

# REQUEST FOR SIGNATURE FORM

<b>Request for Signature</b>	County Board Chair and Chief Clerk
1. Type of document	Grant Agreement
2. Aspen PO, contract or document number	
3. Original contract number	
4. Contractor or grantor name	MN Department of Public Safety
5. Contractor Aspen ID # and CERT SVN and/or DUN #	
6. Requesting business unit	PH555
Additional business unit	
7. Authority (required - DO NOT leave blank)	Admin Code:
	Resolution Number: TBD
8. Program/project/service/grant name	Sexual Offense Services
9. Brief description of goods, services or grant duties (will be used for the County Board monthly contract report)	Funding for VAWA STOP Special Projects
10. Original contract start date	Upon Execution
11. Original contract end date	12/31/24
12. Amendment number and amendment start date	
13. Amendment end date	
14. Contract type	Maximum Not to Exceed
15. Original contract amount	\$ 306,455.00
16. Previous amendment(s) total	
17. Amendment amount	
18. New total contract value	
19. Funding string Funding source	G208105    CFDA #16.588
	Federal
20. Revenue agreement budgeted amount	
21. County contact and phone number	Jean Yeager 651-364-0862
22. Signatures	
Department Preparer	Date: 02/03/23
Department Director	See signature page      Date:
Finance Analyst	Date:
Attorney	See signature page      Date:



<b>Minnesota Department of Public Safety (“State”)</b> Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	<b>Grant Program:</b> VAWA STOP Special Projects 2023 <b>Grant Contract Agreement No.:</b> A-VAWA-2023-RAMS-SOS-00004
<b>Grantee:</b> St. Paul - Ramsey County Department of Public Health, Sexual Offense Services (SOS) 90 W Plato Boulevard St Paul, Minnesota 55107	<b>Grant Contract Agreement Term:</b> <b>Effective Date:</b> 1/1/2023 <b>Expiration Date:</b> 12/31/2024
<b>Grantee’s Authorized Representative:</b> Emily Huemann, Program Supervisor St Paul - Ramsey County Department of Public Health, Sexual Offense Services (SOS) 90 W Plato Boulevard St Paul, Minnesota 55107 (651) 266-1280 emily.huemann@co.ramsey.mn.us	<b>Grant Contract Agreement Amount:</b> Original Agreement \$306,455.00 Matching Requirement \$102,152.00
<b>State’s Authorized Representative:</b> Casey Cashman, Grant Manager Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 231-8739 Casey.cashman@state.mn.us	Federal Funding: CFDA 16.588 FAIN: 15JOVW-21-GG-00528-STOP & 15JOVW-22-GG-00431-STOP State Funding: None Special Conditions: Attached and incorporated into this grant agreement. See page 3.

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

**Term:** The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. 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 VAWA STOP Special Projects 2023 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 VAWA STOP Special Projects 2023 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: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract Agreement No./ P.O. No. A-VAWA-2023-RAMS-SOS-00004 / 3-84969

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

**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: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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:

\$132,000.00 is available from January 1, 2023 through June 30, 2023.

\$174,455.00 is available from January 1, 2023 through December 31, 2024.

VAWA STOP Special Projects 2023

EXHIBIT A

Organization: St Paul - Ramsey County Department of Public Health, Sexual Offense Services (SOS)

A-VAWA-2023-RAMS-SOS-00004

Budget Summary

Budget			
Budget Category	VAWA	State	Match
Indirect Costs			
Indirect Costs	\$18,397.00	\$0.00	\$0.00
<b>Total</b>	\$18,397.00	\$0.00	\$0.00
Personnel			
SOS Legal Advocate	\$134,285.00	\$0.00	\$0.00
SOS Supervisor	\$0.00	\$0.00	\$20,700.00
VAWA Workgroup	\$0.00	\$0.00	\$24,000.00
<b>Total</b>	\$134,285.00	\$0.00	\$44,700.00
Payroll Taxes & Fringe			
Payroll taxes/fringe	\$49,687.00	\$0.00	\$7,659.00
<b>Total</b>	\$49,687.00	\$0.00	\$7,659.00
Contract Services			
SPPD Contract	\$104,086.00	\$0.00	\$21,881.00
<b>Total</b>	\$104,086.00	\$0.00	\$21,881.00
Travel & Training			
Travel & Training	\$0.00	\$0.00	\$8,840.00
<b>Total</b>	\$0.00	\$0.00	\$8,840.00
Office & Program Expenses			
Office and Program	\$0.00	\$0.00	\$8,320.00
<b>Total</b>	\$0.00	\$0.00	\$8,320.00
Other Expenses			
Direct Client Assistance	\$0.00	\$0.00	\$10,752.00
<b>Total</b>	\$0.00	\$0.00	\$10,752.00
<b>Total</b>	\$306,455.00	\$0.00	\$102,152.00