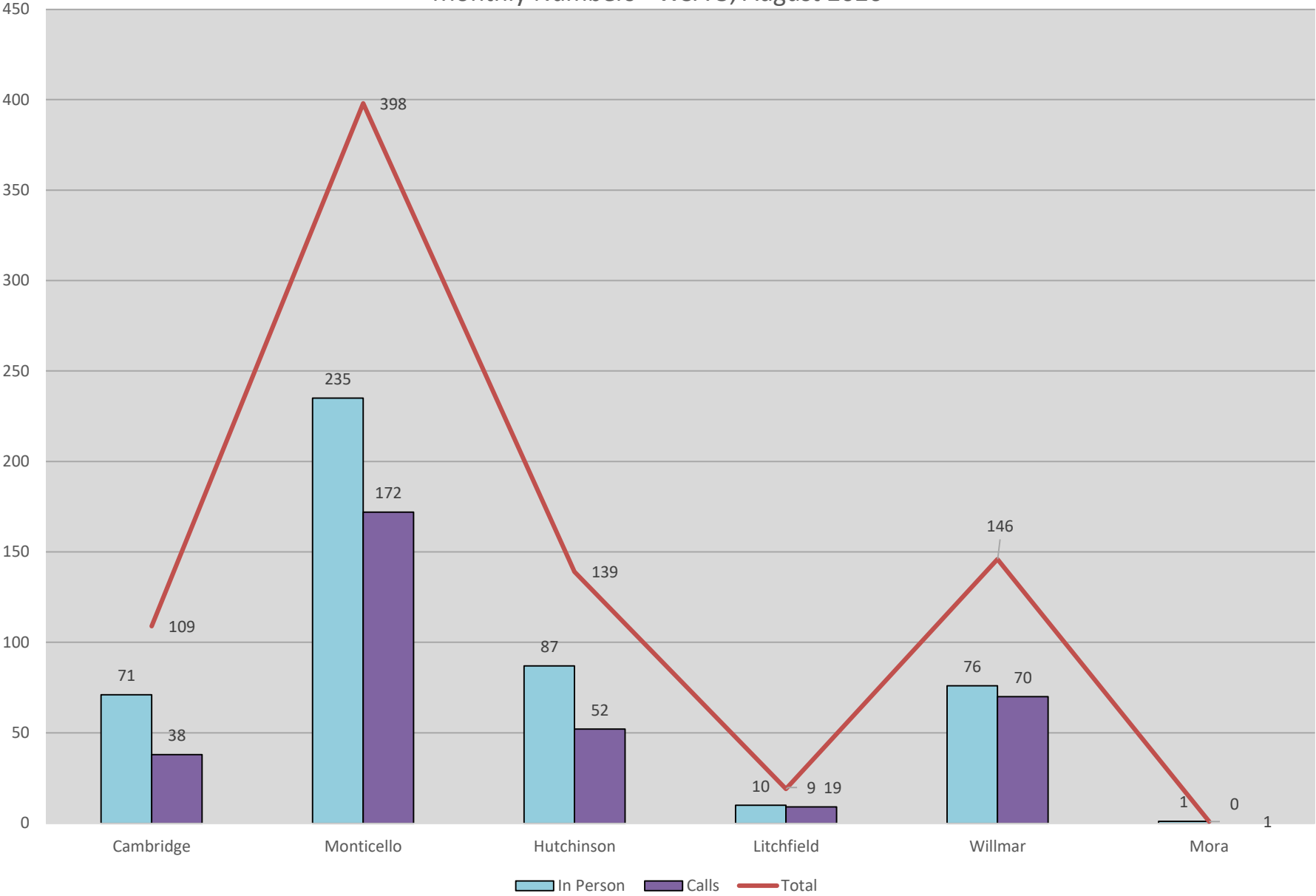
Reconciliation report

As of 08/31/2026

Account: Cash - Payroll

Justin M. Soder	Employee: 4990 Pay Date: 12/2	12/22/2022	48754	34.64
Tyler P. Kaufmann	Employee: 4430 Pay Date: 2/2/	02/02/2023	48778	364.39
Briana C. Carlson	Employee: 5046 Pay Date: 6/8/	06/08/2023	48892	224.02
Cohnar J. Patzold	Employee: 5074 Pay Date: 7/6/	07/06/2023	48942	269.69
Taylee J. Pahl	Employee: 4888 Pay Date: 11/2	11/22/2023	47992	66.50
Kristian A. Fredrickson	Employee: 4865 Pay Date: 12/2	12/21/2023	49054	30.47
Tylor R. Matter	Employee: 5108 Pay Date: 12/2	12/21/2023	49061	443.69
Bradley J. Hoeppner	Employee: 5096 Pay Date: 1/4/	01/04/2024	49506	10.16
Ashtion T. Clark	Employee: 5008 Pay Date: 1/30	01/30/2024	49532	20.78
Ashtion T. Clark	Employee: 5008 Pay Date: 2/13	02/13/2024	49541	20.77
Ashtion T. Clark	Employee: 5008 Pay Date: 2/13	02/13/2024	49542	27.70
Bradley J. Hoeppner	Employee: 5096 Pay Date: 3/1/	03/01/2024	49547	10.16
Ashtion T. Clark	Employee: 5008 Pay Date: 4/9/	04/09/2024	49602	24.24
Hector Alvarado Contreras	Employee: 5138 Pay Date: 5/24	05/24/2024	49624	62.33
Connor A. Giles	Employee: 5084 Pay Date: 5/24	05/24/2024	49629	62.33
Connor A. Giles	Employee: 5084 Pay Date: 6/7/	06/07/2024	49640	55.41
Jowel M. Massaquoi	Employee: 5051 Pay Date: 6/7/	06/07/2024	49645	10.40
Hector Alvarado Contreras	Employee: 5138 Pay Date: 10/2	10/25/2024	49690	27.70
Nathan R. Hook	Employee: 5133 Pay Date: 11/2	11/22/2024	49714	20.78
Hector Alvarado Contreras	Employee: 5138 Pay Date: 12/6	12/06/2024	49719	20.78
Jacob L. Bieganowski	Employee: 5154 Pay Date: 12/6	12/06/2024	49720	167.54
Nathan R. Hook	Employee: 5133 Pay Date: 12/2	12/20/2024	49731	55.41
Hector Alvarado Contreras	Employee: 5138 Pay Date: 1/17	01/17/2025	49741	20.77
Brodie Freeberg	Employee: 5161 Pay Date: 1/17	01/17/2025	49744	20.77
Nathan R. Hook	Employee: 5133 Pay Date: 1/17	01/17/2025	49747	20.77
General Ledger entry	Employee: 5177; Pay Date: 3/28	03/28/2025		20.56
General Ledger entry	ADP PFML Adjustment Q2 2026	08/07/2026		0.01
General Ledger entry	Sweep fee 8/7/2026	08/07/2026		7.50
General Ledger entry	8.14.2026 PR Tax WH	08/13/2026		36,501.06
General Ledger entry	Cash Account Live	08/14/2026		93,379.89
General Ledger entry	Checks/Direct Deposit			
General Ledger entry	8.28.2026 PR Tax WH	08/27/2026		35,199.74
General Ledger entry	Cash Account Live	08/28/2026		94,638.82
General Ledger entry	Checks/Direct Deposit			
Total Checks and charges			259,727.02	3,871.24

Monthly Numbers - WSA 5, August 2026

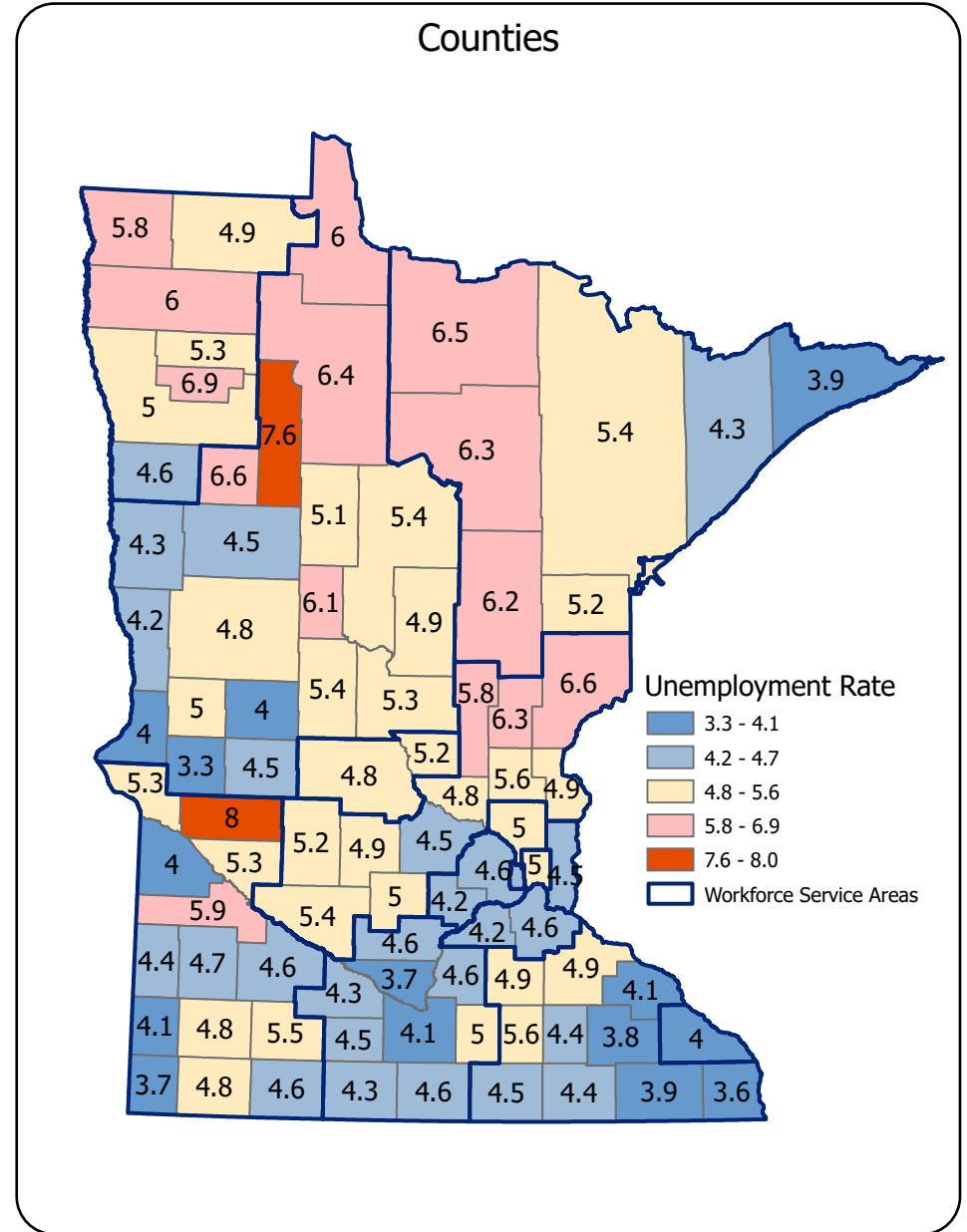
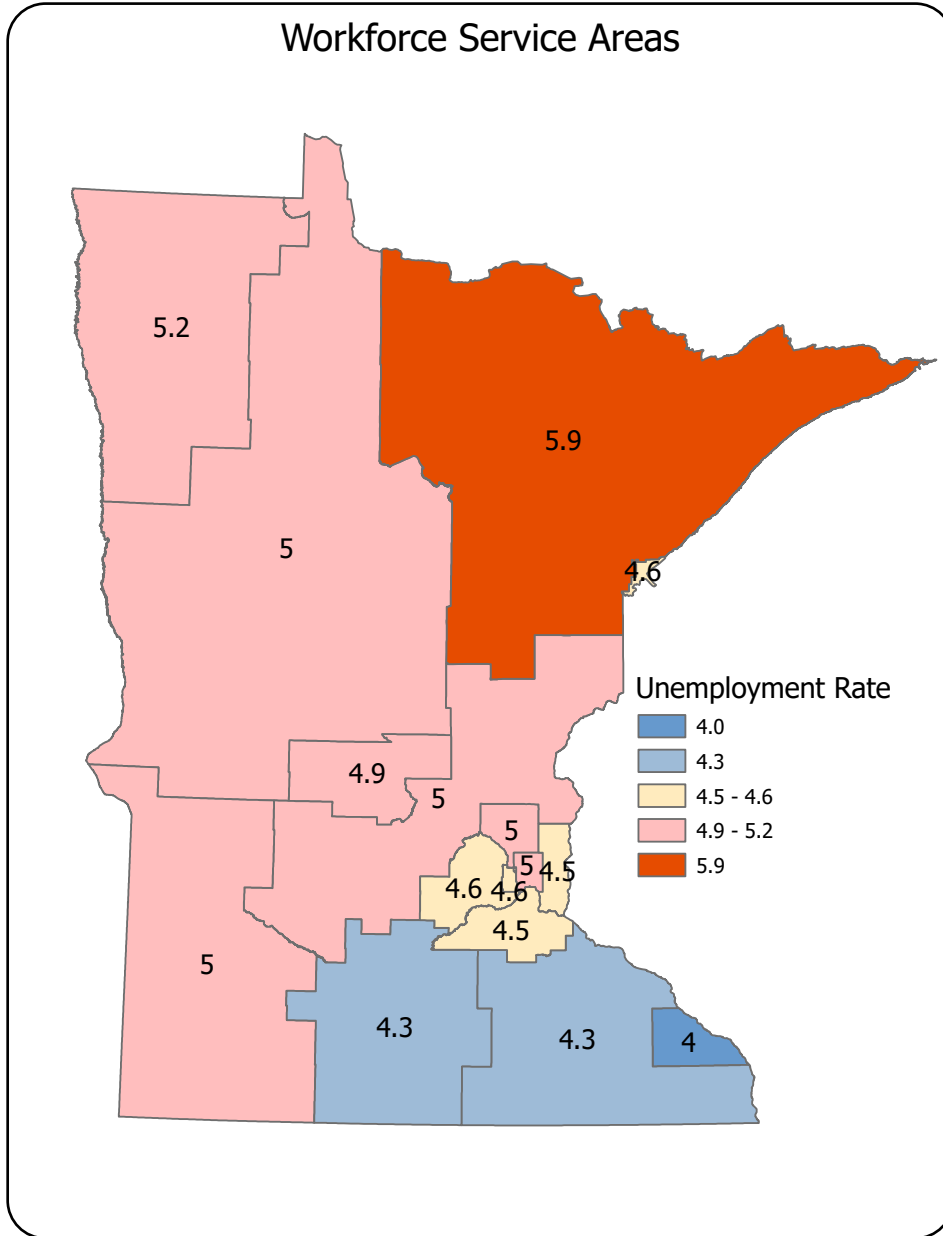


CMJTS Grant Report 2026

GRANT	Requested Amount	Grant Duration	Due Date	Submitted	Received Yes or No and Amount	Grant Summary
Old National Foundation grant	5,000	1 year	2/13/2026	✓	No	to request operating expense funding to build unrestricted revenue account
MN RETAIN	\$73,737.38	2 months	2/1/2026	✓	yes - \$73,737.38	promote mental health training to employers, staff personal empowerment training, board EI training, promote re-entry after injury, promote prevention and safety in the workplace
WIOA set-aside funds/regional planning funds	\$21,272	15 months	2/25/2026	✓	yes - \$21,272	staff training, marketing, support regional initiatives, employer training
Stauber/Fishbach Direct appropriations (DA) requests	\$200,000	1 year	3/6/2026	✓	No	support staffing and replenish WIOA reductions
Klobuchar/Smith DA requests	\$200,000	1 year	3/23/2026	✓	No	support staffing and replenish WIOA reductions
RESTART (part of state submission)	\$460,000	2.5 years				to assist youth (majority justice -involved) get into pre-apprenticeship/registered apprenticeship programs
PCCC RFP	up to \$90,000	1 year	5/8/2026	✓	No	to help 25 youth participate in leadership activities - UpNorth YOUnite program
Kanabec County Opioid grant	\$57,000	1 year	9/21/2026	✓		replicate what was done in Isanti county, reduce number of adults in training, add more youth for prevention
BJA FY 2026 Second Chance Act Improving Reentry Education and Employment Outcomes	up to \$1,000,000	3 years	9/24/2026		did not apply	To help individuals with less than 2 years incarceration remaining, get training, career pathway info

Written fund raising requests	amount requested	Amount received	Notes
Xcel Energy	500	500	Tim asking Scott - said yes to the donation, follow up with Tim what is needed - invoice?
Lions clubs	500	500	
CMMA	1,000	750	encouraged manufactures to offer tours, hands on activities or sponsor lunches
Spudfest	4,000	\$4,000	
Grand Casino - MLCV	1,000		submitted request twice to ensure it was received
Southwest Initiative Foundation	2 days of lunches	covering one day in Hutch, one day in Willmar	need a specific ask sent email to Scott sent email again on 5/19
Willmar EDA	0		not sure who to ask - gone through several directors in the past 2 years
Wright County EDP	0	0	? may be disbanded
First Citizens Bank - Mora	10,000		submitted the online request
Kwik Trip	500	200	form submitted gift card
Coborns	?		donation form submitted - no specific amount requested
Cub Foods		80 gift card	
Bobcat			more like a grant - Diana will forward to Leslie

Unemployment Rates in Workforce Service Areas and Counties, August 2026
State of Minnesota = 4.8% (not seasonally adjusted)



Source: MN DEED, LAUS
Prepared by DEED (CAG)
September 22, 2026

2026 Incumbent Worker Projects

Business Name, city, county	Number of IW Trainees	Type of Training	Best Practices/Successes	IW Requested Amount	Approval Date	Training Start Date	Staff	Projected End Date	Actual Training End Date	Paid	date
Fruth Trucking - Wright County	1	CDL		\$5,000	2/4/2026	2/9/2026	Rebecca			5,000	4/3/2026
Evergreen Recycling - Chisago County	1	CDL		\$5,000	2/4/2026	2/16/2026	Rebecca			5,000	4/1/2026
Southwest Initiative Foundation - McLeod County	1	Marketing training		\$1,495	2/11/2026	3/16/2026	Bridget	2/18/2026			
Mid-Minnesota Builders Inc. - McLeod County	2	CDL		\$14,196	2/17/2026		Bridget			14,196	
Hoffman Truck Repair LLC. Kanabec County	5	CDL		\$25,000	2/17/2026		Rebecca				
M & M Precision Machining - Sherburne County	21	Leadership training		\$25,000	3/17/2026		Rebecca				
Landskapings - McLeod County	3	CDL		\$21,000	3/23/2026		Bridget				
Cedar Lake Metal Solutions - Wright County	7	leadership essentials and ISO auditing		\$14,600	3/23/2026		Bridget				
Lindberg Excavating Inc. - Wright County	2	CDL		\$14,000	3/23/2026		Bridget				
OPS Assembly Inc. Wright CCounty	12	leadership essentails/Lean training		\$20,683	4/23/2026		Bridget				
Tucker Site Services LLC - Sherburne County	1	CDL		\$5,449	4/27/2026		Bridget				
Precera Medical LLC - Sherburne County	11	ISO and lead auditor		\$15,000	4/29/2026		Bridget/Rebecca				
Loeken Repair LLC - Meeker County	2	CDL		\$10,898	4/27/2026		Bridget				
Legacy Industrial - Kandiyohi County	2	NBIC R-Stamp QC Training and Certification		\$14,075	5/18/2026		Bridget				
Canvas Health - Washington County (employ lots of people from CMJTS service areaand locations in North Branch, Glencoe, they provide services in schools including St. Michael/Albertville)	6	AI for leadership, generative AI, AI for team leadership		\$22,100	5/21/2026		Rebecca				
Monroe Towmaster - Meeker County	2	lean maintenance and repair		\$7,650	6/1/2026		Bridget				
IRD Glass - Meeker County	7	Macro Programming, Strategic Leadership training		\$9,950	8/8/2026		Bridget				
Prinsco Inc., Kandiyohi	8	Leadership training		\$8,500			Bridget				
Falcon Mechanical, Meeker	2	Leadership training		\$16,000	8/11/2026		Bridget				
Precesion Utilities LLC, Wright	2	Leadership forge training		\$16,000	8/21/2026		Rebecca				
The Adobe Salon & Spa LLC, Kandiyohi	6	Leadership and sales, customer retention		\$3,818	10/18/2026		Rebecca				
Brother Built Masonry	4	leadership, and masonry RA		\$25,000	10/1/2026		Rebecca				
	108			\$300,414							

Kristin Yeager

Subject: FW: Central Minnesota Workforce Development Board

From: Jessica Johnson <johnsonjs@willmar.k12.mn.us>
Sent: Friday, September 4, 2026 7:30 AM
To: Kristin Yeager <kyeager@cmjts.org>
Subject: Re: Central Minnesota Workforce Development Board

Good morning Kristin,

I have accepted a new position here at Willmar Public Schools as the HS Special Education Coordinator. Due to the changes in my schedule and professional commitments, I am no longer feeling confident that I will be able to give this role the time and attention it requires. I'm unsure of what your formal process is for stepping down from my role on the committee, so please let me know what steps I need to take.

I have truly enjoyed working alongside this team and supporting CMJTS Workforce Development. Thank you for the opportunity to contribute to this team. I want nothing more than continued success for CMJTS.

Let me know what next steps you would like me to take,

Thank you!

Jessica Johnson
Special Education Coordinator
Willmar Sr. High
P: 320-231-8446
johnsonjs@willmar.k12.mn.us



www.willmar.k12.mn.us

On Thu, Sep 3, 2026 at 3:12 PM Kristin Yeager <kyeager@cmjts.org> wrote:

Good afternoon

We are looking forward to seeing you Friday, September 11 for the CMJTS Board meetings.



Membership Application for the
Central Minnesota Workforce Development Board
Youth Committee

PLEASE PRINT

APPLICANT INFORMATION

First Name Andrew	Last Name Torke	Date 07/16/26
Job Title Deposit and Treasury Management Consultant		
If chosen to serve on the Youth Committee, will you represent an agency or organization? ☒ Yes ☐ No		
If yes, please name the agency you will represent: Stearns Bank		
Are you an employee of the above listed agency or organization? ☒ Yes ☐ No		
Are you a volunteer for the above listed agency or organization? ☐ Yes ☒ No		

WORK ADDRESS

Street 4191 2nd St South		
City St. Cloud	State MN	Zip Code 56301
Office Phone (320) 258-5721	Cell Phone (414) 915-4046	
Work Email Andrew.Torke@stearnsbank.com		

HOME ADDRESS

Street 1570 Heritage Dr #3203		
City McKinney	State TX	Zip Code 75069
Home Phone (414) 915-4046	Cell Phone (414) 915-4046	
Personal Email ajtorke@gmail.com		

CONTACT PREFERENCES

Where do you prefer to be contacted? ☐ At work ☐ At home ☒ On cell phone
Where do you prefer to receive correspondence via regular mail? ☐ At work ☒ At home
Where do you prefer to receive email? ☒ At work ☐ At home

EXPERIENCE

Check all areas your experience and/or job title represent: (You must check at least one area to be considered for the Youth Committee.)

☒ Education	☐ Law enforcement	☐ Juvenile justice
☐ Public housing	☐ Job Corps representative	☐ Former or present youth participant
☐ Parent or foster parent of eligible youth seeking assistance under WIOA		
☒ Individual who represents an organization or organizations that have experience relating to youth activities. List organization(s) represented and describe experience: Junior Achievement Teen Financial Bowl - U.S. Bank (2012 - 2013) * Participated as one of the judges for the annual Teen Financial Bowl, middle schools from all over Milwaukee County (WI) would come and complete, answering questions regarding current events and finance. Muskego High School - Mock Interview and Job Readiness Conversations - BMO Harris Bank (2014) * Onsite volunteer work to help High School students get ready for post school interviews, performed mock interviews/coaching.		
☒ Individual with experiences relating to youth activities. Describe experience: JA Biz Town - Southwood Glen Elementary School (Daughter went to grade school at Southwood Glen) - Franklin, WI * Volunteered with Junior Achievement's interactive, simulated learning experience where her elementary school got to step into the shoes of business owners, employees, and consumers to run a mock city for a day. Combining in-class curriculum with a field trip, it teaches students real-world financial literacy (including opening mock banking accounts), career readiness, and basic economics. Financial Literacy - Volunteer at Southwood Glen Elementary School - Franklin, WI * Volunteered for career day annually to provide basic financial literacy to the grade school classes.		

QUALIFICATIONS

Please provide a short statement on why your experience qualifies you to serve on the Youth Committee (You may attach an additional page if necessary)

During my banking career (started in 2004 - current day) and while raising a daughter full time as a single father, I have had many opportunities to participate in the communities I both served and lived in. My daughter and I would take advantage of every opportunity we had and participate together in many events to help others from all backgrounds.

The youth is our future and by joining the Youth Committee, it would allow me to share my knowledge with those who need it most, stay engaged while supporting our next generation. Something that I am very passionate about.

Mail or email your completed application to:

Diane Johnson
CMJTS
PO Box 720
Monticello, MN 55362
Email: djohnson@cmjts.org

Upon request, this document can be made available in an alternate format.

2026 Outstanding Citizen of the Year

Steve Hallan

In September, the Pine City Chamber honored Steve Hallan as its 2026 Outstanding Citizen of the Year.

Each year, the Chamber invites citizens to submit personal letters about community members they feel deserve the honor. The letters share amazing stories of people who have volunteered, donated, and made an impact on Pine City, which makes singling out one individual one of the hardest decisions the selection committee faces.

One letter described this year's recipient best:

"There are people who serve their community because it is their job, and then there are people who serve because they genuinely believe that the place they call home is worth investing in. Steve Hallan is that person."

Congratulations, Steve! The Chamber looks forward to celebrating him later this fall.



LWDA 5 Local Plan — Comparison of 2024 Original vs. Biennial Update (08/27/26)

This document summarizes substantive changes between the original CMJTS WIOA Local Plan and the "Local Plan 2024 Final Update" (dated 08/27/26). Grammatical edits, minor rewording, and formatting-only changes are not included. Entries are grouped by the plan section in which the change appears.

Section	Original Language	Updated Language	What Changed
A.1 - Strategic Vision	The CMJTS Workforce Development Board's (WDB) strategic vision for preparing a skilled workforce involves a comprehensive approach to addressing the labor market's current and future needs within Local Workforce Development Area 5 (LWDA). [No reference to the state's "One Minnesota" vision or federal Golden Age/AI strategy.]	Adds: "This vision supports the state's One Minnesota Workforce Development Vision - a healthy economy where all Minnesotans have equitable access to a workforce development system that is responsive to employer needs and leads to good jobs with family-sustaining wages..."	New paragraph explicitly ties the local vision to the state's "One Minnesota Workforce Development Vision" and commits to ensuring all Minnesotans in LWDA 5 can access services regardless of where they live.

Section	Original Language	Updated Language	What Changed
A.1 - Labor Market Analysis Basis	[No mention of refresh methodology, national talent strategy, or AI.]	Adds: "This analysis is refreshed using current labor market information (LMI) to reflect post-pandemic shifts... consistent with the U.S. Departments of Labor and Education's 'America's Talent Strategy: Building the Workforce for the Golden Age' and its Five Strategic Pillars... including the accelerating role of Artificial Intelligence (AI) across regional industries..."	New content ties local labor-market analysis to a specific federal strategy document and its five pillars and adds AI as an explicit factor in reassessing sectors and training investments.

Section	Original Language	Updated Language	What Changed
A.1 - Priority / Target Populations	"...committed to providing targeted support for disadvantaged populations. This includes low-income individuals, BIPOC, LGBTQ+, people with disabilities, and other underserved and disenfranchised populations."	"...committed to providing targeted support for individuals with barriers to employment. This includes low-income individuals, veterans, people with disabilities, individuals with criminal histories, individuals experiencing homelessness, and other underserved and disenfranchised populations."	BIPOC and LGBTQ+ are removed as named priority populations. Veterans, individuals with criminal histories, and individuals experiencing homelessness are added. The framing shifts from "disadvantaged populations" to "individuals with barriers to employment."

Section	Original Language	Updated Language	What Changed
A.1 - Federal Compliance Statement	[Not present.]	Adds: "Consistent with federal expectations under WIOA and current U.S. Department of Labor guidance (TEGL 07-25), this vision aligns local strategy with the federal government's expected outcomes... AI-informed service delivery and Registered Apprenticeship expansion under Executive Orders 14277 and 14278. All CMJTS and partner activities are administered in a manner consistent with applicable federal civil rights law and Executive Orders 14151, 14168, 14173, and 14190; the WDB and its subrecipients do not operate programs based on race-, sex-, or other protected-class-based preferences."	Entirely new paragraph citing TEGL 07-25 and four named Executive Orders, and explicitly stating CMJTS does not operate programs based on race-, sex-, or other protected-class-based preferences – the current administration's nondiscrimination/anti-preference assurance, not present in the original.

Section	Original Language	Updated Language	What Changed
A.5 - Best Practice / I-WE Initiative	"...our Inclusive Workforce Employer (I-WE) employer designation initiative. I-WE focuses on closing demographic disparities or gaps within sectors through employer commitment to DEI activities... inspires individuals from diverse backgrounds to envision pathways to enter and succeed in high-demand industries... ensure local employers can provide for a workforce where all individuals have equal opportunities to participate and succeed."	"...a shared employer engagement initiative designed to help local businesses close sector-level skills and staffing gaps. This initiative connects participating employers with the full pool of qualified local talent through outreach and hiring practices consistent with skills-based selection and applicable civil rights law... ensure local employers can build a qualified, high-performing workforce where all individuals have equal opportunity to participate and succeed on the basis of skills."	The I-WE initiative is reframed from a DEI/demographic-disparity designation program to a skills-based, merit-based employer engagement initiative. References to "DEI activities," "diverse backgrounds," and demographic disparities are removed in favor of "skills-based selection" and civil-rights-law compliance language. "Cultural-competency training" language is narrowed to "workplace communication and cultural-competency training."

Section	Original Language	Updated Language	What Changed
A.6.a - Sector Comparison Methodology	[No citation to WIOA section or note on data currency.]	Adds: "This comparison is grounded in current DEED labor market information and is updated to reflect post-pandemic changes in the region's growing and declining industries, in-demand occupations, and workforce demographics, as required by section 102(c)(3)(A) of WIOA and	New paragraph adds a statutory citation and an explicit statement that data has been refreshed to reflect current (not pre-pandemic) conditions.

		current federal planning guidance. The WDB reviews this data with its LMI directors to ensure the sectors of focus and related training investments reflect present, not pre-pandemic, conditions."	
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Section	Original Language	Updated Language	What Changed
A.6.b - Employment Characteristics Table (Table 10)	Table 10 data is dated 2022 and covers Region 6E, Region 7E, and Region 7W (three separate tables using 2022 labor force, participation, unemployment, race/ethnicity, veteran, disability, and educational-attainment figures).	Table 10 data is dated 2024, with the same regional/demographic breakdowns (Region 6E, 7E, 7W) updated to current figures, and adds a new "Employment Characteristics by Gender" breakout not present in the original tables.	Underlying labor-market data updated from 2022 to 2024 across all three regions; a new gender-based employment characteristics breakdown has been added that did not exist in the original tables.

Section	Original Language	Updated Language	What Changed
A.8 - IIA / BIL-CHIPS-IRA Workforce Preparation	"We are at the early stages of these initiatives... Our aim is to create education and training opportunities, particularly for underserved communities and populations disproportionately affected by economic disparities. This transformative initiative may involve providing financial assistance, scholarships, and support services..."	"Infrastructure, semiconductor, and energy-related capital investment continues in the region under these statutes... Consistent with current federal direction, our primary focus is aligning workforce preparation with the skilled trades, domestic manufacturing, and energy production needs these projects create rather than treating this as a standalone equity-focused initiative."	The framing shifts from an early-stage, equity/underserved-population-focused initiative to an active, skilled-trades/manufacturing-focused initiative explicitly stated to NOT be treated as a standalone equity-focused effort.

Section	Original Language	Updated Language	What Changed
A.8 - Executive Orders / Workforce Pell / AI	[Not present.]	Adds two new paragraphs citing Executive Order 14278 ("Preparing Americans for High-Paying Skilled Trade Jobs of the Future") for expanding Registered Apprenticeships in welding, pipefitting, masonry, and concrete finishing, tracking Workforce Pell Grant-eligible training, and Executive Order 14277 ("Advancing Artificial Intelligence Education for	New commitments tied to two specific 2025-era Executive Orders: expansion of Registered Apprenticeships/skilled trades and new AI-literacy programming for youth/adult training and Business Service Coordinators.

		American Youth") for building AI literacy into career pathways.	
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Section	Original Language	Updated Language	What Changed
A.8 - Access to STEM/Youthbuild Training	[No statement on access criteria.]	Adds: "Access to these training opportunities is based on skills, interest, and labor market need rather than demographic targeting."	New sentence explicitly disclaiming demographic targeting for access to STEM/Youthbuild training opportunities.

Section	Original Language	Updated Language	What Changed
A.8 - CMMA Board Membership Description	"CMMA membership includes components of clean energy, transportation, and medical device industries."	"CMMA membership includes manufacturers, distributors and suppliers, metalworking and fabrication, and other innovative manufacturing sectors."	The described membership composition of CMMA shifts away from clean energy/transportation/medical device industries toward core manufacturing, metalworking, and fabrication sectors.

Section	Original Language	Updated Language	What Changed
A.8 - Clean Energy / Ethanol Bullet	"CMJTS supports clean energy and domestic energy initiatives by supporting the agriculture-based economy in our service area. Ethanol production, solar and wind energy are examples of domestic energy production that CMJTS supports."	[Bullet removed entirely.]	This entire bullet on ethanol, solar, and wind energy support has been deleted from the updated plan.

Section	Original Language	Updated Language	What Changed
A.8 - Power Up Grant Bullet	"CMJTS Power Up grant" (listed as a standalone bullet).	[Bullet removed entirely.]	Reference to the CMJTS Power Up grant has been removed.

Section	Original Language	Updated Language	What Changed
A.8 - Hiring Events / Career Expos	"CMJTS hiring events and career expo's target and include employers in	"CMJTS hiring events and career expos target employers in industries engaged in domestic	The reference to "Invest in America" initiatives is replaced with more general language about

	industries that are engaged in Invest In America initiatives."	infrastructure, energy, and manufacturing investment."	domestic infrastructure, energy, and manufacturing investment.
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Section	Original Language	Updated Language	What Changed
B.2 - TANF/Public Assistance Programs Listed	"...TANF public assistance programs, including DWP, MFIP and SNAP, DEED Job Service, Adult Basic Education, and Vocational Rehabilitation Services."	"...TANF public assistance programs, including MFIP and SNAP E&T, DEED Job Service, Adult Basic Education, and Vocational Rehabilitation Services."	DWP (Diversionary Work Program) is no longer listed among the TANF public assistance programs referenced; SNAP is renamed "SNAP E&T."

Section	Original Language	Updated Language	What Changed
B.4 - Hours of Operation	"The current hours of operation at our comprehensive CFL and affiliate sites are from 8 am to 4:30 pm, Monday through Friday."	"The current hours of operation at our comprehensive CareerForce Center are from 8 am to 4:30 pm, Monday through Friday; affiliate sites have varied hours of services to meet the community needs."	Uniform 8 am–4:30 pm hours previously applied to both the comprehensive center and affiliate sites; the updated plan now states affiliate sites have varied hours rather than the same fixed schedule.

Section	Original Language	Updated Language	What Changed
B.17 - Affirmative Outreach Strategy	"To help with participant access and to reduce cultural barriers, CMJTS provides ongoing training to its staff, makes applications available in English, Somali, and Spanish, and uses interpreters as needed. Staff target their outreach at community events... booths at county fairs, Veterans or Pride events or presentations, and disability service events."	"CMJTS's outreach strategy is designed to ensure that all eligible individuals in the region, regardless of race, sex, color, religion, national origin, age, or disability, are aware of and can access CMJTS programs and services on an equal basis... Staff conduct outreach at a broad range of community events open to the public, including booths at county fairs, Veterans events and presentations, and disability service events, to ensure equal awareness of and access to services across the region."	"Pride events" is removed from the list of outreach venues. The stated purpose of outreach shifts from "reducing cultural barriers" to ensuring "equal awareness" on a nondiscrimination basis, with an explicit list of protected classes.

Section	Original Language	Updated Language	What Changed
B.17 - Intercultural Development Inventory / DEI Training	"Staff participated in a poverty simulation, attended Bridges out of Poverty training, reviewed	"Staff training supporting this work includes poverty simulation, Bridges out of Poverty training, disability-service	The Intercultural Development Inventory assessment and individual cultural-competence debriefing/planning

	modules for working with individuals with disabilities... All staff and board members have taken the Intercultural Development Inventory assessment. Each person is in the process of receiving an individual debriefing and a plan to increase their cultural competence."	modules available on Workforce GPS, training on serving justice-involved ('second-chance') individuals, and customer-service and communication-skills training to ensure all jobseekers and employers are served professionally and consistently."	process is removed entirely and replaced with general customer-service/communication-skills training.
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Section	Original Language	Updated Language	What Changed
B.17 - Nondiscrimination / Anti-Preference Statement	[Not present.]	Adds: "All outreach, recruitment, and staff training described above are administered in a manner consistent with Title VI of the Civil Rights Act, Section 188 of WIOA, and applicable Executive Orders on nondiscrimination (including Executive Orders 14151, 14168, 14173, and 14190). CMJTS does not use race, sex, or other protected-class-based preferences, quotas, or targets in recruitment, hiring referrals, or service delivery; all individuals are served based on eligibility, need, and qualifications."	New compliance assurance explicitly disclaiming the use of race-, sex-, or protected-class-based preferences, quotas, or targets - not present in the original plan.

Section	Original Language	Updated Language	What Changed
B.17 - I-WE / Employer Engagement Description	"CMJTS is co-leading the Inclusive Workforce Employer (I-WE) designation in central Minnesota... The I-WE Goal is to reduce disparities and raise awareness of diversity, inclusion, value, and equity in the workplace. By creating a designation to recognize central Minnesota employers committed to advancing DEI in their workplace cultures..."	"CMJTS is co-leading a regional employer engagement initiative in central Minnesota... that helps employers close sector-level skills and staffing gaps and expand their applicant pools by connecting them with the full range of local talent, using outreach and hiring practices consistent with merit-based selection and applicable civil rights law. This initiative recognizes central Minnesota employers who build a qualified, high-performing workforce..."	The I-WE program's stated goal changes from reducing disparities / advancing DEI to closing skills and staffing gaps through merit-based selection - consistent with the parallel change made in Section A.5.

Section	Original Language	Updated Language	What Changed
B.18 - One-Stop Partner Integration	[Not present.]	Adds: "Like every local area, LWDA 5 has pockets of promising practice and	New paragraph acknowledging that partner services currently operate as disconnected "silos

		expertise that can otherwise operate as silos of excellence, valuable on their own but disconnected from one another. Consistent with WIOA's emphasis on integration of services and the state's direction to break down silos across workforce partners, the WDB and its one-stop partners are working to ensure these strengths function as one seamless system rather than separate, disconnected efforts..."	of excellence" and committing to integrate them into a single, seamless system.
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Section	Original Language	Updated Language	What Changed
B.21 - MOU / Infrastructure Funding Agreement Status	"LWDA 5 is in the final stages of completing its MOU and the Infrastructure Funding Agreement."	"LWDA 5, administered by CMJTS, maintains a finalized Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) developed across its core partners, updating them on a three-year cycle or as operational needs require."	The MOU/IFA status changes from "in the final stages of completing" to "finalized," with a new stated three-year update cycle.

Section	Original Language	Updated Language	What Changed
B.22 - Infrastructure Funding Compliance Process	"...Each partner will support providing services... through cash, non-cash contributions, or third-party in-kind contributions... The WDB has a standing committee of the board, the Operations Committee, which addresses Infrastructure Funding Agreements (IFA)... If differences exist, the core partners are invited to the Operations Committee to report information and express disputes. In addition..., the CMJTS WDB has a Finance Committee that, when convened, can address discrepancies in the IFA and report back to the Operations Committee."	"The LWDA 5 MOU defines partner roles and requires contributions under the Infrastructure Funding Agreement, with the WDB Operations Committee conducting quarterly audits using DEED valuation tools, including proportionate use, relative benefit, and an allocation methodology based on partner square footage, to ensure compliance... the WDB provides proactive technical assistance and uses a formalized, tiered escalation matrix to resolve resource discrepancies and non-compliance... Partner budgets are periodically audited against actual costs to maintain equity."	A new, more formal compliance process is described: quarterly audits using specific DEED valuation tools (proportionate use, relative benefit, square-footage-based allocation) and a "formalized, tiered escalation matrix." The separate Finance Committee dispute-resolution process referenced in the original is no longer described.

Section	Original Language	Updated Language	What Changed
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B.24 - Competitive Sub-Grant / Contract Process	"CMJTS is the administrative entity, fiscal agent, and grantee for WIOA Title I activities in LWDA 5. Grants are awarded, and contracts result from a JPB Agreement between the eleven counties within LWDA 5. The CMJTS chief executive officer serves as staff to the CMJTS LWDB."	Adds detail that "The majority of WIOA Title I activities and services in LWDA 5 are delivered directly through CMJTS, with minimal reliance on sub-grantee contracts," and describes a structured vetting process for any sub-grantee based on four criteria: Risk, Years of service delivery, Reputation, and Specialized programming.	New, detailed sub-grantee vetting criteria are added where none existed before.
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Section	Original Language	Updated Language	What Changed
B.25 - Disbursal of Grant Funds / Liability	"...the chief elected official in LWDA 5 shall serve as the local grant recipient and shall be liable for any misuse of the grant funds allocated to the local area. The current Joint Powers Board (JPB) Agreement... designates that CMJTS is responsible for receiving grant funds..."	"CMJTS serves as the administrative entity, fiscal agent, and grantee for WIOA Title I activities... As fiscal agent, CMJTS is responsible for receiving, managing, and disbursing WIOA Title I funds... The CMJTS Executive Director serves as staff to the CMJTS Local Workforce Development Board (LWDB), ensuring that fiscal disbursement activities remain aligned with board policy and direction."	The statement that the chief elected official "shall be liable for any misuse of the grant funds" is removed. The staff title referenced changes from "chief executive officer" to "Executive Director."

Section	Original Language	Updated Language	What Changed
B.27 - High-Performing Board Criteria	"Establish Inclusive Criteria: Develop criteria for board membership that prioritize diversity in terms of race, ethnicity, gender, age, disability status, socioeconomic background, geographic location, and professional expertise. Ensure that these criteria are clearly outlined in the board's bylaws..."	"Establish Skills-Focused Criteria: Develop board membership criteria centered on qualifications, professional expertise, relevant experience, and demonstrated skills that advance the organization's mission. Consider a broad range of perspectives - including varied professional backgrounds, industry experience, geographic location, organizational tenure, and subject-matter expertise..."	Board membership criteria shift from an explicitly diversity-based framework (race, ethnicity, gender, age, disability status, socioeconomic background) to a skills- and qualifications-based framework.

Section	Original Language	Updated Language	What Changed
B.28 - Vacancy-Filling Policy, Opening Statement	"Our commitment to diversity in the Workforce Development Board membership is not just a goal but a fundamental principle. It is a key driver for promoting inclusivity and effectively representing the	"When a vacancy arises, the WDB proactively engages with our local communities through targeted outreach efforts..."	The opening statement affirming diversity as a "fundamental principle" of board membership is removed; the section now opens directly with the outreach process.

	needs of our diverse communities. When a vacancy arises..."		
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Section	Original Language	Updated Language	What Changed
B.28 - Vacancy-Filling Policy, Closing Statement	"...The WDB believes that this process, guided by our commitment to diversity and inclusivity, leads to the best outcomes for our board and the communities we serve."	"...The WDB believes that this process leads to the best outcomes for our board and the communities we serve."	The phrase "guided by our commitment to diversity and inclusivity" is removed from the closing statement.

Section	Original Language	Updated Language	What Changed
C.16 - On-the-Job Training (OJT) Wage Reimbursement	"Through OJT funding, up to 75% of the participant's wages may be reimbursed to the employer to offset the expense of training a less skilled or experienced employee."	"Through OJT funding, up to 50% of the participant's wages may be reimbursed to the employer to offset the expense of training a less skilled or experienced employee."	The maximum OJT wage-reimbursement rate to employers is reduced from 75% to 50% of participant wages.



CMJTS accepts the 2nd Place Promising Practice Award at the MAWB Annual Summer Meeting



Trust first, then services: relationship-building slows intake but drives stronger outcomes.



Co-enrollment multiplies impact: pairing funding streams avoids bottlenecks.



Finance capacity is a program risk: cross-train staff to protect cash flow.



Outreach must be active: proactive visits expand reach beyond county referrals alone.

CMJTS Takes Home 2nd Place Promising Practice Award at MAWB Summer Meeting

The Promising Practices Awards, a tradition at the MAWB Summer Meeting, recognize the top three local workforce projects each year. Winners are selected by a panel.

CMJTS's award-winning practice replaces a transactional, compliance-driven SNAP E&T model with an integrated, whole-person approach, addressing food insecurity, housing, transportation, and language barriers alongside employment goals. In FFY26–27, CMJTS enrolled 58 participants, 193% of the target.

Participation also helps SNAP TLR recipients meet the 80-hour work rule, keep benefits, and prepares CMJTS for Medicaid job search changes in 2027.

Focus on co-enrollments in non-federal funded programs:

1

Provider spends eligible non-federal funds up front.

2

FNS reimburses 50% of eligible costs.

3

Reimbursed funds become unrestricted revenue.

CMJTS

CENTRAL MINNESOTA
Jobs & Training Services

763-271-3700 | info@cmjts.org | www.cmjts.org



2027

BOARD MEETING SCHEDULE

In person meetings are held at Central Minnesota Jobs and Training Services, Inc.,
406 E. 7th St., Suite 100, Monticello, MN

Some members may participate through interactive technology

January 8	Operations Committee	8:00 am–8:50 am
	LMI Presentation	9:00 am–9:30 am
	Workforce Development Committee	9:40 am–10:50 am
	Community & Gov't Relations Committee	9:40 am–10:50 am
	Workforce Development Board (WDB)	11:00 am–12:15 pm
February 12	NO BOARD MEETINGS	
March 12	Operations Committee	8:00 am–8:50 am
	Workforce Development Committee	9:00 am–9:50 am
	Community & Gov't Relations Committee	9:00 am–9:50 am
	Youth Committee	9:00 am–9:50 am
	Workforce Development Board Meeting	10:00 am–10:50 am
	LMI Presentation	11:00 am–11:30 am
	Presentation/Guest Speaker	11:40 am–12:30 pm
April 9	Joint Powers Board Meeting	12:40 pm–1:30 pm
	Operations Committee	8:00 am–8:50 am
	LMI Presentation	9:00 am–9:30 am
	Workforce Development Committee	9:40 am–10:50 am
	Community & Gov't Relations Committee	9:40 am–10:50 am
May 14	Workforce Development Board (WDB)	11:00 am–12:15 pm
	Operations Committee	8:00 am–8:50 am
	LMI Presentation	9:00 am–9:30 am
	Workforce Development Committee	9:40 am–10:50 am
	Community & Gov't Relations Committee	9:40 am–10:50 am
June 11	Youth Committee	9:40 am–10:50 am
	Workforce Development Board (WDB)	11:00 am–12:15 pm
	In-person attendance expected; contact CMJTS administrative staff to request accommodation.	
	Operations Committee	8:00 am–8:50 am
	Workforce Development Committee	9:00 am–9:50 am
	Community & Gov't Relations Committee	9:00 am–9:50 am
	Workforce Development Board Meeting	10:00 am–10:50 am
	LMI Presentation	11:00 am–11:30 am
	Presentation/Guest Speaker	11:40 am–12:30 pm
	Joint Powers Board Meeting	12:40 pm–1:30 pm

This board schedule is subject to change, particularly on dates the JPB, WDB, or R3LPB hold a special event. Please regularly check the CMJTS website (www.cmjts.org) > About > Board Schedule to ensure you have the most up-to-date schedule.

2027 *(continued)*

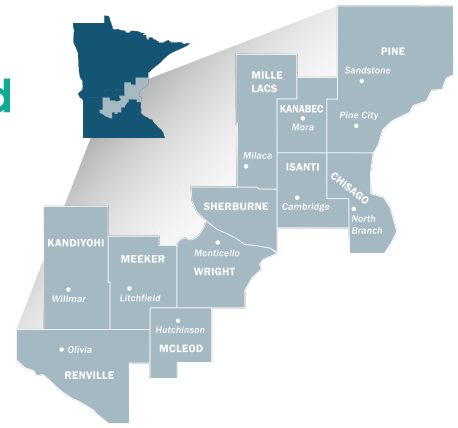
July 9	NO BOARD OR COMMITTEE MEETINGS	
August 13	NO BOARD OR COMMITTEE MEETINGS	
September 10	Operations Committee	8:00 am–8:50 am
	LMI Presentation	9:00 am–9:30 am
	Workforce Development Committee	9:40 am–10:50 am
	Community & Gov't Relations Committee	9:40 am–10:50 am
	Youth Committee	9:40 am–10:50 am
	Workforce Development Board (WDB)	11:00 am–12:15 pm
October 8	Operations Committee	8:00 am–8:50 am
	Workforce Development Committee	9:00 am–9:50 am
	Community & Gov't Relations Committee	9:00 am–9:50 am
	Workforce Development Board Meeting	10:00 am–10:50 am
	LMI Presentation	11:00 am–11:30 am
	Presentation/Guest Speaker	11:40 am–12:30 pm
	Joint Powers Board Meeting	12:40 pm–1:30 pm
November 12	NO BOARD OR COMMITTEE MEETINGS	
December 10	In-person attendance expected; contact CMJTS administrative staff to request accommodation.	
	Operations Committee	8:00 am–8:50 am
	Workforce Development Committee	9:00 am–9:50 am
	Community & Gov't Relations Committee	9:00 am–9:50 am
	Youth Committee	9:00 am–9:50 am
	Workforce Development Board Meeting	10:00 am–10:50 am
	LMI Presentation	11:00 am–11:30 am
	Audit Presentation	11:40 am–12:30 pm
	Joint Powers Board Meeting	12:40 pm–1:30 pm

All meetings, except where indicated, may have some board members participating remotely. The meeting is open to the public at the physical location listed at the top of this schedule.

This board schedule is subject to change, particularly on dates the JPB, WDB, or R3LPB hold a special event. Please regularly check the CMJTS website (www.cmjts.org > About > Board Schedule) to ensure you have the most up-to-date schedule.



CENTRAL MINNESOTA Workforce Development Board



Join us for an OPEN HOUSE SERIES

The Workforce Development Board (WDB) is a trusted cornerstone across Central Minnesota, connecting jobseekers with employers to build stronger, more resilient communities. Our mission is to provide the leadership that brings workforce, education, and economic resources together across Local Workforce Development Area 5 (LWDA).

- Meet members of the board and staff.
- Tour the CareerForce Center.
- Learn about our programs and services.
- Discover how we help individuals connect with employment, training, and career opportunities.
- Learn how we help local businesses find talent and build their workforce.
- Read customer success stories.
- Enjoy light refreshments.



OCT 13

Cambridge CareerForce

Time: 10:00AM - 1:00PM

Location: 140 North Birch Street, Suite 105



OCT 15

Monticello CareerForce

Time: 10:00AM - 1:00PM

Location: 406 East 7th St.



OCT 16

Willmar CMJTS/Ridgewater College

Time: 10:00AM - 1:00PM

Location: 2101 15th Avenue Northwest, A123



OCT 21

Mora CareerForce Affiliate

Time: 10:00AM - 1:00PM

Location: 16 North Lake St.



Central Minnesota WDB

Learn more about the WDB by
scanning the QR code or email us at
info@cmjts.org

www.cmjts.org



CENTRAL MINNESOTA
Workforce Development Board

September 22, 2026

Dear **Legislator (personalize)**,

The Central Minnesota Workforce Development Board (WDB) is inviting you to one of the various legislative open house events taking place in our area this fall. Please look for the one that is closest to you:

- **October 13** – Cambridge CareerForce
- **October 15** – Monticello CareerForce
- **October 16** – Willmar CMJTS, Ridgewater College
- **October 21** – Mora CareerForce Affiliate

The open houses will last from **10 am to 1 pm**.

The Central Minnesota WDB provides jobseekers and employers with services across Local Workforce Development Area 5, comprising Chisago, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Sherburne, and Wright Counties, and we ask that you go to the location which is most convenient for you.

The open-house series gives you the chance to find out about the services offered by our workforce development system. The Central Minnesota WDB is committed to meeting the challenges of training and advising people who want meaningful employment and to helping create a labor force that is highly skilled and ready to meet the needs of our businesses and communities.

While you are here, you can meet our WDB members and program staff and learn more about the services we offer jobseekers and employers. You will also have the chance to ask questions and gain a better understanding of the WDB's roles and responsibilities. The open house series provides an informal opportunity for you to visit and become acquainted with our Workforce Development Board members, agency staff, and local facilities.

Please feel free to bring a guest, tour our Career Lab and office, and read success stories from customers about their experiences with our services. We really appreciate your interest and look forward to seeing you at one of the locations nearest to you.

Please connect with Lori Kampa (lkampa@cmjts.org) or Dina Wuornos (dwuornos@cmjts.org) if you have any questions.

Sincerely,

Dina Wuornos, Executive Director
Central Minnesota Jobs and Training Services, Inc.
406 E. 7th St.
Monticello, MN 55362
p: 763.220.2139 | e: dwuornos@cmjts.org

Members

Rob Stark, Wright
Chair

Trevor Turek, Wright
Vice-Chair

Lori Vrolson, Wright
Secretary

Lisa Zwart, Wright
Treasurer

Commissioner
Duane Anderson,
Kandiyohi

Melissa Ball-Warriner,
Kandiyohi

Joy Beise, Isanti

Merle Bobbitt, Kandiyohi

Bob Dockendorf,
Sherburne

Gary Foster, Kandiyohi

Stephanie Hanson,
McLeod

Commissioner
Jeanne Holland, Wright

Deb Meyer, Wright

Lezlie Sauter, Pine

Sherry Smith, Sherburne

Janelle Sowers, Pine

Denise Stewart, Kanabec

Dr. Brent Thompson, Pine

Ian Weiss, Sherburne

Commissioner
Dan Whitcomb,
Mille Lacs

Rebecca Wierschke,
Sherburne

Dina Wuornos,
Executive Director
Ex-Officio

P.O. Box 720
Monticello, MN 55362
763.271.3700
www.cmjts.org



Minnesota Department of Children, Youth, and Families Grant Contract

This Grant Contract, and all amendments and supplements to the contract ("CONTRACT"), is between the State of Minnesota, acting through its Department of Children, Youth, and Families, Economic Assistance and Employment Supports Division ("STATE") and Central Minnesota Jobs and Training Services, Inc., an independent grantee, not an employee of the State of Minnesota, located at 406 East 7th St. PO Box 720, Monticello, MN 55362 ("GRANTEE").

RECITALS

STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6), has authority to enter into contracts for the following services: SNAP E&T providers that will implement SNAP E&T as part of the state's workforce and human service system, who offer services including education, training, and work-based learning opportunities.

Providers will provide SNAP recipients with strong case management, SNAP E&T activity progression that leads to career pathways, and the ability to transition off public assistance.

STATE, in accordance with Minnesota Statutes, section 13.46, is permitted to share information with GRANTEE.

GRANTEE represents that it is duly qualified and willing to perform the services set forth in this CONTRACT to the satisfaction of STATE.

THEREFORE, the parties agree as follows:

CONTRACT

1. CONTRACT TERM AND SURVIVAL OF TERMS.

1.1. Effective date. This CONTRACT is effective on **October 1, 2026**, or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

1.2. Expiration date. This CONTRACT is valid through **September 30, 2027**, or until all obligations set forth in this CONTRACT have been satisfactorily fulfilled, whichever occurs first.

1.3. No performance before notification by STATE. GRANTEE may not begin work under this CONTRACT, nor will any payments or reimbursements be made, until all required signatures have been

obtained per Minn. Stat. § 16B.98, subd. 7, and GRANTEE is notified to begin work by STATE's Authorized Representative.

1.4. Survival of terms. GRANTEE shall have a continuing obligation after the expiration or termination of CONTRACT to comply with the following provisions of CONTRACT: Indemnification; Information Privacy and Security; Intellectual Property Rights; Publicity; Ownership of Equipment; Data Disclosure; State audit; and Jurisdiction and Venue.

1.5. Time is of the essence. GRANTEE will perform its duties within the time limits established in CONTRACT unless it receives written approval from STATE. In performance of CONTRACT, time is of the essence.

2. DUTIES.

2.1. Grantee's Duties. GRANTEE shall perform duties in accordance with **Attachment A**, Work Plan, which is attached and incorporated into this CONTRACT.

2.2. Grant Progress Reports.

GRANTEE shall submit bi-annual grant progress reports to the STATE. Grant progress reports shall summarize activities and outcomes for the given period, and may include, but are not limited to goals, objectives, activities, outcomes, challenges, lessons learned and financial information. GRANTEE shall submit progress reports to the STATE according to the following schedule and in a mutually agreed upon format:

Due Date:

January 15, 2027

July 15, 2027

For service period:

October 1, 2026 – December 31, 2026

April 1, 2027 – June 30, 2027

2.3. Accessibility. Any information systems, tools, content, and work products produced under this CONTRACT, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the [State of Minnesota Accessibility Standard](https://mn.gov/mnit/about-mnit/accessibility/),¹ as updated on July 1, 2024. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 (Level AA) and Section 508 of the Rehabilitation Act of 1973.

Information technology deliverables and services offered must comply with the State of Minnesota Accessibility Standard and any documents, reports, communications, etc. contained in an electronic format that GRANTEE delivers to or disseminates for the STATE must be accessible. (The relevant requirements are contained under the "Standards" tab at the link above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment pursuant to clause 3.2(a) of CONTRACT.

¹ <https://mn.gov/mnit/about-mnit/accessibility/>

3. CONSIDERATION AND TERMS OF PAYMENT.

3.1. Consideration. STATE will pay for all services satisfactorily provided by GRANTEE under this CONTRACT.

a. Compensation.

1. GRANTEE will be paid in accordance with **Attachment B**, Budget, which is attached and incorporated into this CONTRACT.
2. Budget Modification.
 - a. GRANTEE must obtain STATE written approval before changing any part of the budget.
 - b. Notwithstanding Clause 19.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of that budget year total and does not change the total obligation amount.
 - c. If GRANTEE's approved budget changes proceed without an amendment pursuant to this clause, GRANTEE must record the budget change in EGMS or on a form provided by STATE.
3. All services provided by GRANTEE under this CONTRACT shall be performed to STATE's satisfaction, as determined at the sole discretion of STATE and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. GRANTEE shall not receive payment for work found by STATE to be unsatisfactory or performed in violation of federal, state, or local law.
4. STATE shall reimburse GRANTEE fifty percent (50%) of its earned financial federal participation (FFP) nonfederal share of the SNAP E&T 50-50 funds not to exceed the budget(s) in the Attachments as set forth in section 3.1.a. and the total as stated in section 3.1.d. of this CONTRACT, subject to SNAP E&T 50-50 federal funding restrictions and approvals.
5. If at any time funds allocated for GRANTEE's SNAP E&T program 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 payments as specified above, determined on a pro-rated basis, for services satisfactorily performed prior to the termination of the CONTRACT.
6. GRANTEE may not use funds for services or activities prohibited by Title 2 C.F.R. Part 200 Uniform Administrative Requirements and Uniform Administrative Requirements, Cost Principles, and Audit Requirement for the United States Department of Health and Human Services Awards, 45 C.F.R. Part 75. All provisions in the Uniform Administrative Requirements, costs principles, and audit requirements for federal awards are applicable to GRANTEE's SNAP E&T program.
7. Release of funding under this CONTRACT to GRANTEE is subject to actual receipt of appropriated funds from any source by STATE and FNS and approval by STATE of GRANTEE's Work Plan and any revised Work Plan.

8. STATE shall not reimburse GRANTEE for payments or liabilities to the Unemployment Compensation Fund, which is incurred as a reimbursing employer after termination of GRANTEE's participation in SNAP E&T program, or for any liability accrued thereunder before the effective date of this CONTRACT.

9. STATE shall not reimburse GRANTEE for any costs determined by STATE to be unallowable, as defined by FNS SNAP E&T rules and regulations and SNAP E&T Handbook, and any subsequent updates to these rules, regulations and guidelines during the period of this CONTRACT.

b. Travel and subsistence expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of GRANTEE's performance under this CONTRACT shall be no greater an amount than provided in the most current [Commissioner's Plan, Chapter 15](#).² GRANTEE shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.

c. Total obligation. The total obligation of STATE for all compensation and reimbursements to GRANTEE shall not exceed **one hundred fifty-nine thousand, two hundred nine dollars (\$159,209.00)**.

d. Withholding. For compensation payable under this CONTRACT, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by STATE as required.

e. Administrative Costs. Pursuant to Minn. Stat. § 16B.98, subd. 1(a), GRANTEE administrative costs must be necessary and reasonable, in accordance with **Attachment B** and all terms and conditions of this CONTRACT.

3.2. Terms of payment.

a. Invoices. Payments shall be made by STATE promptly after GRANTEE submits an invoice for services performed and the services have been determined acceptable by STATE's authorized representative pursuant to Clause 4.1.

1. Invoice Submission: Invoices shall be submitted to the grant manager in a form prescribed by STATE, if applicable, and according to the following schedule: **by the twentieth (20th) day of each month for the previous month**. Grantee must complete and submit a monthly SNAP E&T Grantee Expense Spreadsheet with invoice requests.

2. Final Invoice: GRANTEE agrees to submit the final invoice by October 30, 2027. Failure to submit a final invoice within this period may result in disallowance of payment for any expenditure not previously submitted. GRANTEE agrees to submit a revised final invoice to STATE if any additional funds must be returned to STATE after CONTRACT closeout

² <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>

- 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. An amendment must be executed any time any of the data elements listed in 2 C.F.R. 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award.

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 these obligations in the [Health and Human Services Grants Policy Statement](#),³ in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this CONTRACT, STATE and GRANTEE agree to comply with all pass-through requirements, including each party's auditing requirements as stated in [2 C.F.R. § 200.332 \(Requirements for pass-through entities\)](#)⁴ and [2 C.F.R. §§ 200.501-521 \(Subpart F – Audit Requirements\)](#).⁵

1. *GRANTEE's Name:* Central Minnesota Jobs and Training Services, Inc. (Must match the name associated with the Unique Entity Identifier.)
2. *GRANTEE's Unique Entity Identifier:* **TXPJB4KSMLS7** Effective April 4, 2022, the Unique Entity Identifier is the 12-character alphanumeric identifier established and assigned at [SAM.gov](#) to uniquely identify business entities and must match GRANTEE's name.
3. *Federal Award Identification Number (FAIN):* 262MN101S2519/262MN101S2520
4. *Federal Award Date:* 7/1/2026 (The date of the award to the MN Dept. of Children Youth Families.)
5. *CONTRACT (subaward) Period of Performance:* Start date: **See section 1.1 above.** End date: **See section 1.2 above.**
6. *CONTRACT (subaward) Budget Period Start and End Date:* 10/1/2026 – 9/30/2027.
7. *Amount of federal funds obligated to GRANTEE (subrecipient) in this CONTRACT:*
\$159,209.00
8. *Total amount of federal funds committed to the GRANTEE (subrecipient), including this CONTRACT:* \$159,209.00

³ <https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-october-2024.pdf>

⁴ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd/section-200.332>

⁵ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F/subject-group-ECFRfd0932e473d10ba?toc=1>

9. *Total Amount of the Federal Award from which the funds to the GRANTEE (subrecipient) are drawn:* \$ \$3,529,321.63
 1. *Federal Award Project description:* The SNAP Employment and Training (SNAP E&T) Program helps SNAP participants gain skills, training, or work experience to increase their ability to obtain regular employment that leads to economic self-sufficiency. The Food and Nutrition Administration (FNA) provides funding annually to States to operate the SNAP E&T program. The purpose of the SNAP E&T program is to assist members of SNAP households in gaining skills, training, work, or experience that will improve their employment prospects and reduce their reliance on SNAP benefits. State statutes implement federal laws and regulations and establish the framework for Minnesota's SNAP E&T program. SNAP E&T program operations in Minnesota are supervised by the Department of Children, Youth, and Families (DCYF) in partnership with the Department of Employment and Economic Development (DEED). The program operates under Laws of Minnesota 2005, Sections 256D.051 and 256D.052.
10. *Name:* 2503 - SNAP E&T RFP FY2027-2028
 - A. Federal Awarding Agency: USDA Food and Nutrition Administration
 - B. Pass through entity: MN Department of Children Youth Families (DCYF)
 - C. Name and Contact information of DCYF's awarding official: Jovon Perry, Phone : 651-539-8202, Email: jovon.perry@state.mn.us
11. *Assistance Listings Number & Name (formerly known as CFDA No.):* **10.561**
12. *Is this federal award related to research and development?* ☐ Yes ☒ No
13. *Indirect Cost Rate for the GRANTEE is:* 15% (including if the *de minimis* rate is charged.)

4. CONDITIONS OF PAYMENT.

4.1. Satisfaction of STATE. All services provided by GRANTEE pursuant to this CONTRACT shall be performed to the satisfaction of STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules, and regulations including business registration requirements of the Office of the Secretary of State. GRANTEE shall not receive payment for work found by STATE to be unsatisfactory, or performed in violation of federal, state, or local law, ordinance, rule, or regulation, or if GRANTEE has failed to provide Grant Progress Reports pursuant to Clause 2.2, or if the Progress Reports are determined to be unsatisfactory.

4.2. Payments to subcontractors. (If applicable) As required by Minn. Stat. § 16A.1245, GRANTEE must pay all subcontractors, within ten (10) calendar days of GRANTEE's receipt of payment from STATE for undisputed services provided by the subcontractor(s) and must pay interest at the rate of 1-1/2 percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

4.3. Actual costs and reimbursable expenses. GRANTEE shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200, et seq. if

applicable. GRANTEE must maintain adequate documentation to support all costs submitted for reimbursement, ensuring they align with the terms of the award. GRANTEE shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If GRANTEE receives funds from a source other than STATE in exchange for services, then GRANTEE may not receive payment from STATE for those same services. GRANTEE shall seek reimbursement from all sources before seeking reimbursement pursuant to this CONTRACT.

4.4. Unexpended Funds.

GRANTEE must promptly return to the STATE any unexpended funds that have not been accounted for annually in a financial report to the STATE due at grant closeout.

5. PAYMENT RECOUPMENT.

GRANTEE must reimburse STATE upon demand or STATE may deduct from future payments under this CONTRACT or future CONTRACTS the following:

- a. Any amounts received by GRANTEE from the STATE for contract services that have been inaccurately reported or are found to be unsubstantiated;
- b. Any amounts paid by GRANTEE to a subcontractor not authorized in writing by STATE;
- c. Any amount paid by STATE for services which either duplicate services covered by other specific grants or contracts, or amounts determined by STATE as non-allowable under the line-item budget, clause 3.1.a.;
- d. Any amounts paid by STATE for which GRANTEE'S books, records and other documents are not sufficient to clearly substantiate that those amounts were used by GRANTEE to perform contract services, in accordance with clause 2, GRANTEE'S Duties; and/or
- e. Any amount identified as a financial audit exception.

6. TERMINATION.

6.1. Termination by the State.

- a. **Without cause.** STATE may terminate this CONTRACT without cause, upon 30 days' written notice to GRANTEE. Upon termination, GRANTEE will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- b. **Termination for Cause.** STATE may immediately terminate this CONTRACT if the STATE finds that there has been a failure to comply with the provisions of the 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. 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.

6.2. Termination by the Commissioner of Administration.

In accord with Minn. Stat. § 16B.991, subd. 2, the Commissioner of Administration may unilaterally terminate this CONTRACT if further performance under the CONTRACT would not serve agency purposes or is not in the best interest of the STATE.

6.3. Insufficient funds. STATE may immediately terminate this CONTRACT if it does not obtain funding from the Minnesota Legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written notice to GRANTEE. STATE is not obligated to pay for any services that are provided after the effective date of termination. GRANTEE will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available.

In the event of temporary lack of funding or appropriation, STATE may pause its obligations under this CONTRACT without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the CONTRACT. GRANTEE will be notified in writing of the temporary pause, and GRANTEE's ability to provide services may be temporarily suspended during this period. STATE will provide reasonable notice to GRANTEE of the lack of funding or appropriation and shall notify GRANTEE once funding is restored or appropriated, at which point the provision of services under the CONTRACT may resume.

STATE will not be assessed any penalty if the CONTRACT is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. STATE must provide GRANTEE notice of the lack of funding within a reasonable time of STATE's receiving that notice.

6.4. Breach. Notwithstanding clause 6.1, upon STATE's knowledge of a curable material breach of the CONTRACT by GRANTEE, STATE shall provide GRANTEE written notice of the breach and ten (10) days to cure the breach. If GRANTEE does not cure the breach within the time allowed, GRANTEE will be in default of this CONTRACT and STATE may terminate the CONTRACT immediately thereafter. If GRANTEE has breached a material term of this CONTRACT and cure is not possible, STATE may immediately terminate this CONTRACT.

6.5. Conviction relating to a state grant. In accord with Minn. Stat. § 16B.991, subd. 1, this CONTRACT will immediately be terminated if the recipient is convicted of a criminal offense relating to a state grant agreement.

7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.

7.1. State. STATE's authorized representative for the purposes of administration of this CONTRACT is **Jovon Perry** or successor. Phone and email: **Phone: 651-431-4006** and **Email: jovon.perry@state.mn.us**. This representative shall have final authority for acceptance of GRANTEE's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 3.2.

7.2. Grantee.

- a. GRANTEE's Authorized Representatives are **Dina Wuornos, Executive Director**; or successor. Phone: **763-220-2319**, and emails dwuornos@cmjts.org. If GRANTEE's Authorized Representatives change at any time during this CONTRACT, GRANTEE must immediately notify STATE.

- b. GRANTEE must clearly post on GRANTEE's website the names of, and contact information for, the GRANTEE's leadership and the employee or other person who directly manages and oversees this CONTRACT on behalf of GRANTEE.

7.3. Information Privacy and Security. (If applicable) GRANTEE's responsible authority for the purposes of complying with data privacy and security for this CONTRACT is **Dina Wuornos** or successor. Phone and email: **763-220-2319** and dwuornos@cmjts.org.

8. INSURANCE REQUIREMENTS.

GRANTEE shall not begin work under the CONTRACT until it has obtained all the insurance described below and STATE has approved such insurance. GRANTEE shall maintain the insurance in force and effect throughout the term of the contract. GRANTEE is required to maintain and furnish satisfactory evidence of the following insurance policies.

8.1. Worker's 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 employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the STATE's obligation or responsibility. Minimum insurance limits are as follows:

- \$100,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$100,000 – Bodily Injury by Accident

If Minn. Stat. § 176.041 exempts GRANTEE from Workers' Compensation insurance mandates, including if GRANTEE has no employees in the State of Minnesota, GRANTEE must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes GRANTEE from the Minnesota Workers' Compensation requirements.

8.2. General Commercial Liability Insurance. GRANTEE agrees that it will at all times during the term of the grant contract keep in force a commercial general liability insurance policy with the following minimum insurance limits:

- \$2,000,000 per occurrence
- \$2,000,000 annual aggregate

Such insurance will protect it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the grant contract whether the operations are by GRANTEE or by a subcontractor or by anyone directly or indirectly employed by GRANTEE under the grant contract. STATE will be named as both an additional insured and a certificate holder on the general commercial liability policy.

8.3. Employee Theft & Dishonesty Policy. GRANTEE agrees to keep in force a blanket employee theft & employee dishonesty policy in at least the total amount of the first year's grant award as an

addendum on its property insurance policy. If it is not feasible to include a blanket employee theft & employee dishonesty policy as an addendum to a property insurance policy, then GRANTEE must keep in force a stand-alone employee theft/employee dishonesty policy.

STATE will be named as both a joint payee and a certificate holder on the employee theft/employee dishonesty policy. Only in cases in which the first year's grant award exceeds the available employee theft/employee dishonesty coverage may grantees provide blanket employee theft/employee dishonesty insurance in an amount equal to either 25% of the yearly grant amount, or the first quarterly advance amount, whichever is greater.

Upon execution of this grant contract, GRANTEE shall furnish STATE with a certificate of employee theft/employee dishonesty insurance.

8.4. Commercial Automobile Liability Insurance. GRANTEE is required to maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance or use of all owned, hired, and non-owned autos which may arise from operations under this CONTRACT. In the case that any work is subcontracted, GRANTEE will require the subcontractor to maintain Commercial Automobile Liability insurance that conforms to this section. Minimum insurance limits are as follows:

- \$2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages should be included: Owned, Hired, and Non-owned Automobile.

8.5. Professional Liability Insurance.

This policy will provide coverage for all claims the GRANTEE may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to GRANTEE's professional services required under the CONTRACT. GRANTEE is required to carry the following **minimum** insurance limits:

- \$2,000,000 – per claim or event
- \$2,000,000 – annual aggregate

Any deductible will be the sole responsibility of the GRANTEE and may not exceed \$50,000 without the written approval of the STATE. If the GRANTEE desires authority from the STATE to have a deductible in a higher amount, the GRANTEE shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that the STATE can ascertain the ability of the GRANTEE to cover the deductible from its own resources.

The retroactive or prior acts date of such coverage shall not be after the effective date of this CONTRACT and GRANTEE shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by GRANTEE to fulfill this requirement.

8.6. Additional Insurance Conditions:

- a. GRANTEE's policies shall be primary insurance to any other valid and collectible insurance available to STATE with respect to any claim arising out of GRANTEE's performance under this CONTRACT.
- b. If GRANTEE receives a cancellation notice from an insurance carrier providing coverage, GRANTEE agrees to notify STATE within five (5) business days with a copy of the cancellation notice, unless GRANTEE's policies contain a provision that coverage afforded under the policies will not be cancelled without at least thirty (30) days advance written notice to STATE.
- c. GRANTEE is responsible for payment of CONTRACT related insurance premiums and deductibles.
- d. STATE shall be named as a certificate holder on applicable policies.
- e. An Umbrella or Excess Liability insurance policy may be used to supplement GRANTEE's policy limits to satisfy the full policy limits required by CONTRACT.

9. INDEMNIFICATION.

In the performance of this CONTRACT by GRANTEE, or GRANTEE's agents or employees, GRANTEE must indemnify, save, and hold harmless the STATE, its agents and employees, from any claims or causes of action, including attorney's fees incurred by STATE, to the extent they are caused by GRANTEE's:

- a. Intentional, willful, or negligent acts or omissions;
- b. Actions that give rise to strict liability; or
- c. Breach of contract or warranty.

The indemnification obligations of this clause do not apply in the event the claim or cause of action is the result of STATE's sole negligence. This clause will not be construed to bar any legal remedies GRANTEE may have for STATE's failure to fulfill its obligation under this CONTRACT.

10. INFORMATION PRIVACY AND SECURITY.

- a. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act") as "not public data" on individuals to GRANTEE under this Contract. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. Minn. Stat. § 13.02, subd. 8a.
- b. It is expressly agreed that GRANTEE will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), 45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. 160 or 164. Accordingly, GRANTEE is not a "business associate" of STATE, as defined in HIPAA, [45 C.F.R. § 160.103](#) as a result of, or in connection with, this CONTRACT. Therefore, GRANTEE is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this CONTRACT. If GRANTEE has responsibilities to comply with

the Data Practices Act or HIPAA for reasons other than this CONTRACT, GRANTEE will be responsible for its own compliance.

- c. Notwithstanding paragraph a. and b., in its capacity as GRANTEE under this CONTRACT, GRANTEE must comply with the provisions of the Data Practices Act as though it were a governmental entity as defined by the Data Practices Act. GRANTEE will be performing functions of a government entity under Minn. Stat. § 13.05, subd. 11, and thus any data created, collected, received, stored, used, maintained or disseminated by GRANTEE in performing its duties under this contract is subject to the protections of the Data Practices Act. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Data Practices Act, Minn. Stat. Ch. 13, by either GRANTEE or STATE.
- d. In its capacity as GRANTEE under this contract, GRANTEE is being made an agent of the “welfare system” as defined in [Minn. Stat. § 13.46, subd. 1](#), and any data collected, created, received, stored, used, maintained or disseminated by GRANTEE in performing its duties under this Contract is explicitly subject to the protections of Minn. Stat. § 13.46.
- e. If GRANTEE receives a request to release data created, collected, received, stored, used, maintained or disseminated by GRANTEE in performing its duties under this CONTRACT, GRANTEE must immediately notify and consult with STATE’s Authorized Representative as to how GRANTEE should respond to the request.
- f. Under this CONTRACT, GRANTEE is performing the functions of a government entity including, but not limited to, responding appropriately pursuant to Minn. Stat. §§ 13.03 and [13.04](#) to requests for data created, collected, received, stored, used, maintained, or disseminated by GRANTEE in performing its duties under this CONTRACT.
- g. GRANTEE’s obligations while performing the functions of a government entity include, but are not limited to, complying with Minn. Stat. § 13.05, subd. 5 to establish appropriate security safeguards for all records containing data on individuals.
- h. GRANTEE must comply with [Minn. Stat. § 13.055](#) to investigate and appropriately report or notify regarding any potential unauthorized acquisition of data created, collected, received, stored, used, maintained, or disseminated by GRANTEE in performing its duties under this CONTRACT.

11. INTELLECTUAL PROPERTY RIGHTS.

11.1. Definitions. Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by GRANTEE, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the CONTRACT. Works includes “Documents.” Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by GRANTEE, its employees, agents, or subcontractors, in the performance of this CONTRACT.

11.2. Ownership. STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this CONTRACT. The Works and Documents will be the exclusive property of STATE, and all such Works and Documents must be immediately returned to STATE by GRANTEE upon expiration or termination of this CONTRACT. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” If using STATE data, GRANTEE must cite the data or make clear by referencing that STATE as the source.

11.3. Responsibilities.

- a. Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by GRANTEE, including its employees and subcontractors, and are created and paid for under this CONTRACT, GRANTEE will immediately give STATE’s Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. GRANTEE will assign all right, title, and interest it may have in the Works and the Documents to STATE.
- b. Filing and recording of ownership interests.** GRANTEE must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE’s ownership interest in the Works and Documents created and paid for under this CONTRACT. GRANTEE must perform all acts and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither GRANTEE nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** GRANTEE represents and warrants that the Works and Documents created and paid for under this CONTRACT do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, GRANTEE will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at GRANTEE’s expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. GRANTEE will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney’s fees. If such a claim or action arises, or in GRANTEE’s or STATE’s opinion is likely to arise, GRANTEE must, at STATE’s discretion, either procure for 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 STATE will be in addition to and not exclusive of other remedies provided by law.
- d. Federal license granted.** If federal funds are used in the payment of this CONTRACT, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and authorize others to do so.

12. PUBLICITY.

12.1. General publicity. Any publicity regarding the subject matter of this CONTRACT must identify STATE as the sponsoring agency and must not be released without prior written approval from the STATE's authorized representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, websites, social media, and similar public notices prepared by or for the GRANTEE individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this CONTRACT. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the GRANTEE's website when practicable.

12.2. Endorsement. GRANTEE must not claim that STATE endorses its products or services.

13. VOTER REGISTRATION REQUIREMENT.

GRANTEE certifies that it will comply with Minn. Stat. § 201.162 by providing voter registration services for its employees and for the public served by GRANTEE. Voter Registration materials can be found at the Secretary of State's [website](#).⁶

14. OWNERSHIP OF EQUIPMENT.

The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, 2 C.F.R. § 200.313. For all equipment having a current per unit fair market value of \$10,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the federal government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

15. AUDIT REQUIREMENTS AND GRANTEE DEBARMENT INFORMATION.

15.1. State audit. Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the GRANTEE or other party that are relevant to the CONTRACT are subject to examination by STATE and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the CONTRACT end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

15.2. Independent audit. If GRANTEE conducts or undergoes an independent audit during the term of this CONTRACT, notice of the audit must be submitted to STATE within thirty (30) days of the audit's completion and a copy provided, if requested.

15.3. Federal audit requirements. GRANTEE certifies it will comply with 2 C.F.R. § 200.501 et seq., as applicable. To the extent federal funds are used for this CONTRACT, GRANTEE acknowledges that

⁶ <https://www.sos.state.mn.us/elections-voting/get-involved/voter-outreach-materials/>

GRANTEE and STATE shall comply with the requirements of 2 C.F.R. § 200.332. Non-federal entities expending \$1,000,000 or more of federal funding in a fiscal year must obtain a single or program-specific audit conducted for that year in accordance with 2 C.F.R. § 200.501. Failure to comply with these requirements could result in forfeiture of federal funds.

15.4. Debarment by the State of Minnesota or the federal government.

GRANTEE certifies that neither it nor its principals are presently debarred or suspended by the State of Minnesota or any of its departments, commissions, agencies, or political subdivisions, as shown on the [Suspended and Debarred Vendors List](#)⁷, or by the federal government at [SAM.gov | Search](#).⁸ GRANTEE's certification is a material representation upon which the CONTRACT award was based. GRANTEE shall provide immediate written notice to STATE's authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

15.5. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion – lower tier covered transactions.

GRANTEE's certification is a material representation upon which CONTRACT award was based. Federal money will be used or may potentially be used to pay for all or part of the work under CONTRACT, therefore GRANTEE must certify the following, as required by 2 C.F.R. § 180, or its regulatory equivalent.

a. Instructions for Certification

1. By signing and submitting this CONTRACT, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this CONTRACT is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the

⁷ <https://mn.gov/admin/osp/government/suspended-debarred/>

⁸ https://sam.gov/search/?index=ex&page=1&pageSize=25&sort=-relevance&sfm%5Bstatus%5D%5Bis_active%5D=true&sfm%5BsimpleSearch%5D%5BkeywordRadio%5D=ALL

person to which this CONTRACT is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this CONTRACT that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

b. Lower Tier Covered Transactions.

1. The prospective lower tier participant certifies, by submission of this CONTRACT, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
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.

16. GRANTEE DATA DISCLOSURE.

Consistent with Minn. Stat. §§ 270B.09, 270C.65, subd. 3, and 270C.66, and other applicable law, GRANTEE understands that disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the STATE, may be provided 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 GRANTEE to file state tax returns and pay delinquent state tax liabilities, if any.

17. JURISDICTION AND VENUE.

This CONTRACT, and amendments and supplements, are governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this CONTRACT, or breach of the CONTRACT, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

18. CLERICAL ERRORS AND NON-WAIVER.

18.1. Clerical error. Notwithstanding Clause 19.1, STATE reserves the right to unilaterally fix clerical errors contained in the CONTRACT without executing an amendment. GRANTEE will be informed of errors that have been fixed pursuant to this paragraph.

18.2. Non-waiver. If STATE fails to enforce any provision of this CONTRACT, that failure does not waive the provision or STATE's right to enforce it.

19. AMENDMENT, ASSIGNMENT, SEVERABILITY, ENTIRE AGREEMENT, AND DRAFTING PARTY.

19.1. Amendments. Any amendments to this CONTRACT shall be in writing and shall be executed by the same parties who executed the original CONTRACT, or their successors in office.

19.2. Assignment. GRANTEE shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of STATE.

19.3. Entire Agreement.

- a. If any provision of this CONTRACT is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this CONTRACT shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute and will incorporate the substitute provision in this CONTRACT according to clause 19.1.
- b. This CONTRACT contains all negotiations and agreements between STATE and GRANTEE. No other understanding regarding this CONTRACT, whether written or oral may be used to bind either party.

19.4. Drafting party. The parties agree that each party has individually had an opportunity to review with a legal representative, negotiate and draft this CONTRACT, and that, in the event of a dispute, the CONTRACT shall not be construed against either party.

20. PROCURING GOODS AND CONTRACTED SERVICES.

20.1. Contracting and bidding requirements.

- a. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- b. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- c. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- d. GRANTEE must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - i. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#).
 - ii. Metropolitan Council Underutilized Business Program: MCUB: [Metropolitan Council Underutilized Business Program](#).
 - iii. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#).
- e. GRANTEE must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- f. GRANTEE must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- g. Notwithstanding the other terms of this subclause, the STATE may waive bidding process requirements when:
 - i. Vendors/subgrantees included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
 - ii. It is determined there is only one legitimate or practical source for such materials or services and that the vendor/subgrantee has established a fair and reasonable price.

20.2. Prevailing wage. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.50; 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. Vendors should submit a prevailing wage form along with their bids.

20.3. Debarred vendors. In the provision of goods or services under this CONTRACT, GRANTEE must not contract with vendors or subgrantees (as defined in clause 21.2) who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, GRANTEE must check if vendors are suspended or debarred by referencing the web page link in subclause 15.4 of this CONTRACT. A link to vendors debarred by federal agencies is provided at the bottom of the web page.

21. SUBCONTRACTS AND SUBCONTRACT PAYMENT.

21.1. GRANTEE, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to subgrantees (as defined in clause 21.2). GRANTEE shall ensure that the material obligations, borne by the GRANTEE in this CONTRACT, apply as between GRANTEE and subgrantees, in all subcontracts, to the same extent that the material obligations apply as between the STATE and GRANTEE.

21.2. Subgrantee. A subgrantee is a person or entity that has been awarded a portion of the work authorized by this CONTRACT by GRANTEE. GRANTEE must document any subaward through a formal legal agreement. GRANTEE must provide timely notice to the STATE of any subgrantee(s) prior to the subgrantee(s) performing work under this CONTRACT.

21.3. Subgrantee Monitoring. GRANTEE must monitor the activities of subgrantee(s) to ensure the subaward is used for authorized purposes and is in compliance with:

- a. The terms and conditions of this CONTRACT and the subaward;
- b. Required [Grants Management Policies and procedures](#) as specified in Minn. Stat. § 16B.97, subd. 4(a)(1) and other relevant statutes and regulations; and
- c. Subaward performance goals.

21.4. Subgrantee performance. If a subgrantee is determined to be performing unsatisfactorily by the State's Authorized Representative, the GRANTEE will receive written notification that the subgrantee can no longer be used for this CONTRACT.

21.5. GRANTEE responsibility. No subaward shall serve to terminate or in any way affect the primary legal responsibility of the GRANTEE for timely and satisfactory performances of the obligations contemplated by this CONTRACT.

21.6. Payment. GRANTEE must pay any subgrantee in accordance with subclause 4.2 of this CONTRACT.

22. LEGAL COMPLIANCE.

22.1. General compliance. All performance under this CONTRACT must be in compliance with state and federal law and regulations, and local ordinances. Allegations that STATE deems reasonable, in its sole discretion, of violations of state or federal law or regulations, or of local ordinances, may result in CONTRACT termination and/or reporting to local authorities by STATE.

22.2. Nondiscrimination. GRANTEE will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity or expression, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. GRANTEE must refrain from such discrimination as a matter of its contract with STATE. "Person" includes, without limitation, a STATE employee, GRANTEE's employee, a program participant, and a member of the public. "Discriminate" means, without limitation, to fail or refuse to hire, discharge, or otherwise discriminate against any

person with respect to the compensation, terms, conditions, or privileges of employment, or exclude from participation in, deny the benefits of, or subject to discrimination under any GRANTEE program or activity.

GRANTEE will ensure that all of its employees and agents comply with Minnesota Management and Budget Policy #[1329](#) (Sexual Harassment Prohibited) and #[1436](#) (Harassment and Discrimination Prohibited).

22.3. Grants management policies. GRANTEE must comply with required [Grants Management Policies and procedures](#) as specified in Minn. Stat. § 16B.97, subd. 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by the Office of Grants Management (OGM) Policy 08-10.

22.4. Conflict of interest. GRANTEE certifies that it does not have any conflicts of interest related to this CONTRACT, as defined by OGM Policy 08-01. GRANTEE shall immediately notify STATE if a conflict of interest arises.

23. OTHER PROVISIONS

23.1. No Religious Based Counseling. GRANTEE agrees that no religious-based counseling shall take place under the auspices of this CONTRACT.

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Signature Page Follows

By signing below, the parties agree to the terms and conditions contained in this CONTRACT.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05 or Department of Administration Policy 21-01.

By: David R. Van Watermeulen
4825C374083C400...

Date: 9/21/2026

Contract No: 296946

Distribution (fully executed to each):

Office of Grants and Contracts

GRANTEE

STATE's Authorized Representative

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 GRANTEE to the terms of this CONTRACT. GRANTEE and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: Dina Wuornos
EDD59DAFF0614CB...

Title: Executive Director

Date: 9/22/2026

3. STATE AGENCY

With delegated authority

By: _____

Title: _____

Date: _____



Minnesota Department of Public Safety (“State”) Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Community Crime Intervention and Prevention 2026 Grant Contract Agreement No.: A-CC-2026-CMJT-145
Grantee: Central Minnesota Jobs and Training Services PO Box 720 406 7th Street East Monticello, Minnesota 55362	Grant Contract Agreement Term: Effective Date: 04/01/2026 Expiration Date: 12/31/2027
Grantee’s Authorized Representative: Dina Wuornos, Executive Director Central Minnesota Jobs and Training Services PO Box 720 406 7th Street East Monticello, Minnesota 55362 (763) 220-2139 dwuornos@cmjts.org	Grant Contract Agreement Amount: Original Agreement \$150,000.00 Matching Requirement \$0.00
State’s Authorized Representative: Kristine Kvols, Grant Manager Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 815-2270 Kristine.kvols@state.mn.us	Federal Funding: None FAIN: N/A State Funding: Minnesota Session Laws of 2023, Chapter 52, Article 2, Section 13 and Minnesota Session Laws of 2025, Chapter 35, Article 2, Section 3, Subdivision 7. Special Conditions: Attached and incorporated into this grant contract agreement. See page 3.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

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

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Community Crime Intervention and Prevention 2026 Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Community Crime Intervention and Prevention 2026 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-CC-2026-CMJT-145 / 3-109455

Project No.(indicate N/A if not applicable): N/A

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: Grant Unit Director

Date: 4/29/2026

2. GRANTEE

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

Signed: _____

Print Name: Dina Wuornos

Title: Executive Director

Date: 04/15/2026

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative



Special Conditions

1. Time limitations on funding use:

\$11,185.00 is available from April 1, 2026 through June 30, 2027.

\$127,630.00 is available from April 1, 2026 through December 31, 2027. SFY27 funds will be encumbered in SWIFT upon receipt of funds from MMB.

\$11,185.00 is available from July 1, 2026 through December 31, 2027. SFY27 funds will be encumbered in SWIFT upon receipt of funds from MMB.

Organization: Central Minnesota Jobs and Training Services, Inc.

A-CC-2026-CMJT-145

Budget Summary

CCIP: Building Tomorrow				
Budget Category	Award			
Personnel				
staffing-Career Navigator	\$49,000.00			
Staffing-Program Manager	\$10,000.00			
Staffing-Program Supervisor	\$7,000.00			
Youth Work Experiences Wages	\$31,500.00			
Total	\$97,500.00			
Contract Services				
Legacy2Inspire time and materials for working with the youth	\$9,900.00			
Total	\$9,900.00			
Payroll Taxes & Fringe				
taxes and fringe for staff and youth work experience	\$16,500.00			
Total	\$16,500.00			
Office Expenses				
Office expenses related to personnel	\$7,000.00			
Total	\$7,000.00			
Program Expenses				
expense related to support the program	\$3,250.00			
Total	\$3,250.00			
Direct Client Assistance				
Direct Client-support services to Building Tomorrow Participants	\$3,850.00			
Total	\$3,850.00			
Indirect Costs				
15 % De Minimis	\$12,000.00			
Total	\$12,000.00			
Total	\$150,000.00			



CMJTS Fixed Asset Policy

1. Purpose and scope

Central Minnesota Jobs and Training Services (CMJTS) capitalizes and tracks any asset that costs \$10,000 or more per unit and has a useful life greater than 12 months. This policy sets how those assets are approved, recorded, depreciated, inventoried, safeguarded and disposed of.

The policy applies to all CMJTS staff, programs and locations, and to assets bought with any funding source: federal (including WIOA and other Department of Labor funds passed through the Minnesota Department of Employment and Economic Development), state, local, private grants and unrestricted funds.

It is intended to comply with generally accepted accounting principles (GAAP) and the federal Uniform Guidance at 2 CFR 200.310–200.316 and 200.439. Where a grant agreement or funding agency sets a stricter requirement, the stricter requirement governs for assets bought with that funding.

Effective date: This policy is effective for the fiscal year ending June 30, 2026, and applies to all fixed assets acquired, held or disposed of during that fiscal year and after.

2. Definitions

- **Fixed asset (equipment):** Tangible, nonexpendable property with an acquisition cost of \$10,000 or more per unit and a useful life greater than 12 months. This matches the federal definition of equipment in 2 CFR 200.1.
- **Acquisition cost:** The net invoice price of the asset, including the cost of modifications, attachments, accessories or auxiliary equipment needed to make it usable for its purpose. It also includes freight, installation, taxes and similar charges, less any discounts or rebates.
- **Useful life:** The period, greater than 12 months, over which CMJTS expects to use the asset in its operations.
- **Supplies:** Tangible property that does not meet the fixed asset definition. Supplies are expensed when purchased.
- **Sensitive (non-capitalized) property:** Items under \$10,000 that are portable and easily lost or stolen, such as laptops, tablets, cell phones and projectors. These are expensed but tracked on an inventory list (Section 7).
- **Improvement:** A cost of \$10,000 or more that extends an existing asset's useful life, increases its capacity or improves its efficiency. Routine repairs and maintenance are expensed.
- **Federally funded asset:** Any asset bought in whole or in part with federal funds, including funds passed through a state agency.



3. Capitalization threshold and criteria

An item is capitalized as a fixed asset only when both conditions are met:

1. Its acquisition cost is \$10,000 or more per unit.
2. Its useful life is greater than 12 months.

Items that fail either test are expensed in the period purchased. The following rules apply when applying the threshold:

- **Per unit, not per purchase.** The threshold applies to each individual item. Ten computers at \$1,500 each are not capitalized, even though the order totals \$15,000.
- **No splitting.** Purchases may not be divided into smaller orders or invoices to avoid the threshold.
- **Components of one system.** Items that function only together as a single unit (for example, a server with its required racks and licenses) are combined and treated as one asset.
- **Improvements.** Improvements of \$10,000 or more are added to the cost of the existing asset, or recorded as a separate asset, and depreciated over the remaining or revised useful life.
- **Donated assets.** Donated items meeting the criteria are recorded at fair market value on the date received.
- **Leases.** Leases are evaluated under ASC 842. Right-of-use assets are recorded according to that standard rather than this threshold.
- **Software.** Purchased or developed software meeting the criteria is capitalized as an intangible asset and may be amortized; annual subscriptions and cloud service fees are expensed.

4. Acquisition and approval

Fixed asset purchases are approved according to the CMJTS Purchasing and Payment Approval Policy. Purchases also follow the CMJTS Procurement Policy, including competitive quotes or bids where required.

For assets bought with federal or state grant funds:

1. The Program Manager confirms the purchase is allowable, necessary and budgeted under the grant.
2. The Program Manager or Finance Manager requests prior written approval from the funding agency when required by 2 CFR 200.439 or the grant agreement, and keeps that approval with the purchase records.
3. No order is placed until agency approval, where required, is received.



The purchase file for each asset keeps the requisition, approvals, quotes or bids, purchase order, invoice, proof of payment and receiving documentation.

5. Recording, tagging and property records

Finance records each fixed asset in the general ledger and the fixed asset register. Each asset receives a numbered CMJTS property tag placed in a visible location; assets that cannot be tagged are identified by serial number.

The fixed asset register includes, at minimum, the fields required by 2 CFR 200.313(d)(1):

Field	Notes
Asset tag number	Assigned by Finance
Description	Make, model and serial or other ID number
Funding source	Grant name, award number and Federal Award Identification Number (FAIN) when federal
Title holder	CMJTS or the awarding agency, per the grant terms
Acquisition date	Date received and placed in service
Acquisition cost	Per Section 2 definition
Federal share	Percentage of cost paid with federal funds
Location	Office, room or assigned staff member
Use and condition	Updated at each physical inventory
Useful life and depreciation	Method, life and accumulated depreciation
Disposition	Date, method and sale price or fair market value

Records for federally funded assets are retained for at least three years after final disposition, or longer if required by the funding agency.

6. Depreciation

CMJTS depreciates fixed assets on the straight-line method over their estimated useful lives, with no salvage value unless one is significant and documented. Depreciation is recorded annually, beginning in the fiscal year the asset is placed in service. Land is not depreciated.

Finance assigns each asset an estimated useful life when it is recorded, based on its expected use, and documents it in the fixed asset register.

For assets bought with federal funds and charged to the grant as a direct cost at purchase, depreciation is recorded for financial statements only and is not charged to that grant again (2 CFR 200.436).



7. Physical inventory, safeguarding and loss

CMJTS takes a physical inventory of all fixed assets and sensitive property at least once a year, exceeding the federal minimum of once every two years. Finance reconciles the count to the fixed asset register and general ledger, and the Finance Manager investigates and documents any difference.

The count is performed or verified by someone other than the staff member who has custody of the assets. Results, including the date, who counted and any discrepancies, are kept with the register.

Safeguarding. Program managers are responsible for the assets assigned to their programs and locations. Assets are kept in secured areas when not in use.

Transfers. Moving an asset between locations, programs or staff requires notifying Finance so the register can be updated.

Loss, theft or damage. Staff report any lost, stolen or damaged asset to their supervisor and Finance within one business day. Theft is reported to law enforcement. Finance updates the register, notifies the insurer, and notifies the funding agency when a federally funded asset is involved.

Insurance. CMJTS maintains insurance on fixed assets at least equal to the coverage it carries on assets bought with non-federal funds.

8. Disposition

No fixed asset may be sold, donated, traded in, scrapped or otherwise disposed of without approval from the Executive Director. Finance records the disposition date, method and proceeds, and removes the asset and its accumulated depreciation from the books.

For federally funded assets that are no longer needed for the original program, CMJTS follows 2 CFR 200.313(e) and any funding agency instructions:

1. First, use the asset in other federally funded programs or projects, as permitted.
2. If the current fair market value per unit is \$10,000 or less, CMJTS may keep, sell or dispose of it with no further obligation to the awarding agency.
3. If the fair market value per unit is more than \$10,000, CMJTS requests disposition instructions from the funding agency. The agency is entitled to its share of the sale proceeds or value.

Data is wiped from computers and storage devices before any disposal. Disposition records are retained per Section 5.



9. Responsibilities, review and approval

Role	Responsibilities
Board of Directors	Approves this policy and any change to the capitalization threshold
Executive Director	Approves fixed asset dispositions; ensures policy is followed
Finance Manager	Maintains the register, records depreciation, requests agency approvals, leads physical inventory
Program managers	Confirm grant allowability, safeguard assigned assets, report transfers and losses
All staff	Care for assigned equipment, sign custody forms, report loss or damage within one business day

The Finance Manager reviews this policy at least every two years, and whenever federal, state or funding agency requirements change, and recommends updates to the Board.