

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 22, 2021
Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Approve 2021 Auto Theft Prevention Grant Applications

BACKGROUND

Law enforcement agencies across the Twin Cities Metro have reported dramatic increases in the number of motor vehicle thefts; the City of Roseville experienced a 43% increase from 2019 to 2020. However, most law enforcement agencies, including the Roseville Police Department, are not prepared or staffed to follow up on auto theft related crime as the numbers are overwhelming and investigators prioritize crimes against persons.

According to statistics compiled by the Minnesota Bureau of Criminal Apprehension (BCA), Roseville reported 170 motor vehicle thefts in 2020. Referring to the FBI's average valuation of \$8,886 per stolen vehicle in 2019, Roseville residents and visitors incurred an estimated \$1,510,620 in losses associated with auto theft. In addition, the perception of safety decreases in the community and can discourage residents and visitors from patronizing the commercial district generating further economic damage. While the negative economic impact of auto theft is significant, of even more importance is the perceived risk and associated trauma of victimization in the Roseville community.

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

The Department plans to build upon past auto theft prevention grant successes while focusing on new prevention initiatives, seeking funding through two Minnesota Department of Commerce auto theft prevention grants. The Auto Theft Prevention Grant- Dedicated Auto Theft Investigator grant (Attachment A) will allow RPD to assign a full-time detective to the Community Action Team (CAT) to investigate motor vehicle theft crimes. The Auto Theft Prevention Grant- General (Attachment B) will provide specialized equipment to aid in the investigation of auto theft and auto related crimes.

Grant funding is for a period of one year (July 1, 2021 through June 30, 2022). There is an opportunity to extend the dedicated detective grant an additional year should the agency see positive results. In order to qualify for funding the agency must have at least 250 combined motor vehicle theft or recoveries of stolen vehicles in the service areas in 2019 or 2020. Roseville meets all grant eligibility requirements with over 280 combined auto thefts and recoveries in 2020.

The grant application deadline is April 8, 2021.

37 **POLICY OBJECTIVE**

38 The Roseville Police Department seeks approval to apply for two Minnesota Department of Commerce
39 2021 Auto Theft Prevention Grants. Up to \$100,000 in funds will support salary, equipment and training
40 costs of one dedicated Auto Theft Detective. Additionally, RPD seeks approval to apply for additional
41 funding for specialized equipment to aid in the investigation of auto theft and auto related crimes. Both
42 grant opportunities enhance the Department's on-going effort to reduce motor vehicle thefts, impacting the
43 economic strain and trauma associated with victimization, through specialized equipment, enhanced
44 investigations, education and awareness and a partnership with RPD's newly implemented Community
45 Action Team (CAT), as well as potential collaborations with outside agencies.

46 **FINANCIAL IMPACTS**

47 There is no initial financial impact applying for funding through the general Auto Theft Prevention grant
48 although considerations will need to be made to plan for equipment replacement in the City's Capital
49 Improvement Plan (CIP).

50 There is a financial impact to consider when applying to the Auto Theft Prevention- Dedicated Auto Theft
51 Investigator grant. The grant amount not to exceed \$100,000 will cover the salary and benefits to backfill
52 the selection of one detective to investigate auto theft crimes. The Auto Theft Detective will be selected
53 from within the current officers and the \$100,000 will supply the salary and benefits to hire a new police
54 officer to backfill this position in the Patrol Unit.

55 In 2022, the Police Department's current operating budget and other funding sources will absorb the
56 associated personnel, equipment and training costs necessary for the position. Also, as outlined in the RFP
57 (Attachment A), if RPD's performance is showing positive results, grant funding will be extended through
58 June 30, 2023. While there is no obligation to the City to fund a full time position at the end of the grant,
59 RPD will look at additional grant opportunities or extending the funding through the levy, if necessary,
60 based on the impact the position has on reducing crime.

61 **STAFF RECOMMENDATION**

62 Staff recommends authorizing the Roseville Police Department to apply for two Minnesota Department of
63 Commerce auto theft prevention grants; the 2021 Auto Theft Prevention- Dedicated Auto Theft
64 Investigator grant and the 2021 Auto Theft Prevention- General grant.

65 **REQUESTED COUNCIL ACTION**

66 Authorize the Roseville Police Department to apply for two Minnesota Department of Commerce auto
67 theft prevention grants; the 2021 Auto Theft Prevention- Dedicated Auto Theft Investigator grant and the
68 2021 Auto Theft Prevention- General grant.

69 Prepared by: Erika Scheider, Chief of Police
70 Attachment: A. 2021 Auto Theft Prevention Grant- Investigator RFP
71 B. 2021 Auto Theft Prevention Grant- General RFP



Grant Request for Proposals Auto Theft Prevention Grant Dedicated Auto Theft Investigators

Grant Overview

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

This grant opportunity is to provide financial support to law enforcement agencies for automobile theft enforcement teams, improve techniques to respond to automobile thefts, and provide training, by providing funds for dedicated auto theft investigators and training. [Minn. Stat. §65b.84 Subd. 1 \(5\)](#).

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 2021. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed and the grant has reached its effective date.

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.

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

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 2019 or 2020.
- 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.

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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 2019 or 2020.
- 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.
- Applicants who qualify a full-time position but are unable to due to staffing or other concerns, may request multiple positions.
- Reimburse \$12,000 per year for each position.

Other Benefits

- Reimbursement for training and membership in International Association of Auto Theft Investigators.
- Reimbursement for completing Certified Auto Theft Investigator Training.
- Reimbursement for training and travel to International Association of Auto Theft Investigators training conferences.

The initial period of this grant is for FY 2022 (July 1, 2021 – June 30, 2022). The grant will be extended into FY 2023 (July 1, 2022 – June 30, 2023) if there are indicators the grantee’s performance is showing positive results. This determination will be made by the state’s program manager by April 2022.

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.

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**.

Selection Criteria and Weight

The review committee will be reviewing each applicant on a 1000 point scale:

Evaluation Criteria	Total Weight
Number of auto thefts and auto theft rate	20%
Number of and rate of non-recovered stolen vehicles	20%
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	10%
Benefit to investigations	10%
Carjacking in service area	10%

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Questions:

- Questions may be submitted by email to Joseph Boche at joseph.boche@state.mn.us.
- All answers will be posted within two business days at [Minnesota Auto Theft Prevention Program / Minnesota.gov \(mn.gov\)](http://Minnesota Auto Theft Prevention Program / Minnesota.gov (mn.gov)) Please submit questions no later than 4:30 p.m. Central Time, on March 29, 2021.

Application Content

Applicants must submit the following in order 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 Application (Form 1c).** This form provides information including the number and type of auto thefts in the service area, how auto theft investigations are completed.

Please do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

Application Submission:

All applications must be received no later than 4:30 p.m. Central Time, on April 8, 2021.

Applications must be submitted by email to:

Joseph Boche
Grant Manager
Commerce Fraud Bureau
85 7th Place East #100
St. Paul, Minnesota 55101
Email: Joseph.Boche@state.mn.us & autotheftgrant@state.mn.us

Review Process and Timeline

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

RFP posted on the Department of Commerce web site	March 8, 2021
Questions due no later than 4:30 pm Central Time	March 29, 2021
Responses posted and shared (no later than 4:30 pm Central Time) with those who downloaded the RFP	April 1, 2021
Applications due no later than 4:30 pm Central time	April 8, 2021
Committee begins review of applications	April 9, 2021
Committee submits funding recommendations to the Commissioner	April 23, 2021
Selected grantees notified; grant agreement negotiations begin	May 3, 2021
Work plans approved, grant contracts fully executed, and work begins	July 1, 2021



General Requirements

Grant contract process. After being selected for funding, grants staff will work with the applicant to finalize the budget and work plan. The formal grant contract will then be initiated, all signatures obtained, and fully executed. It is then a legally binding agreement.

Conditions. All certifications governing compliance with State requirements such as worker's compensation, data privacy, financial compliance, and affirmative action will be included as part of the grant contract.

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 as part of the grant contract process. A sample resolution is available upon request.

Memorandum of Understanding for Joint Applications. After being selected for funding, a Memorandum of Understanding (MOU) must be submitted that is signed by all partner agencies which delineates the role(s) of each partner in the project.

Reporting. Grantees will be required to submit quarterly reports in a prescribed manner and cooperate with statewide evaluation efforts.

Grant payments. This is a *cost reimbursement* grant. Grantees will only be paid for eligible expenses that are incurred and consistent with the negotiated budget, and only after the grant contract is fully executed. Non-profit agencies may request a one-month's cash advance at the beginning of the grant period.

Meetings/trainings. Investigators funded through this grant will need to attend intelligence and/or trainings meetings.

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 08-06](#): Financial Review of Nongovernmental Organizations, please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

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Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98 Subd. 2-3](#) and [08-01 Conflict of Interest in State Grant-Making Policy effective date 1/1/21](#).

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 in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Public Data

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, when all grant contract agreements have been fully executed.
- All data created or maintained by the Commerce Fraud Bureau as part of the evaluation process (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, when all grant contract agreements have been fully executed.

Grant Payments

Per [Policy 08: Grant Payments](#) reimbursement is the preferred method for making grant payments. 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 Commerce Fraud Bureau has given the grantee a written extension.

Grant Monitoring

Minn. Stat. §65B.84 require annual auditing of plans and programs funded by this grant. The state's program manager will have periodic monitoring visits to evaluate and assist in the success of the grant.

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

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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.

Voter Registration Requirement:

The grantee will comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Contact Information: For more information about this RFP, contact:

Joseph Boche
Grant Manager
Commerce Fraud Bureau
85 7th Place East #100
St. Paul, Minnesota 55101
Email: Joseph.Boche@state.mn.us

Attachments

- Exhibit A **Automobile Theft Prevention Grant Project Information Sheet (Form 1)**.
- Exhibit B **Dedicated Auto Theft Investigator Application (Form 1c)**
- **Sample Contract** (Actual contract may differ slightly and have some conditions related to property purchased with grant funds.)
- **Sample Reporting Documents** (Actual information required may vary depending on the nature of the grant and service area.)



Grant Request for Proposals Auto Theft Prevention Grant General Auto Theft Grant

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 2021. 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.

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

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:

- providing financial support to the State Patrol and local law enforcement agencies for automobile theft enforcement teams;
- 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;
- providing financial support to local prosecutors for programs designed to reduce the incidence of automobile theft;

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- providing financial support to judicial agencies for programs designed to reduce the incidence of automobile theft;
- 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
- 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**.

Selection Criteria and Weight

The review committee will be reviewing each applicant on a 1000 point scale:

Evaluation Criteria	Total Weight
Project Overview	25%
Needs Assessment/Planning Process/Demonstrated Results	45%
Work Plan	20%
Budget	10%

Due to funding availability or proposal merits, the review committee may recommend only portions of a grant proposal be funded.

Questions:

- Questions may be submitted by email to Joseph Boche at joseph.boche@state.mn.us.
- All answers will be posted within two business days at [Minnesota Auto Theft Prevention Program / Minnesota.gov \(mn.gov\)](http://Minnesota.Auto.Theft.Prevention.Program/Minnesota.gov(mn.gov)) Please submit questions no later than 4:30 p.m. Central Time, on March 29, 2021.

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Application Content

Applicants must submit the following in order 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 goal, 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 are not required 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.
- If the grant applicant is a nongovernmental organizations, please submit the applicable financial statements as required in the Office of Grants Management [Policy 08-06](#)

Please do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

Application Submission:

All applications must be received no later than 4:30 p.m. Central Time, on April 8, 2021.

Applications submitted after this deadline will not be reviewed.

Applications must be submitted by email to:

Minnesota Department of Commerce
Commerce Fraud Bureau



Joseph Boche
Grant Manager
Commerce Fraud Bureau
85 7th Place East #100
St. Paul, Minnesota 55101
Email: Joseph.Boche@state.mn.us & autotheftgrant@state.mn.us

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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Committee submits funding recommendations to the Commissioner	April 23, 2021
Selected grantees notified; grant agreement negotiations begin	May 3, 2021
Work plans approved, grant contracts fully executed, and work begins	July 1, 2021

General Requirements

Grant contract process. After being selected for funding, grants staff will work with the applicant to finalize the budget and work plan. The formal grant contract will then be initiated, all signatures obtained, and fully executed. It is then a legally binding agreement and work may begin.

Conditions. All certifications governing compliance with State requirements such as worker’s compensation, data privacy, financial compliance, and affirmative action will be included as part of the grant contract.

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 as part of the grant contract process. A sample resolution is available upon request.

Memorandum of Understanding for Joint Applications. After being selected for funding, a Memorandum of Understanding (MOU) must be submitted that is signed by all partner agencies which delineates the role(s) of each partner in the project.

Reporting. Grantees will be required to submit quarterly reports in a prescribed manner and cooperate with statewide evaluation efforts.

Grant payments. This is a *cost reimbursement* grant. Grantees will only be paid for eligible expenses that are incurred and consistent with the negotiated budget, and only after the grant contract is

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fully executed. Non-profit agencies may request a one-month's cash advance at the beginning of the grant period.

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 08-06](#): Financial Review of Nongovernmental Organizations, please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98 Subd. 2-3](#) and [08-01 Conflict of Interest in State Grant-Making Policy effective date 1/1/21](#).

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 in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Public Data

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, when all grant contract agreements have been fully executed.
- All data created or maintained by the Commerce Fraud Bureau as part of the evaluation process (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, when all grant contract agreements have been fully executed.

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Grant Payments

Per [Policy 08: Grant Payments](#) reimbursement is the preferred method for making grant payments. 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 Commerce Fraud Bureau has given the grantee a written extension.

Grant Monitoring

[Minn. Stat. §16B.97](#) and [Policy 08-10 Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

[Minn. Stat. §65B.84](#) require annual auditing of plans and programs funded by this grant.

The state's program manager will have periodic monitoring visits to evaluate and assist in the success of the grant.

Grantee Bidding Requirements

[For Nongovernmental organizations]

Any 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.

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41](#) through [177.44](#). 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.

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.

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- 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>

Grantee Bidding Requirements (continued):

[For Municipalities]

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#)
- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per [Minn. Stat. §§177.41](#) through [177.44](#) 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.

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
Commerce Fraud Bureau



Voter Registration Requirement:

The grantee will comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Contact Information: For more information about this RFP, contact:

Joseph Boche
Grant Manager
Commerce Fraud Bureau
85 7th Place East #100
St. Paul, Minnesota 55101
Email: Joseph.Boche@state.mn.us

Attachments

- **Automobile Theft Prevention Grant Project Information Sheet (Form 1)**
- **Automobile Theft Prevention Grant Project Overview (Form 1a).**
- **Automobile Theft Prevention Grant Project Needs Assessment/Planning Process/Demonstrated Results (Form 1b).**
- **Work Plan (Form 2).**
- **Budget (Form 3)**
- **Sample Contract** (Actual contract may differ slightly and have some conditions related to property purchased with grant funds.)
- **Sample Reporting Documents** (Actual information required may vary depending on the nature of the grant and service area.)