

STATE OF MINNESOTA GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Commissioner of Department of Natural Resources ("STATE") and St. Paul Police Department, 367 Grove Street, St. Paul, MN, 55101 ("GRANTEE").

Recitals

1. Under Minn. Stat. 84.026 subd. 2 the State is empowered to enter into this grant.
2. The State is in need of addressing growing concerns over declines in hunting and angling participation. Developing a grants program for statewide groups is one strategy the STATE is using to expand the reach of the DNR's Outreach section programs and increase hunter and angler recruitment and retention.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minn.Stat.§16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

- 1.1 **Effective date:** September 17, 2018, or the date the State obtains all required signatures under Minn. Stat.§16B.98, Subd. 5, whichever is later. Per, Minn.Stat.§16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed. **The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**
- 1.2 **Expiration date:** December 31, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** The following clauses survive the expiration or cancellation of this grant contract:
8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

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

- 2.1 Comply with required grants management policies and procedures set forth through Minn.Stat.§16B.97, Subd. 4 (a) (1).
- 2.2 Perform the duties specified in Exhibit A, which is attached and incorporated into this Grant Contract.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 Consideration.

The State will pay for all services performed by the Grantee under this grant contract as follows:

(a) Compensation

The Grantee will be paid a lump sum of \$16,900.00 and is required to provide labor, materials, or services and match as per the breakdown in Exhibit B, which is attached and incorporated into this agreement.

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in

the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$16,900.00.

4.2 Payment

(a) Invoices

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely, in compliance with the State's Payment Request and Project Interim and Final Report Summary forms, and according to the following schedule: Upon completion of services.

(b) Unexpended Funds

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

4.3 Contracting and Bidding Requirements

(a) Any services and/or materials that are expected to cost \$25,000 or more must undergo a formal notice and bidding process.

(b) Any services and/or materials that are expected to cost between \$10,000 and \$24,999 must be scoped out in writing and offered to a minimum of three (3) bidders.

(c) Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes. Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

(d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

(e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Jeff Ledermann, 500 Lafayette Road, St. Paul, MN 55155-4020, 651-259-5247, jeff.ledermann@state.mn.us, or his/her successor, and has the responsibility to monitor the

Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Carol Gronfor, St. Paul Police Department, 367 Grove Street, St. Paul, MN, 55101, 651-266-5544, carol.gronfor@ci.stpaul.mn.us. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

10.2 Intellectual Property Rights

(a) *Intellectual Property Rights.* The State owns all rights, title, and interest in all of the intellectual

property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents created and paid for under this Contract. The “works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Contractor, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Contract. “Works” includes documents. The “documents” are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Contractor, its employees, agents, or subcontractors, in the performance of this Contract. The documents will be the exclusive property of the State and all such documents must be immediately returned to the State by the Contractor upon completion or cancellation of this Contract. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” The Contractor assigns all right, title, and interest it may have in the works and the documents to the State. The Contractor must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the works and documents.

(b) Obligations

- (1) Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Contractor, including its employees and subcontractors, in the performance of this Contract, the Contractor will immediately give the State’s Authorized Representative written notice thereof, and must promptly furnish the State’s Authorized Representative with complete information and/or disclosure thereon.
- (2) Representation. The Contractor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Contractor nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Contractor represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Contractor will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Contractor’s expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Contractor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Contractor’s or the State’s opinion is likely to arise, the Contractor must, at the State’s discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11 Workers Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers’ compensation insurance coverage. The Grantee’s employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State’s obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State’s Authorized

Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

12.2 Endorsement

The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 Termination by the State

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding

The State may immediately terminate this grant contract if:

- (a) It does not obtain funding from the Minnesota Legislature.
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Monitoring

The State shall be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant agreement, including a final inspection upon program completion. At least one monitoring visit per grant period on all state grants of over \$50,000 will be conducted and at least annual monitoring visits on grants of over \$250,000.

Signature Page for: Grant Agreement between ("Grantee") and the Minnesota Department of Natural Resources ("State").

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. ' ' 16A.15 and 16C.05

Signed: Mary Saville

Date: 10-18-18

SWIFT Contract/PO No(s). 149237 / 3-142630

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____

Title: _____

Date: _____

Distribution:

Agency

Grantee

State's Authorized Rep

WORKPLAN

EXHIBIT A

GOAL: Build positive police relationships and perceived sense of public safety

Evaluation Plan:

SPPD will conduct an annual performance evaluation for the Cops and Bobbers at two levels: introductory skills and intermediate skills.

Introductory: Attendance at awareness events will be tracked through attendance logs. The success of these events will be measured by both by reaching targeted enrollment as well as how many of these youth progress to enroll in the additional skills training.

Intermediate: Success at skills attainment will be measured for youth who advance to intermediate training, through a variety of methods. This includes written pre post surveys as well as instructors being provided standardized scoring matrix for each module addressing basic knowledge of procedures and fish habitat. Satisfaction surveys will be conducted annually for youth and volunteers to gage program quality.

Measurable performance targets are:

- 300 youth will attend at least one skills clinic
- 40 youth will progress and attend 3 or more intermediate level skills training
- Of the 40 youth who attend the skills training, 80% will be assessed as competent in 3 of the 4 skills areas based on observation assessments/matrix
- 90% of survey participants will express knowledge of their local fishing areas
- 90% of surveyed participants will state they enjoyed the activities

Objective 1: Increase awareness of local fishing holes within low-income communities, not traditionally involved in fishing. This includes targeted outreach within the immigrant and refugee community.

Task 1 of 4: Host Sampler clinics/introductory fishing events in partnership with the City Parks and Recreation at various locations around the city.

Subtask: Summer Fishing in the parks
Time Frame: May- August. 16 locations annually x 15- 20 youth each event
Person Responsible: Sergeant McGinn, with support from volunteer officers and Cabela's.
Estimated sub task Funds: Grant: \$ 4,000 Match: \$11,113 Total: \$15,113

Subtask: Ice Fishing
Time Frame: January – February x 8 events annually x 15- 20 youth each event
Person Responsible: Sergeant McGinn, with support from volunteer officers.
Estimated sub task Funds: Grant: \$ 11,100 Match: \$2,730 Total: \$8,030

Task 1 Total: Grant: \$ 15,100 Match: \$13,843 Total: \$28,943

Objective 2: Increase City of Saint Paul youth knowledge of the Mississippi water ways history and environment.

Task 2 of 4: Imbed "Interpretive services" into the fishing events providing environmental education to city youth.

Subtask: Summer Fishing in the parks
Time Frame: May – August. 16 events annually x 15- 20 youth each event
Person Responsible: Support from National Parks.

Task 2 Total: **Grant: \$ 0** **Match: in-kind training** **Total: \$0**

Objective 3: Enhance the skills of youth so that they can become independent lifelong anglers

Task 3 of 4: Host offshore intermediate level training for youth interested in advancing their skills.

Subtask: Intermediate level events in various state parks and locations
Time Frame: June – August x 8 events annually x 15- 20 youth each event.
Person Responsible: Sergeant McGinn, with support from volunteer officers and Cabela's.

Task 3 Total: **Grant: \$ 1800** **Match: \$2306** **Total: \$4106**

Task 4 of 4 -- Reporting

Subtask: Will submit an Interim Report within 1 year of the execution of the grant agreement or at 50% completion of the project, whichever occurs first.
Timeframe: November 1, 2016 – July 1, 2017
Person(s) Responsible: Sergeant Mike McGinn
Estimated Funds: Grant: \$0 Match: \$0 Total: \$0

Subtask: Will submit a Final Report 1 month prior to the end of the grant agreement or at 100% completion of the project, whichever occurs first.
Timeframe: November 1, 2016 – June 1, 2018
Person(s) Responsible: Sergeant Mike McGinn
Estimated Funds: Grant: \$0 Match: \$300 Total: \$0

Task 4 - Total: **Grant: \$0** **Match: \$0** **Total: \$0**

EXHIBIT B

Budget Worksheet

Budget narrative and detail

Estimated Funding:

a. State (amount you are requesting from MN DNR)	\$ <u>16,900</u>
b. Applicant (funding from you)	\$ <u>0</u>
c. Local funding from other sources (non-applicant)	\$ _____
d. In-kind (labor, materials, etc...)	\$ <u>16,150</u>
e. Total project cost	\$ <u>33,850</u>

Estimated Budget detail – itemize the project budget and how state grant funding will be matched

State-funded Budget Items (detail for item "a" above)	Item Cost	# Items	Total Cost
Instructor Fishing Tackle Kits and Rods (for volunteers)	\$100	10	\$1000
Food for youth – summer (water, small snack)	\$100	24	\$2,400
Food for youth- winter (warm meal)	\$300	8	\$2,400
Bait Supplies	\$50	32	\$1,600
Boating Safety Gear- Life Jackets.	\$25	40	\$1,000
Augers	\$500	4	\$2,000
Boots	\$50	20	\$1,000
Winter bibs/overalls	\$200	20	\$4,000
Insulated pop up tents	\$500	3	\$1500
State Total			\$16,900

Cash Match Items (detail for items "b" and "c" above)	Item value	# Items	Total value
Cash Match Total			

In Kind Labor Services Match Description (detail for item "d" above) <i>Volunteer labor = \$24.03/hr</i>	Item Cost/ Hourly rate	# Items/Hrs	Total value
Officer Time- donated by SPPD	\$24.03	360	\$8,650
Free Rods, bobbers and hooks for each child- Cabela's	\$25	300	\$7,500
Reporting – provided in-kind by SPPD	n/a	n/a	n/a
In Kind Total			\$16,150



Minnesota Department of Natural Resources
Division of Fish and Wildlife
500 Lafayette Road, Box 20
Saint Paul, MN 55155

September 6, 2018

RE: Round 4 Angler and Hunter Recruitment and Retention Grant Status

To: Carol Gronfor, at carol.gronfor@ci.stpaul.mn.us

Congratulations! Your application titled **Cops and Bobbers, continuation request by St. Paul Police Department**, has been selected for funding in Round 4 of the MNDNR Angler and Hunter Recruitment and Retention Grant Program. You have been awarded **\$16,900.00** in reimbursable grant funds.

The next step is final approval of your application, which will become your Work Plan. The Work Plan will be attached to and incorporated into your Grant Contract. If you have not already done so, you will need to provide your insurance information, register as an active vendor within the State of Minnesota (website at supplier.swift.state.mn.us), and complete a conflict of interest form. MNDNR Fish and Wildlife Recruitment and Retention staff will be contacting you over the next couple of weeks to help you meet these requirements. Once these requirements are met, we can begin setting up your grant contract.

Grant Contracts must be signed by the individual with legal signatory authority within your organization, which may require more than one signature. Once returned, there are MNDNR signatures that are required. Grant Contracts are "executed" when all signatures are obtained and must be completed by December 31, 2018. Once the final MNDNR signature is obtained, you will receive an email telling you that you may begin work along with a scanned copy of the executed Grant Contract (you will not receive a hard copy unless requested). **No work may begin or any costs incurred, until the Grant Contract has been executed. Any work or costs incurred before this execution date will not be reimbursed, nor can they be used as match.**

All of the grant paperwork can be completed via email, to save time and reduce paper use. We are now accepting electronic signatures on grant contracts in order to expedite the process.

There were 25 eligible grant applications received in Round 4 of the MNDNR Angler and Hunter Recruitment and Retention Grant Program for a total over \$514,000. We plan to award 10 projects in Round 4 for a total of \$150,000.

Thank you for your dedication to preserving Minnesota's angling and hunting heritage. We look forward to working with you to complete your project.

Sincerely,

Jeff Ledermann
MN Dept. of Natural Resources
Fish and Wildlife Outreach
Education and Skills Supervisor
651-259-5247
jeff.ledermann@state.mn.us

Grant Application Form

(For MNDNR use)

Project #: _____

Received Date: _____

1. Contact Information:

Organization Name: Saint Paul Police Department

Representative Name: Carol Gronfor; Grant Specialist

Address: 367 Grove Street

City: Saint Paul State: MN Zip: 55101

Phone: (daytime) 651-266-5544 (evening) 612-214-5035

Email Address: carol.gronfor@ci.stpaul.mn.us

2. Project Title: Cops and Bobbers, continuation request

3. Amount of State Grant Funds Requested: \$ 16,900

4. Project Summary:

Saint Paul Police Department (SPPD) requests continued support for Cops and Bobbers operating as a component of SPPD's Police Athletic League (PAL). This "Learn to Fish" program targets families and youth from Saint Paul. This highly popular program is expanding rapidly and successfully reaching a highly diverse city youth population, addressing the DNR's goal to reach underrepresented audiences, especially communities of color and new immigrants. All activities address economic barriers to fishing.

Through partnerships in the community, including experts from National Parks and the local company Cabela's, the PAL program provides instruction to increase fishing skills. Program design considers the full recruitment and retention cycle to ensure success at creating life time anglers. Activities begin with public events generating awareness and interest. These events increase participation in more individualized weekly group instruction. Fishing instruction is coupled with environmental education explaining water systems and wildlife, with visits to state parks to enhance learning.

5. Project Start Date: January 1, 2019

Project End Date: December 31, 2019

DESCRIPTION OF THE PROJECT



SUMMARY

Saint Paul Police Department (SPPD) requests continued support for the Cops and Bobbers project operating as a component of SPPD's Police Athletic League (PAL). This is a "Learn to Fish" program targeting families and youth from Saint Paul. With a young and highly diverse city, the project addresses DNR's goal to reach underrepresented audiences, especially communities of color and new immigrants. All activities address economic and access barriers to fishing.

Through partnerships with experts from National Parks and the local company Cabela's, the PAL program provides instruction to increase fishing skills. Program design considers the full recruitment and retention cycle to ensure success at creating life time anglers. Activities begin with public events generating awareness and interest. These events increase participation in more individualized weekly group instruction. Fishing instruction is coupled with environmental education explaining water systems and wildlife, with visits to regional or state parks to enhance learning.

With first year funding from the DNR, SPPD has been able to expand and reach a larger audience, with notable success. In the just the last three quarters, the program has engaged hundreds of youth through 49 sessions. Through a strong network of volunteer officers and community partners, over 50 adult volunteers joined the events contributing over 1,000 volunteer hours to teaching the next generation how to fish. Cops and Bobbers is continuing to grow in popularity and we expect participation to continue to expand in participation numbers. Further, SPPD plans to expand interests by offering fishing competitions between high school teams.

A. NEED: EXPLAIN WHY THERE IS DEMAND FOR THE PROJECT OR WHY IT IS NECESSARY

The Cops and Bobbers program operates as a component of the Saint Paul Police Athletic League (PAL). PAL introduces close to 1,000 students annually to a variety of sports and outdoor recreation activities. Police volunteer their time to work with youth in a recreational setting as a strategy for building positive police relationships. The request to the Department of Natural resources would help cover the costs equipment and bait used to provide fishing instruction for over 300 city youth and their families annually.

To ensure accessibility, Cops and Bobbers program is designed to reduce or eliminate multiple barriers to participation in fishing. The City's park systems are well visited. Saint Paul is a business and cultural hub for the Twin Cities, drawing millions of visitors annually to local events or attractions like the State Fair or Como Zoo. Yet, changing demographics and the growing diversity of the city has shifted the way residents themselves are interacting with the outdoors. Although Saint Paul has more shoreline on the Mississippi River than any other city in the nation, and numerous lakes, city youth and families are infrequently engaging with the environment or outdoor activities like fishing, hunting and hiking.

Lack of engagement of city residents with the natural environment is particularly acute within communities of color, as documented in a recent survey conducted by Metropolitan Council "Regional Park Use Among Select Communities of Color." Within metropolitan communities of color, the use of state, national, and city park systems within the region was primarily limited to picnicking and walking on paved trails, with 4 of 5 communities surveyed not using the parks for hunting or fishing at any level.

<https://metrocouncil.org/Parks/Publications-And-Resources/PARK-USE-REPORTS/Park-Use-Among-Communities-of-Color-2014.aspx>. Program activities address the following barriers:

Economic and access barriers:

Cops and Bobbers events are free to all participants. Further, the local company Cabela's provides each child who participates in the program a free rod, bobber, and hook to take home so the youth can continue to practice fishing even after the class has ended. Free access is a critical element to program success. Saint Paul is home to the second largest school district in the state, serving 39,000 students. Of these students 72% of their families are low income, defined as eligible for free and reduced lunch. Saint Paul Schools has some of the highest poverty rates in the State of Minnesota, and at times close to 100% of an entire neighborhoods student body are living at or below the poverty line. As a result, while the City's families are highly dedicated to their children, parents often struggle to cover basic needs like food and housing and lack the financial resources to pay for equipment or fees necessary for participation in recreational activities.

Cultural barriers and lack of knowledge of regional environment:

Saint Paul is a highly diverse and young city. Close to 40% of the Saint Paul's residents are representatives of communities of color. If you take a closer look at residents under the age 18, the city becomes more diverse. 78% of the Saint Paul Public schools are students of color, with the student body speaking more than 100 languages. Approximately 34% of students are English Language Learners.

<http://www.spps.org/domain/1235>

A large number of families originate from warm climates, dramatically different than Minnesota. This creates multiple challenges. The most frequent barrier to use of regional parks across all groups is simple lack of awareness of park system and the idea of public lands. The lack of knowledge of park systems exaggerates the challenge that within immigrant families, parents and children alike often lack basic knowledge of North American eco systems and the native plant and wildlife in the region. This creates undue fear in interacting with the environment.

It's important to note that cultural challenges do run deeper. Due to limited knowledge of the climate, youth may not know water safety or even how to swim. Chaperoned initial introduction to waterways is critical so that the visit is couple with safety instruction around fast moving water, undercurrents and other safety issues with natural bodies of water. Further, during winter fishing trips, youth frequently do not know how to dress for the weather, and at times are even unaware of how to purchase outdoor gear even if they had the resources. In addition to providing fishing equipment, SPPD's program comes prepared for youth who will show up for events without knowledge of how to select basic clothing suitable for outdoor activities like insulated hats, gloves, boots and coats.

Safety:

Perceived safety at parks within urban communities of color is a complex issue, but cannot be overlooked when engaging diverse audiences with outdoor recreation. Crime rates in Saint Paul, while some of the lowest rates in the nation for a major city, still present challenges for community members. In some neighborhoods, parents choose to keep their children inside to avoid exposure to violence and crime. The impact of security of use in parks was best expressed by a resident:

"Security is important. If we don't feel secure in the park, we will not visit the park. And nowadays we need a lot of security, and I believe that the environment is pleasant if you have security, and that would make me enjoy it better" (male African American focus group member)."

Across every demographic group surveyed the proposed solution to improved safety was security officers present in the parks. While SPPD cannot become park personnel, PAL is contributing, in part, to the request from residents through increased police presence at recreational events.

B. PROJECT GOAL AND OBJECTIVES:

1) Based on the need for this project, outline your goals and learning objectives.

PAL introduces over 1,500 students annually to a variety of sports and outdoor recreation activities with a goal to build positive police relationships and perceived sense of public safety. Cops and Bobbers operates as a component of the PAL program and works to recruit members of Saint Paul's Diverse and low-income communities to participate in fishing at city, state, and national parks. Cops and Bobbers will serve close to 300 participants annually.

Learning objectives to reach these goals are defined below:

- Increase awareness of local fishing holes within low-income communities, not traditionally involved in fishing. This includes targeted outreach within the immigrant and refugee community.
- Increase City of Saint Paul youth knowledge of the Mississippi water ways history and environment.
- Enhance the skills of youth so that they can become independent lifelong anglers

2) Describe how your project will meet these goals and objectives.

SPPD works with multiple partners to implement the program.

- Saint Paul Parks and Recreation: helps with recruitment of youth, allows their park facilities to be used for the clinics and helps with coordination of the events calendar.
- Saint Paul Public Schools: helps recruit youth for events and for the "fishing clubs" which meet regularly to create lifelong anglers.
- The National Park Service: Helps host some of the 'learn to fish' events. Park staff also expands reach by providing training to SPPD officers. Officers are assisted in setting up kits, including creating tackle boxes and fish and wildlife identification so they can 'interpret' wildlife.
- Cabela's: provides expert anglers to host events, and in-kind donations of gear for children.
- Police officers: officers volunteer their time and equipment to help host clinics and teach youth how to fish.

3) Innovative ways of reaching and developing anglers.

SPPD is utilizing Police officers as volunteers and mentors to host events. While SPPD's goal is improved police and community relations, police officer presence at events has multiple innovative impacts on reaching non-traditional anglers.

Volunteer officers and parents are often themselves first time anglers and learn side by side with youth how to fish from the visiting experts. This is allowing the program to reach close to 100 adults annually between the ages of 18-44, introducing them to the basics of fishing.

As described earlier, one of the barriers to outdoor activities is safety at local parks. One of the primary request of community in the metropolitan council research was increased security in parks for neighborhoods with high crime rates. Through the PAL program, Officer presence is increased at local parks, creating dual effect of increased safety in the park, while also ensuring youth become acclimated to an officer with a gun as an ally during times of emergency.



C. TARGET AUDIENCE

SPPD targets low-income youth and families living in the City of Saint Paul. Children and Youth ages 8-18, and their family members, are invited to participate (children under 8 must have an accompanying adult chaperone). As described in the need statement, the City is extremely diverse and the majority of young residents fit the DNR definition of non-traditional audiences. Our target audiences meet the DNR goal to reach underrepresented audiences, especially communities of color and new immigrants.

The vast majority of program participants have never held a fishing rod in their hands before joining the program. This includes police volunteers who gain from expert instruction as well! Through SPPD's extensive networks with schools, and parks and recreation, all types of people are invited to events, resulting in an eclectic mix of participants across age groups and cultural origins. The Cops and Bobbers program intentionally creates a relaxed atmosphere with a focus on generating a recreational social tone. This ensures that people from all walks of life and levels of experience feel welcome, and non-threatened by lack of knowledge. The approach is working. At one event, SPPD hosted an entire Cheer Leading team from a local high school. The next event was primarily Somali children living in an affordable housing community. Whatever the demographic or social makeup of the group, SPPD guarantees they have fun.

D. PROGRAM DESIGN

Results Chain and Project Outline.

Program design considers the full recruitment and retention cycle to ensure success at creating life time anglers. Activities begin with public introduction to fishing events generating awareness and interest in both summer fishing and ice fishing. These events serve as a pipeline for identifying anglers interested in advancing their skills. We believe that knowledge of the natural environment increases both success at and appreciation for the sport of fishing. Therefore, instruction at both the introductory and intermediate levels couples knowledge of the natural environment and waterways with basic skills in fishing.

Step 1. Increased Awareness/Sampler Clinics:

SPPD will host 16 introductory "learn to fish" events are hosted each summer, and up to 4 ice fishing clinics in the winter. These events are hosted in partnership with Cabela's sporting goods company and all participating youth are provided a free rod, bobber, and hook to learn with and then take home. Recruitment for the events is coordinated with the City of Saint Paul's Parks and Recreation, and follows their 'roaming rec' model. Activities travel and the introductory sessions are hosted at 16 separate park and recreation centers around the city. Approximately 20-30 youth and children attend each of these sessions, reaching close to 300 youth each year. A brief summary of the skills taught across natural environment and technical, are conducted in the shore line and focus on catch and release:

- **Natural Environment Interpretation:** SPPD works in partnership with the national park service to incorporate environment education into the program designed. The program takes an environmentally based approach to teaching fishing, centered on the history of the 72-mile corridor of the Mississippi River. Information provided to participants begins with explaining the native plants and wildlife along the corridor, especially fish that can be found in the area. These conversations around what youth can see tangibly serves as a platform to explain why congress created the stretch as national recreation area, geographic diversity including the three faces of the Mississippi river, and how humans shaped the river throughout history.
- **Fishing Skills:** Experts from Cabela's help provide technical instruction. Participants are broken into small groups of 3-6, with volunteer instructors working individually to demonstrate a task. Youth then practice the new skills including learn to tie knots, basics of casting, how to attach bait, which baits you use for varied fish, and how to release safely and take a fish from the lure.

Step 2. Create Life Long Anglers/Retention:

SPPD identifies 40 youth to advance their skills through intermediate level training. These smaller sessions provide transportation to larger lakes and state parks and offer the opportunity for youth to try offshore fishing. In addition to revisiting skills taught in the introductory clinic to ensure mastery, the additional sessions delve deeper with the aim to create independent anglers. SPPD partners with two local area school, Humboldt and Harding High School, to help identify youth to participate in the advanced training. School Resource Officers identify students who they believe would benefit from additional engagement and these youths are encouraged to join the fishing club. This year, to encourage participation, SPPD will host a fishing competition between high school teams. Topics covered include:

- Regulations: youth are taught licensing rules, the different fishing seasons and the permissible fish that can be caught in each season, regulations around size of fish allowed to be taken from rivers and lakes, and the number of fish you can take.
- Equipment: topic includes ideal weight of line, size of poles and variety of hooks and their applications.
- Natural Environment/Fish Species and Habitats: Explanation of the variety of fish that live in Minnesota lakes and rivers. Then a deeper look is taken at a variety of fish preferred habitat to aid in identifying ideal locations for fishing.



Stpl Public Schools 
@SPPS_News



#POTD: @Harding_Knights student Charly enjoys ice fishing as part of the #Harding Fishing Club, which partners with Culinary Arts class. Charly also participates in culinary competitions and is very involved in other clubs and athletics.

2:25 PM - Mar 9, 2018

1) Literature and examples of other successful projects that led to your project design and approach.

The Mississippi valley protected area the Park service is trying to maintain a wild and preserved feeling even within an urban core for its parks. SPPD's utilizes the National Parks 'interpretative' approach to environmental education. The interpretive approach ensures that instructors of fishing have enough knowledge about the land and area that they can provide education through what the students sees and hears around them during the outdoor activity. The idea is to connect intangible values to tangible objects. The approach and curricula is design around national parks standards ad meet best practice. This approach was developed by the national parks founder, Freeman Tilden, with numerous research projects documenting the success of connecting environmental facts to significance in the lives of individuals or community.

Example, if someone catches a fish instructor's talk about the species of fish, its habitat and what makes the fish healthy. From this beginning instructors expand to instill appreciation for the environment as a whole. Information would be injected about water quality—and the improvements of the Mississippi waterways over history. From a historical perspective, less than 100 years ago the water ways were so

polluted the river was essentially dead, and youth are provided an explanation of former restoration efforts and how level of pollution and human disease are linked (example, outbreaks of water born disease). Instructors talk about how the river has rebounded to now support 119 native species of fish.

As a recreational sport instruction program, this is an appropriate form of education for the project and setting – the goal is to provide accurate and in-depth knowledge about the environment in an informal setting. The program reduces fear of being outside, reduce fear of river, by helping youth make a connection the water ways that belong to them and are located in their communities.

2) Is your project a single “one and done” experience or does it provide a multi-session, scope and sequence type learning opportunity?

As defined above, the program offers opportunities for both. SPPD hosts close to 20 introductory skills clinics. These clinics serve as a recruitment tool for multi-session lessons for youth who want to become more advanced anglers. An additional 8 sessions are offered for anglers wanting to return and take additional training to advance their skills.

3) Does your project have the ability to track participants over time? Describe how you will track and document participants to support your stated program outcomes.

SPPD tracks attendance at our introductory skills clinics. From these clinics we can track how many participants return for the more advanced skills training and the frequency of their attendance.

4) Does your project support the recommendations of the Commissioner’s Council on Recruitment and Retention and/or the National R3 Plan? If so, describe in detail how.

SPPD’s program supports several elements of the National R3.

- As suggested as a best practice, SPPD has organized its activities around different stages of the outdoor adoption recreation model. This includes initial awareness activities, with easy entrance and access to people of all skills levels. From there, SPPD has designed activities that allow participants to continue to advance their skills. With the ability to engage in up to eight skills sessions youth have the opportunity to progress past trial stage to continuation with support. The aim is to provide enough training that youth begin to view themselves as an independent angler.
- The program has been designed to meet the unique needs of inner urban core. The model has ample resources to help low-income youth overcome access barriers – most importantly the access to free equipment. Further, SPPD’s program model is unique in addressing real and perceived safety issues faced by urban youth attempting to participate in outdoor recreation within city parks.
- Our program gains adult participation by encouraging family members to participate. This is identified as a best practice in the plan, capitalizing on enthusiasm expressed by youth. This has been true for adult mentors/volunteer officers as well as the parents of youth.
- Our program emphasis enjoyment first and skills second, entailing participation in Cops and Bobbers results in social and recreational benefits. Our events are fun, bring out large crowds and generate a buzz by bringing multiple youth from a single neighborhood to join. This creates a peer network for youth to return to the lakes independently to try their new skills.

E. PROJECT OUTCOMES

1) Describe how your project will recruit, retain or reactive anglers or hunters.

We recruit through a variety of means. The parks and recreation staff are a primary partner in this effort ensuring that the community is aware of the upcoming events and assisting youth sign up for clinics. However, the best recruitment tool is youth themselves, they tell their friends who then want to join. The events are hosted in highly visible locations within city parks, and often a small crowd of children grows and other youth wonder over to see what is going on.

2) Describe how you will track participants and document your measurable outcomes.

SPPD will conduct an annual performance evaluation for the Cops and Bobbers at two levels: introductory skills and intermediate skills.

Introductory: Attendance at awareness events will be tracked through attendance logs. The success of these events will be measured by both by reaching targeted enrollment as well as how many of these youth progress to enroll in the additional skills training.

Intermediate: Success at skills attainment will be measured for youth who advance to intermediate training, through a variety of methods. This includes written pre- post surveys as well as instructors being provided standardized scoring matrix for each module addressing basic knowledge of procedures and fish habitat. Satisfaction surveys will be conducted annually for youth and volunteers to gage program quality.

Measurable performance targets are:

- 300 youth will attend at least one skills clinic
- 40 youth will progress and attend 3 or more intermediate level skills training
- Of the 40 youth who attend the skills training, 80% will be assessed as competent in 3 of the 4 skills areas based on observation assessments/matrix
- 90% of survey participants will express knowledge of their local fishing areas
- 90% of surveyed participants will state they enjoyed the activities

3) What is your plan to continue the project once the grant is over?

The program is supported almost entirely through volunteer and in-kind donations. With a grant from the Minnesota Department of Natural Resources, SPPD will be able to expand to more youth and purchase equipment necessary to continue the program.

As the program model relies heavily upon program partnerships, SPPD is confident it can continue to successfully recruit and offer activities post grant. SPPD will continue to allow officers to use on duty flex time whenever feasible to help cover time spent mentoring the youth to promote and encourage participation. The need to cover the costs of free rods for youth and bait will be ongoing and SPPD will continue to seek program partners to cover these costs through in-kind donations or grants.



Budget Worksheet

Budget narrative and detail

Estimated Funding:

a. State (amount you are requesting from MN DNR)	\$ <u>16,900</u>
b. Applicant (funding from you)	\$ <u>0</u>
c. Local funding from other sources (non-applicant)	\$ <u> </u>
d. In-kind (labor, materials, etc...)	\$ <u>16,150</u>
e. Total project cost	\$ <u>33,850</u>

Estimated Budget detail – itemize the project budget and how state grant funding will be matched

State-funded Budget Items (detail for item "a" above)	Item Cost	# Items	Total Cost
Instructor Fishing Tackle Kits and Rods (for volunteers)	\$100	10	\$1000
Food for youth – summer (water, small snack)	\$100	24	\$2,400
Food for youth- winter (warm meal)	\$300	8	\$2,400
Bait Supplies	\$50	32	\$1,600
Boating Safety Gear- Life Jackets.	\$25	40	\$1,000
Augers	\$500	4	\$2,000
Boots	\$50	20	\$1,000
Winter bibs/overalls	\$200	20	\$4,000
Insulated pop up tents	\$500	3	\$1500
State Total			\$16,900

Cash Match Items (detail for items "b" and "c" above)	Item value	# Items	Total value
Cash Match Total			

In Kind Labor Services Match Description (detail for item "d" above) <i>Volunteer labor =\$24.03/hr</i>	Item Cost/ Hourly rate	# Items/Hrs	Total value
Officer Time- donated by SPPD	\$24.03	360	\$8,650
Free Rods, bobbers and hooks for each child- Cabela's	\$25	300	\$7,500
Reporting – provided in-kind by SPPD	n/a	n/a	n/a
In Kind Total			\$16,150

WORKPLAN

GOAL: Build positive police relationships and perceived sense of public safety

Evaluation Plan:

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- 90% of surveyed participants will state they enjoyed the activities

Objective 1: Increase awareness of local fishing holes within low-income communities, not traditionally involved in fishing. This includes targeted outreach within the immigrant and refugee community.

Task 1 of 4: Host Sampler clinics/introductory fishing events in partnership with the City Parks and Recreation at various locations around the city.

Subtask: Summer Fishing in the parks
Time Frame: May- August. 16 locations annually x 15- 20 youth each event
Person Responsible: Sergeant McGinn, with support from volunteer officers and Cabela's.
Estimated sub task Funds: Grant: \$ 4,000 Match: \$11,113 Total: \$15,113

Subtask: Ice Fishing
Time Frame: January – February x 8 events annually x 15- 20 youth each event
Person Responsible: Sergeant McGinn, with support from volunteer officers.
Estimated sub task Funds: Grant: \$ 11,100 Match: \$2,730 Total: \$8,030

Task 1 Total: Grant: \$ 15,100 Match: \$13,843 Total: \$28,943

Objective 2: Increase City of Saint Paul youth knowledge of the Mississippi water ways history and environment.

Task 2 of 4: Imbed "Interpretive services" into the fishing events providing environmental education to city youth.

Subtask: Summer Fishing in the parks
 Time Frame: May – August. 16 events annually x 15- 20 youth each event
 Person Responsible: Support from National Parks.

Task 2 Total: Grant: \$ 0 Match: in-kind training Total: \$0

Objective 3: Enhance the skills of youth so that they can become independent lifelong anglers

Task 3 of 4: Host offshore intermediate level training for youth interested in advancing their skills.

Subtask: Intermediate level events in various state parks and locations
 Time Frame: June – August x 8 events annually x 15- 20 youth each event.
 Person Responsible: Sergeant McGinn, with support from volunteer officers and Cabela's.

Task 3 Total: Grant: \$ 1800 Match: \$2306 Total: \$4106

Task 4 of 4 -- Reporting

Subtask: Will submit an Interim Report within 1 year of the execution of the grant agreement or at 50% completion of the project, whichever occurs first.
 Timeframe: November 1, 2016 – July 1, 2017
 Person(s) Responsible: Sergeant Mike McGinn
 Estimated Funds: Grant: \$0 Match: \$0 Total: \$0

Subtask: Will submit a Final Report 1 month prior to the end of the grant agreement or at 100% completion of the project, whichever occurs first.
 Timeframe: November 1, 2016 – June 1, 2018
 Person(s) Responsible: Sergeant Mike McGinn
 Estimated Funds: Grant: \$0 Match: \$300 Total: \$0

Task 4 - Total: Grant: \$0 Match: \$0 Total: \$0

OFFICE OF HUMAN RESOURCES

Andrea L. Turner, J.D., Director



CITY OF SAINT PAUL

Melvin Carter, Mayor

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25 West Fourth Street
Saint Paul, Minnesota 55102-
1631

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Facsimile: 651-266-8886
www.stpaul.gov

September 14, 2018

RE: Proof of Self-Insurance for the City of Saint Paul's Police Department as grant recipient

To Whom It May Concern:

The City is self-insured for all general liability claims arising from its operation as a political subdivision of the State of Minnesota for which it is legally liable. This legal liability is restricted to \$500,000 per claim/\$1,500,000 per occurrence by Minnesota Statute 466.04.

The City is self-insured against all automobile liability claims arising from its activities as a political subdivision of the State of Minnesota and for which it is or may be found legally liable, including the ownership and operation of automobiles. As an authorized self-insured no fault reparation obligor, the City provides only those coverages required by the No Fault Act, and only at the statutory minimums.

The City is self-insured for all claims arising from its operation as a political subdivision of the State of Minnesota for which it is legally liable under Minnesota Statute 176 regarding workers compensation. Minnesota Statute 176.181 authorizes the City to self-insure. The City purchases reinsurance from the Minnesota Workers Compensation Reinsurance Association (WCRA). The 2018 retention limit is \$1,000,000 which is adjusted annually by the WCRA.

If you have any questions, please contact me at 651-266-8887.

Sincerely,

Sandra Bodensteiner
Claims Manager