

Adult Career Pathways - State Fiscal Year (SFY) 2026 – 2027

Grantee Obligations Acknowledgement form

Please read and check all items to confirm that you understand all requirements. Sign and return this form with your work plan/contracting packet. If you have questions, please contact your program coordinator.

This form is intended to ensure that those responsible for managing the grant are aware of grant requirements. For more information see <https://mn.gov/deed/programs-services/adult-career-pathways/>. This site will be updated regularly. Subscribe to the monthly [Partner Express](#) newsletter for important program updates.

Eligibility/Enrollment Elements

I understand:

and have read the “Documentation Needed to Support Participant Eligibility” for participant eligibility requirements including obtaining and retaining backup documentation to support a participant’s eligibility.

[Documentation Needed to Support Participant Eligibility](#)

and have read the “Program Operations Guide” and understand that there are program requirements we must follow. [Program Operations Guide](#)

and have read the “ACP Cost Category Guidance” and understand that there are fiscal requirements we must adhere to. [ACP Cost Category Guidance](#)

Workforce One (WF1)

I understand:

that my organization is required to enroll all eligible participants into the Workforce One (WF1) database.

that all enrollment/eligibility documentation must be collected before enrolling a participant into WF1.

that the participant’s enrollment date must be on or after the date all supporting documentation is received.

that all data (enrollments, case notes, activities, support services, credentials, employment data, exits, etc.) must be entered into WF1 within fifteen (15) business days of event date.

that one-on-one contact/engagement is required for all enrolled participants at minimum, once every thirty (30) days and the contact must be documented in WF1.

Payment Requests (RPR/FSR) - due monthly, by the 20th of the following month

I understand:

that we are responsible for tracking ACTUAL incurred grant costs and submit \$0 RPR/FSR if no expenses are incurred.

that we are responsible for retaining documentation of these costs and will submit to DEED staff upon request.

that RPR payments are made on a reimbursement basis and will not be made unless all required reports have been submitted.

that we cannot bill DEED for a participant until he/she/they are entered into WF1; back billing is not permitted.

all expenses billed must be within the scope and detail of the approved work plan; any equipment purchases over \$5,000 must be discussed and approved by your program coordinator.

all expenses associated with participants lacking enrollment/eligibility backup documentation will be disallowed.

all partners receiving compensation from this grant must be included in your executed contract's Partnership Chart, signed Compensated Partner Information Form, and a signed and dated MOU/Subcontract prior to expenses being incurred. [Compensated Partner Information](#)

Quarterly Reports - *due the 30th of the month following the end of the quarter April 30, July 30, October 30, and January 30.*

I understand:

that my organization is required to submit a quarterly narrative that describes the progress of the award.

Modifications to the Grant

I understand:

that my organization must promptly notify DEED of any proposed change to the scope of the project, project activities, budget, work plan, grant expenditures, partners, or completion date and that any changes must be approved by DEED.

that proposed changes are subject to approval by DEED and are not effective until all parties have signed a modification/amendment agreement.

the project end date, is as stated in the Grant Agreement, and that any requests to extend or modify the contract are subject to approval by DEED and must be submitted, in writing, at least 45 days prior to the end of the contract.

Other

I understand:

that the appropriate staff will attend all onboarding, WF1 training, and 30, 60, 90-day check in sessions with DEED ACP staff.

that my organization is required to monitor all subgrantees receiving \$50,000 or more of these grants' funds.

that my organization, unless otherwise stated in legislation/grant paperwork, is limited to Administrative Costs that cannot exceed 10% of the grant award or 10% of the expended award, whichever is less.

and have read the MN Office of Grants Management 08.01 conflict of interest policy and disclosed any actual, potential, or perceived conflict(s). [MN Office of Grants Management 08.01](#)

that my organization must submit a Compensated Partner Information Form for all compensated partners before work begins. [Compensated Partner Information Form](#)

Wage Data

I understand:

I am required to report placement and wage data for all individuals who receive training through the grant project.

Print the Name of your Organization and Grant program (WESA, P2P, SEA, SS, Direct Appropriation, MFRP, etc.)

Print Your Name and Title

Signature

Date