

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: February 13, 2023
Item No.: 10.e

Department Approval

City Manager Approval



Item Description: Approve 2023 Auto Theft Prevention Grant Applications

BACKGROUND

In May, 2021, the Roseville Police Department was awarded two auto theft prevention grants through the Minnesota Department of Commerce. One grant provided funding for an auto theft investigator dedicated to reduce automobile related thefts, increase education and awareness in our community, respond to automobile theft incidents, and prosecute offenders. The grant was a two year grant (2021-2023) and covered up to \$100,000 per year towards salary/benefits of the investigator. The second grant awarded funding for equipment used to respond to automobile related crimes (e.g. tire deflation devices, covert cameras, and GPS vehicle tracking devices to be utilized in catalytic converter theft and auto related investigations).

On May 17, 2021, the Roseville City Council voted to accept the grant funding. At that time, staff recommended if the auto theft investigator position was beneficial, RPD would seek grant funding to continue to the position at the end of the grant cycle (June 30, 2023) or explore other funding sources.

The Department of Commerce recently released its most recent requests for proposals for automobile theft prevention grants. The newly released dedicated auto theft investigator grant provides funding for three years (July 2023 – June 2026). The grant covers up to \$100,000 each year towards salary and benefits. If Roseville was awarded the grant, it would allow the Roseville Police Department to continue the current dedicated auto theft investigator position for an additional three years. This would not be a new position, but would only continue the current grant funded position in place since 2021. The equipment grant would allow the department to obtain additional equipment to enhance the department's response and investigation of auto related crimes.

Roseville experienced a 34% increase from 2021 to 2022 in auto related crimes. Without the dedicated position, many of these cases would not have been investigated and the number of crimes could be much higher. As a result of the grant funded position, Roseville has hosted a number of catalytic converter etching events, proactive patrols of hot spots, carjacking details, and building partnerships with businesses and citizens to proactively reduce auto related crimes. In 2022, our investigator also played an integral role in helping take down a national ring believed to be responsible for a high number of the catalytic converter thefts in the metro area.

According to statistics compiled by the Minnesota Bureau of Criminal Apprehension (BCA), Roseville reported 224 motor vehicle thefts in 2022. Referring to the FBI's average valuation of \$8,886 per stolen vehicle in 2019 (an amount likely much higher in 2022), Roseville residents and visitors incurred an estimated \$1,990,464 in losses associated with auto theft. While the negative economic impact of auto theft is significant, of even more importance is the perceived risk and associated trauma of victimization in

37 the community.

38
39 Over the years, RPD has applied a multi-prong approach to addressing automobile theft, obtaining funding
40 through numerous Minnesota Department of Commerce auto theft prevention grants. Past funding
41 successes have included implementing an Automated License Plate Recognition (ALPR) system; fully
42 outfitting a Bait Car currently in use, officer-lead auto theft and carjacking details, purchasing evidence
43 equipment to process fingerprints and expanding the job duties and associated salary of RPD's
44 Investigative Aide to enhance auto theft crime analysis.

45
46 The Department plans to build upon past auto theft prevention grant successes while focusing on new
47 prevention initiatives by seeking funding through two Minnesota Department of Commerce auto theft
48 prevention grants. The Auto Theft Prevention Grant- Dedicated Auto Theft Investigator grant (Attachment
49 A) will allow RPD to continue a successful initiative, continuing the assignment of a full-time detective to
50 the Community Action Team (CAT) to investigate motor vehicle theft crimes. The Auto Theft Prevention
51 Grant- General (Attachment B) will supply specialized equipment to aid in the investigation of auto theft
52 related crimes.

53
54 Grant funding for the investigator is for a period of three years (July 1, 2023 through June 30, 2026). In
55 order to qualify for funding the agency must have at least 250 combined motor vehicle theft or recoveries
56 of stolen vehicles in the service areas in 2021 or 2022. Roseville meets all grant eligibility requirements.

57
58 The grant application deadline is February 24, 2023.

59 **POLICY OBJECTIVE**

60 The Roseville Police Department seeks approval to reapply for two Minnesota Department of Commerce
61 2023 Auto Theft Prevention Grants. The \$300,000 in funds will pay for the majority of the salary and
62 benefits for a dedicated Auto Theft Investigator position for the next three years. RPD also seeks approval
63 to apply for additional funding for specialized equipment to aid in the investigation of auto theft crimes.

64
65 Both grant opportunities enhance the Department's on-going effort to reduce motor vehicle thefts,
66 impacting the economic strain and trauma associated with victimization through specialized equipment,
67 enhanced investigations, education and awareness and a partnership with RPD's Community Action Team
68 (CAT).

69 **BUDGET IMPLICATIONS**

70
71 The investigator grant (not to exceed \$300,000 over three years) will cover the majority of the salary of a
72 continued auto theft investigator. Any salary or benefits expenses over \$100,000 per year would need to
73 be covered by the City. For 2023, the Police Department's operating budget will be able to absorb any
74 costs for the position in excess of \$100,000. For 2024 and 2025, any salary costs in excess of the
75 \$100,000 would be included in the department's operating budget requests. There is no obligation for the
76 city to fund the position at the end of the grant. If proven successful over the next three years, RPD would
77 look at additional grant opportunities through the Department of Commerce or other grants to continue the
78 position. There is no obligations to the City to continue the position after the grant expiration.

79 There is no financial impact or city match for funding through the general Auto Theft Prevention
80 equipment grant.

81 **RACIAL EQUITY IMPACT SUMMARY**

82 Studies have shown crime, including auto theft, disproportionately affects disadvantaged communities.
83 Owning a vehicle is as an opportunity to escape poverty through the ability to earn an income. Losing a
84 vehicle to theft can have disparate impacts on families hit hardest by poverty, many of whom identify as
85 BIPOC, due to a potential loss of wages and the fact that later model vehicles are most frequently targeted
86 for theft. Enhanced investigations through continuing the department's dedicated Auto Theft Investigator

87 grant-funded position and specialized equipment will allow the department to build upon our multi-prong
88 approach employed to reduce automobile theft, a crime that is not just a nuisance to public safety, but also
89 discourages quality of life, significantly affecting the lives of all Roseville community members, especially
90 historically disadvantaged groups.

91 **STAFF RECOMMENDATION**

92 Staff recommends authorizing the Roseville Police Department to apply for two Minnesota Department of
93 Commerce auto theft prevention grants; the 2023 Auto Theft Prevention- Dedicated Auto Theft
94 Investigator grant and the 2023 Auto Theft Prevention- General grant.

95

96 If awarded the investigator grant, it would not result in the addition of a new position, but it would allow
97 RPD to extend the current grant funded auto theft investigator position, which is set to expire in June
98 2023. It also would allow the Department to acquire additional investigative tools and equipment to
99 combat auto related crimes (e.g. GPS tracking devices, automated license plate readers, mobile
100 surveillance cameras and other investigative tools).

101 **REQUESTED COUNCIL ACTION**

102 Authorize the Roseville Police Department to apply for two Minnesota Department of Commerce auto
103 theft prevention grants; the 2023 Auto Theft Prevention- Dedicated Auto Theft Investigator grant and the
104 2023 Auto Theft Prevention- General grant.

105 Prepared by: Erika Scheider, Chief of Police
106 Attachment: A. 2023 Auto Theft Prevention Grant- Investigator RFP
107 B. 2023 Auto Theft Prevention Grant- General RFP
108



**MINNESOTA DEPARTMENT OF COMMERCE
FRAUD BUREAU**

REQUEST FOR PROPOSALS

Auto Theft Prevention Grant (Dedicated Investigator)

Timeline:

RFP Posted: January 23, 2023

Application Due: February 24, 2023

Grant Term Begins: July 1, 2023

A detailed timeline is in Section VII. Review Process and Timeline

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MINNESOTA DEPARTMENT OF COMMERCE FRAUD BUREAU

GRANT REQUEST FOR PROPOSALS

Auto Theft Prevention Program (Dedicated Investigator)

I. Grant Overview

The Minnesota Automobile Theft Prevention Program is intended to reduce Automobile Theft and automobile-related thefts. The funding is used for Dedicated Auto Theft Investigator positions to reduce automobile thefts, increase education and awareness of the public to the issue, respond to automobile theft incidents, and prosecute offenders. The Program is administered by the Minnesota Department of Commerce Fraud Bureau.

Funding Availability

Funding is available through the automobile theft prevention surcharge Minn. Stat. §297I.11. The total amount of awards will be based upon funds available and quality of grant applications as recommended by the Automobile Theft Prevention Board. The Commissioner of Commerce in consultation with the Commissioner of Public Safety will determine the final awards.

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. We expect to announce selected grantees in April 2023. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date.

Program Priorities

The commissioner may give priority to:

- (1) offices and agencies engaged in a collaborative effort to reduce automobile theft; and
- (2) counties or regions with the greatest rates of automobile theft.

In accordance with [Minn. Stat. §65B.84 Subd. 3\(c\)](#) .

II. Eligibility

Program Eligible Costs

Only Minnesota law enforcement agencies may apply. Agencies may submit a collaborative application that includes a larger service area than a single jurisdiction.

Full-Time Auto Theft Investigator

- In order to qualify, the applicant must have at least 250 combined auto-theft or auto theft recoveries in the service area in 2021 or 2022. (An auto theft and a recovery count as a separate number, even if it was the same vehicle, as long as it was recovered in the service area.)
- Applicants with more than 500 auto thefts may apply for multiple positions.
- These investigators must work exclusively auto theft and auto theft related cases.
- Reimbursement of \$100,000 per year.

Part-Time Auto Theft investigator

- In order to qualify, applicants must have at least 75 combined auto thefts or auto theft recoveries in the service area in 2021 or 2022. (An auto theft and a recovery count as a separate number, even if it was the same vehicle, as long as it was recovered in the service area.)
- A part-time funded position must be the primary investigator for auto theft cases for the service area. Meaning when possible, auto theft cases will be assigned to that investigator, and that investigator will review all auto theft reports in the service area.
- Applicants who qualify a full-time position but are unable to due to staffing or other concerns, may request multiple positions.
- Reimburse \$15,000 per year for each position.

Other Benefits

- Reimbursement for expenses related to automobile theft prevention and investigation organizations, meetings, conferences and trainings.

This grant is for a three-year term, July 1, 2023 – June 30, 2026.

NOTE: Grant funds may not be used to address thefts of other types of vehicles such as boats, snowmobiles, construction equipment or all-terrain vehicles.

Competitive Priorities

The Automobile Theft Prevention Grant Board seeks applications for proposals that include proven or best practices that will lead to a reduction of automobile thefts. The Board also encourages applications for innovative approaches, involving techniques, equipment, and programing that have a measurable result towards the reduction in automobile thefts.

Collaboration

The Automobile Theft Prevention Grant Board encourages applications that involve collaboration of multiple entities within a service area to work together towards a reduction in automobile theft. The lead agency applying for a grant must include letters of commitment from any other entities included in the grant proposal. Collaborative proposals without letters of commitment will not be considered.

III. Application Content

Application Content

Applicants must submit the following completed forms for the application to be considered complete:

- **Automobile Theft Prevention Grant Project Information Sheet (Form 1).** This form details the service area and contact information for the applicant agency should the program receive funding.
- **Dedicated Auto Theft Investigator Project Needs and Description (Form 1c).** This form provides a description of the proposed project and anticipated results.
- **Letter of Commitment:** Are required for multi-agency grants and cases where an application requires cooperation for other entities.

- **Original Resolution:** There must be an original resolution from the governing body of the applicant agency authorizing that entity and signatory to enter into a contract with the state. The resolution is not required at the time of application. A fully executed resolution must be submitted before the grant contract is fully executed. A sample resolution is available upon request.

IV. Required Forms, Exhibits and Attachments

Required Forms

- Form 1 – Project Information Sheet
- Form 1c – Dedicated Auto Theft Investigator Project Needs and Description

Exhibits

- **Exhibit A: Sample State of Minnesota Grant Contract** (Actual contract may differ slightly and have some conditions related to property purchased with grant funds.)
- **Exhibit B: Conflict of Interest**
- **Exhibit C: Workforce and Equal Pay Declaration Page** (Required if applicant receives more than \$100,000.00 from the State of Minnesota.)

Attachment

- **Attachment 1: Sample* Reporting Instructions**
- **Attachment 2: Sample* Reporting Tool** (The spreadsheet tool has multiple tabs for data collection.)

*Actual information required may vary depending on the nature of the grant and service area.

V. Application Submission:

All applications must be received no later than 4:30 p.m. Central Time, on February 24, 2023. Applications submitted after this deadline will not be reviewed.

Applications must be submitted by email to:

Auto Theft Grants
 Commerce Fraud Bureau
 Email: autotheftgrant@state.mn.us
 Subject: Auto Theft Application Proposal

VI. Grant Selection Criteria and Weight

The review committee will be reviewing each applicant on a 100-point scale:

Evaluation Criteria	Total Weight
Number of auto thefts, carjackings, and auto theft rate	20%
Number of and rate of non-recovered stolen vehicles	10%
Auto thefts by organized groups, permanent nature, or repeat offenders	10%
Scope of auto thefts in the service area	10%
Agency need	10%
Proposed work plan	30%
Benefit to investigations/prior experience	10%

VII. Review Process and Timeline

The review committee will evaluate all eligible and complete applications received by the deadline. Department of Commerce will review all committee recommendations and is responsible for award decisions. The award decisions of Department of Commerce are final and not subject to appeal.

RFP posted on the Department of Commerce web site	January 23, 2023
Questions due no later than 4:30 pm Central Time	February 13, 2023
Applications due no later than 4:30 pm Central time	February 24, 2023
Committee begins review of applications	February 27, 2023
Selected applicants notified; grant agreement negotiations begin	April 3, 2023
Work plans approved, grant contracts fully executed, and work begins	July 1, 2021

VIII. Notification

Applicants selected for a grant award are anticipated to be notified by April 3, 2023, as indicated in the table above. The scope of work and budget for selected applicants will then need be negotiated.

The term of this grant contract is anticipated to run from July 1, 2023 to June 30, 2026. The State is not bound to this schedule. The anticipated date for contract work to begin is only an approximation as many factors can delay (or accelerate) the start of a contract.

Work on the individual contract cannot begin prior to the execution date of the agreement.

IX. Questions

Questions are to be submitted by email to autotheftgrant@state.mn.us.

All answers will be posted within two business days at [Minnesota Auto Theft Prevention Program / Minnesota.gov \(mn.gov\)](#). Please submit questions no later than 4:30 p.m. Central Time, on February 15, 2021.

X. General Requirements

Financial Review Process

All Non-Governmental Organizations (NGO's) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher, in order to comply with [Policy on the Financial Review of Nongovernmental Organizations](#).

Conflicts of Interest

We will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties.
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Exhibit B: Conflicts of Interest Declaration, **must be submitted** as part of the proposal.

Public Data

- Data related to an RFP is classified as nonpublic or public per [Minn. Stat. § 13.599](#).
- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [Minn. Stat. §13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the Minnesota Department of Commerce as part of the evaluation process (except trade secret data as defined and classified in [Minn. Stat. §13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

Sample Grant Contract

You should be aware of the State's standard contract terms and conditions in preparing your response to this RFP. A sample State of Minnesota Grant Agreement is available for download on the Department's [Request for Proposals Webpage](#) (<https://mn.gov/commerce/business/rfp/>).

Much of the language reflected in the contract is required by statute. If you take exception to any of the terms, conditions or language in the contract, you must indicate those exceptions by completing Exhibit D: Exceptions to Sample Grant Contract Terms and Conditions Form in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation if your project is funded.

Grant Payments

Per [Policy 08-08](#), grant payments will be made by reimbursement. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless the Department has given the grantee a written extension.

Grantee Bidding Requirements

As referenced in Clause 4 in the sample State Grant Contract Agreement, any subcontracted grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- 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.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)

- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

The 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.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

Audits

Per [Minn. Stat. §16B.98 Subdivision 8](#), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement 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.

Affirmative Action and Non-Discrimination requirements for all Grantees

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. [Minnesota Rules, part 5000.3500](#)
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.



MINNESOTA DEPARTMENT OF COMMERCE
FRAUD BUREAU

REQUEST FOR PROPOSALS

Auto Theft Prevention Grant (General) **FY23-FY25**

Timeline:

RFP Posted: January 23, 2023

Revised RFP Posted*: January 26, 2023

Application Due: February 24, 2023

Grant Term Begins: July 1, 2023

A detailed timeline is in Section VII. Review Process and Timeline

***This revision clarifies this is for a two-year program. Revisions are in red bold type herein.**

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MINNESOTA DEPARTMENT OF COMMERCE FRAUD BUREAU

GRANT REQUEST FOR PROPOSALS

Auto Theft Prevention Program (General)

I. Grant Overview

The Minnesota Automobile Theft Prevention Program is intended to reduce Automobile Theft and automobile-related thefts. The funding is used for programs that aid in the reduction of automobile thefts, increase education and awareness of the public to the issue, respond to automobile theft incidents, and prosecute offenders. The Program is administered by the Minnesota Department of Commerce Fraud Bureau.

Funding Availability

Funding is available through the automobile theft prevention surcharge Minn. Stat. §297I.11. The total amount of awards will be based upon funds available and quality of grant applications as recommended by the Automobile Theft Prevention Board. The Commissioner of Commerce in consultation with the Commissioner of Public Safety will determine the final awards. The minimum grant amount is \$5,000.00.

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. We expect to announce selected grantees in April 2023. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date. **These grant contracts will be for two years.**

Program Priorities

The commissioner may give priority to:

- (1) offices and agencies engaged in a collaborative effort to reduce automobile theft; and
- (2) counties or regions with the greatest rates of automobile theft.

In accordance with [Minn. Stat. §65B.84 Subd. 3\(c\)](#).

II. Eligibility

Applicants must be a Minnesota county attorney's office, law enforcement agency, neighborhood organization, community organization, or business organization. Multiple offices or agencies within a county may apply for a grant under this section.

The applicant's proposal must address at least one of the following categories:

- a. providing financial support to the State Patrol and local law enforcement agencies for automobile theft enforcement teams;
- b. providing financial support to state or local law enforcement agencies for programs designed to reduce the incidence of automobile theft and for improved equipment and techniques for responding to automobile thefts;
- c. providing financial support to local prosecutors for programs designed to reduce the incidence of automobile theft;

- d. providing financial support to judicial agencies for programs designed to reduce the incidence of automobile theft;
- e. providing financial support for neighborhood or community organizations or business organizations for programs designed to reduce the incidence of automobile theft and to educate people about the common methods of automobile theft, the models of automobiles most likely to be stolen, and the times and places automobile theft is most likely to occur; and
- f. providing financial support for automobile theft educational and training programs for state and local law enforcement officials, driver and vehicle services exam and inspections staff, and members of the judiciary.

NOTE: Grant funds may not be used to address thefts of other types of vehicles such as boats, snowmobiles, construction equipment or all-terrain vehicles.

Competitive Priorities

The Automobile Theft Prevention Grant Board seeks applications for proposals that include proven or best practices that will lead to a reduction of automobile thefts. The Board also encourages applications for innovative approaches, involving techniques, equipment, and programming that have a measurable result towards the reduction in automobile thefts.

Collaboration

The Automobile Theft Prevention Grant Board encourages applications that involve collaboration of multiple entities within a service area to work together towards a reduction in automobile theft. The lead agency applying for a grant must include letters of commitment from any other entities included in the grant proposal. Collaborative proposals without letters of commitment will not be considered.

III. Application Content

Application Content

Applicants must submit the following completed forms for the application to be considered complete:

- **Automobile Theft Prevention Grant Project Information Sheet (Form 1).** This form details the service area and contact information for the applicant agency should the program receive funding.
- **Automobile Theft Prevention Grant Project Overview (Form 1a).** This form provides a description of the proposed project and anticipated results.
- **Automobile Theft Prevention Grant Project Needs Assessment/Planning Process/Demonstrated Results (Form 1b).** This form provides statistical information related to the service area. It also provides information regarding the nature of auto theft in the service area, how it affects the community, the planning process and considerations regarding the problem and the need for funds. The text boxes will expand as you type, do not exceed 2 pages.
- **Work Plan (Form 2).** Copy and use separate pages for each objective. This form details the objectives the agency intends to achieve along with the specific activities it will take to achieve them, as well as the way it measures success. If awarded grant funds, the agency may be required to collect and report additional information. Although a reduction in overall auto theft is the ultimate goals, other measures, such as

increased or faster recover rates of stolen vehicle, increases in the number of prosecutions, reductions in recidivism, and better clearance rates should also be considered as related to the particular program objective.

- **Budget (Form 3).** This portion describes the planned expenses, although bids or quotes are not required at the time of application, however, if selected for funding to be attached, an explanation of how budget amounts were determined should be included. Budget items must support the work plan. In some cases, only a portion of grant proposal may be funded, (for example an agency may request 4 ALPR, and only receive funding for 3, or a full-time position request maybe offered at part-time) to the extent possible your proposal should show how items are related, if not obvious you may include an explanation (for example cell service is necessary to support bait car equipment.)
- **Letter of Commitment:** Are required for multi-agency grants and cases where an application requires cooperation for other entities.
- **Original Resolution:** There must be an original resolution from the governing body of the applicant agency authorizing that entity and signatory to enter into a contract with the state. A fully executed resolution must be submitted before the grant contract is fully executed. A sample resolution is available upon request.

IV. Required Forms, Exhibits and Attachments

Required Forms

- Form 1 -- Project Information Sheet
- Form 1a -- Project Overview
- Form 1b -- Project Needs Assessment/Planning Process/Demonstrated Results
- Form 2 --Work Plan
- Form 3 -- Detailed Budget

Exhibits

- **Exhibit A: Sample State of Minnesota Grant Contract** (Actual contract may differ slightly and have some conditions related to property purchased with grant funds.)
- **Exhibit B: Conflict of Interest**
- **Exhibit C: Workforce and Equal Pay Declaration Page** (Required if applicant receives more than \$100,000.00 from the State of Minnesota.)

Attachment

- **Attachment 1: Sample* Reporting Instructions**
- **Attachment 2: Sample* Reporting Tool** (The spreadsheet tool has multiple tabs for data collection.)

*Actual information required may vary depending on the nature of the grant and service area.

V. Application Submission:

All applications must be received no later than 4:30 p.m. Central Time, on February 24, 2023. Applications submitted after this deadline will not be reviewed.

Applications must be submitted by email to:

Auto Theft Grants
Commerce Fraud Bureau

VI. Grant Selection Criteria and Weight

The review committee will be reviewing each applicant on a 100 point scale:

Evaluation Criteria	Total Weight
Project Overview <ul style="list-style-type: none"> Project identifies one or more of the goals listed in Section II. Eligibility above Project Overview clearly relates to the needs statement The project demonstrates promise in reducing incidents of automobile theft through prevention, deterrence, evidence, vehicle recoveries, increasing solvability, prosecution. 	25%
Needs Assessment/Planning Process/Demonstrated Results <ul style="list-style-type: none"> Statistics demonstrate the clear auto theft problem in the service area. The organization presents a good understanding of the nature of the auto theft problem in the proposed service area, including the nature of offenders and communities affected. The proposed approach includes proven or innovative strategies to address the nature of the auto theft problem customized to the targeted service area and demonstrates the financial need for this grant. The application is complete and thoroughly considers challenges implementing a new program, equipment, or technology. Previous experience with the applicant’s work with this program may also be considered. 	45%
Work Plan <ul style="list-style-type: none"> Objectives are specific, <i>measurable</i> and reasonable to achieving applicant’s goals. Description of strategies are clear and understandable providing specific activities that will be undertaken to reach the objectives. 	20%
Budget <ul style="list-style-type: none"> Costs are reasonable for the project’s stated goals. The description of planned expenses makes sense and a clear explanation of how budget amounts were determined and/or calculated is provided. 	10%

Due to funding availability or proposal merits, the review committee may recommend only portion(s) of an applicant’s proposal be funded.

VII. Review Process and Timeline

The review committee will evaluate all eligible and complete applications received by the deadline. Department of Commerce will review all committee recommendations and is responsible for award decisions. The award decisions of Department of Commerce are final and not subject to appeal.

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Work plans approved, grant contracts fully executed, and work begins	July 1, 2023

VIII. Notification

Applicants selected for a grant award are anticipated to be notified by April 3, 2023, as indicated in the table above. The scope of work and budget for selected applicants will then need be negotiated.

The term of this grant contract is anticipated to run from July 1, 2023 to June 30, 2025. The State is not bound to this schedule. The anticipated date for contract work to begin is only an approximation as many factors can delay (or accelerate) the start of a contract.

Work on the individual contract cannot begin prior to the execution date of the agreement.

IX. Questions

Questions are to be submitted by email to autotheftgrant@state.mn.us.

All answers will be posted within two business days at [Minnesota Auto Theft Prevention Program / Minnesota.gov \(mn.gov\)](#). Please submit questions no later than 4:30 p.m. Central Time, on February 15, 2023.

X. General Requirements

Financial Review Process

All Non-Governmental Organizations (NGO's) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher, in order to comply with [Policy on the Financial Review of Nongovernmental Organizations](#).

Conflicts of Interest

We will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties.
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Exhibit B: Conflicts of Interest Declaration, **must be submitted** as part of the proposal.

Public Data

- Data related to an RFP is classified as nonpublic or public per [Minn. Stat. § 13.599](#).
- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [Minn. Stat. §13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

- All data created or maintained by the Minnesota Department of Commerce as part of the evaluation process (except trade secret data as defined and classified in [Minn. Stat. §13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

Sample Grant Contract

You should be aware of the State's standard contract terms and conditions in preparing your response to this RFP. A sample State of Minnesota Grant Agreement is available for download on the [Department's Request for Proposals Webpage](#) (<https://mn.gov/commerce/business/rfp.jsp>).

Much of the language reflected in the contract is required by statute. If you take exception to any of the terms, conditions or language in the contract, you must indicate those exceptions by completing Exhibit D: Exceptions to Sample Grant Contract Terms and Conditions Form in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation if your project is funded.

Grant Payments

Per [Policy 08-08](#), grant payments will be made by reimbursement. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless the Department has given the grantee a written extension.

Grantee Bidding Requirements

As referenced in Clause 4 in the sample State Grant Contract Agreement, any subcontracted grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- 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.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

The 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.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

Audits

Per [Minn. Stat. §16B.98 Subdivision 8](#), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement 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.

Affirmative Action and Non-Discrimination requirements for all Grantees:

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. [Minnesota Rules, part 5000.3500](#)
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.