



## Professional Services Agreement

This is an Agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of Saint Paul - Ramsey County Public Health (SPRCPH), 90 West Plato Boulevard, Suite 200, Saint Paul, Minnesota 55107 ("County") and City of Saint Paul, a municipal corporation under the laws of the State of Minnesota ("City") on behalf of its Police Department, 367 Grove Street, Saint Paul, Minnesota, 55101, registered as a Local Government in the State of Minnesota ("Contractor").

### 1. Term

#### 1.1.

The original term of this Agreement shall be from April 7, 2023 through December 31, 2024 and may not be renewed.

### 2. Scope of Service

The County agrees to purchase, and the Contractor agrees to furnish, services described as follows:

#### 2.1.

Contractor will collaborate with SPRCPH in the Supportive Reporting Pilot (The Pilot). The Pilot will provide an entry point into the criminal justice system (CJS) via a Sexual Violence Service (SOS) legal advocate rather than law enforcement. It will also support a cross-jurisdiction Investigator within the SPPD. The Pilot will allow the victim to engage in the reporting option that best suits their individual needs and establish a peer consultation process for investigative accountability and hands-on training in Ramsey County.

The combination of choice, stabilization, cross-departmental collaboration and a gradual entry point into the CJS will create a trauma-informed reporting process for victims of sexual violence (SV). This is not intended to deter or create a barrier for anyone who desires to report directly to law enforcement. The Pilot will focus on the funnel of attrition of SV cases that either do not enter or fall out of the CJS. This will be accomplished through two new complementary, enhanced and sustainable strategies: creating new options to report for victims and developing a multi-jurisdiction investigator role.

1. The Contractor has been funded to implement the initiatives listed in the Attachment A: Work Plan attached and made a part of this Agreement. See Attachment A: Work Plan and Attachment B: Budget for the corresponding documentation noting the focus areas that will be implemented during this contract period.
2. Services described in Attachment A: Work Plan must be completed during the contract period. If the County requests additional services, the Contractor shall submit a new Work Plan and Budget, including project start and end dates, to the County for review and approval via an Amendment to this Agreement.
3. The Contractor shall submit evaluation reports based on the proposed focus areas noted in the work plan, related to service such as track number of victims served, types of services provided, marketing pathways, etc. Format/content requirements will be provided by Ramsey County staff. Documents will be submitted to SPRCPH on a quarterly basis.

#### 2.2.

During the term of the contract, the County reserves the right to add similar in scope goods/services, via written amendment, to accommodate accidental omissions, unanticipated needs, or new offerings.

**2.3.**

The Contractor shall make every reasonable effort to provide services in a universally accessible, multi-cultural and/or multi-lingual manner to persons of diverse populations.

**3. Cost**

**3.1.**

The County shall pay the Contractor a not to exceed amount of \$ 104,086.00 over the term of the contract according to the agreed upon rates.

**3.2.**

The County shall pay the Contractor the following unit rates:  
according to Attachment B: Budget, attached hereto and made part of this Agreement.

**4. County Roles and Responsibilities**

SPRCPH will collaborate and provide necessary program assistance and/or technical assistance to Contractor.

**5. Contracting for Equity**

**5.1. Commitment to Advancing Racial Equity**

The County is committed to advancing racial equity for its residents. The commitment is captured in the county's Advancing Racial Equity policy which states that "Racial equity is achieved when race can no longer be used to predict life outcomes, and outcomes for all are improved."

Consistent with the Advancing Racial Equity policy, contractors will take all reasonable measures to advance racial equity during contract performance. Contractors will recognize and acknowledge this requires deconstructing barriers and changing systems, structures, policies and procedures. Contractors will be equitable, inclusive, transparent, respectful and impactful in serving and engaging residents. Contractors will have meaningful and authentic engagement with community and employees to strengthen the administration, development and implementation of policies and procedures to advance racial equity and ensure that all residents in need have awareness of and access to contracted services.

Please review Ramsey County's [Advancing Racial Equity policy](#) to learn more about Ramsey County's commitment to racial equity.

**5.2. Non-Discrimination (In accordance with Minn. Stat. § 181.59)**

Contractors will comply with the provisions of Minn. Stat. § 181.59 which require:

*"Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:*

*(1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;*

*(2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of*

*this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;*

*(3) that a violation of this section is a misdemeanor; and*

*(4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract."*

### **5.3. Equal Employment Opportunity and Civil Rights**

#### **5.3.1.**

Contractors agree that no person shall, on the grounds of race, color, religion, age, sex, sexual orientation, disability, marital status, public assistance status, criminal record (subject to the exceptions contained in Minn. Stat. §§299C.67 to 299C.71 and Minn. Stat. §144.057), creed or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination, including the Civil Rights Act of 1964. Contractors will furnish all information and reports required by the county or by Executive Order No. 11246 as amended, and by the rules and regulations and orders of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

#### **5.3.3.**

Contractors shall agree that no qualified individual with a disability as defined by the Americans with Disabilities Act, 42 U.S.C. §§12101-12213 or qualified handicapped person, as defined by United States Department of Health and Human Services regulations, Title 45 Part 84.3 (j) and (k) which implements Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, under Executive Order No. 11914 (41FR17871, April 28, 1976) shall be:

##### **5.3.3.1.**

Denied access to or opportunity to participate in or receive benefits from any service offered by Contractors under the terms and provisions of this agreement; nor

##### **5.3.3.2.**

Subject to discrimination in employment under any program or activity related to the services provided by Contractors.

##### **5.3.3.3.**

If it is discovered that a Contractor is not in compliance with applicable regulations as warranted, or if the contractor engages in any discriminatory practices, as described above, then the County may cancel said agreement as provided by the cancellation clause of this agreement.

### **5.4. Diverse Workforce Inclusion Resources**

For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the websites below:

1. <http://www.ramseycounty.us/jobconnect>
2. <http://www.ramseycounty.us/constructionconnect>

Job Connect and the Construction Connect provide a recruiting source for employers and contractors to post job openings and source diverse candidates.

Ramsey County's Job Connect links job seekers, employers and workforce professionals together through our website, networking events and community outreach. The network includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.

Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.

Ramsey County's Construction Connect is an online and in-person network dedicated to the construction industry. Construction Connect connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Connect is a tool for contractors to help meet diversity hiring goals. Additional assistance is available through [askworkforcesolutions@ramseycounty.us](mailto:askworkforcesolutions@ramseycounty.us) or by calling 651-266-9890.

## **6. General Contract/Agreement Terms and Conditions**

### **6.1. Payment**

#### **6.1.1.**

No payment will be made until the invoice has been approved by the County.

#### **6.1.2.**

Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

### **6.2. Application for Payments**

#### **6.2.1.**

The Contractor shall submit an invoice Monthly.  
The invoice must include contract number PH001241. Contractor shall itemize and align invoice to the budget. Contractor shall include hours worked and rate in invoices for each personnel. The invoice can be emailed to: [PH.Invoice@ramseycounty.us](mailto:PH.Invoice@ramseycounty.us) or mailed to the following address:

Saint Paul-Ramsey County Department of Health  
Accounts Payable  
555 Cedar Street  
Saint Paul, MN 55101

#### **6.2.2.**

Invoices for any goods or services not identified in this Agreement will be disallowed.

#### **6.2.3.**

Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.

**6.2.4.**

Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.

**6.2.5.**

Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

**6.2.6.**

The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

**6.3. Independent Contractor**

The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners or joint ventures between the parties or as constituting the Contractor as an employee of the County.

**6.4. Successors, Subcontracting and Assignment**

**6.4.1.**

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants and obligations contained in this Agreement.

**6.4.2.**

The Contractor shall not assign or transfer any interest in this Agreement without prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

**6.5. Compliance With Legal Requirements**

**6.5.1.**

The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.

**6.5.2.**

Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract, including registration to do business in Minnesota with the Secretary of State's Office.

## **6.6. Data Practices**

### **6.6.1.**

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

### **6.6.2.**

The Contractor designates Deputy Chief Paul Ford as its Responsible Designee, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.02 Subdivision 6, as the individual responsible for any set of data collected to be maintained by Contractor in the execution of this Agreement.

### **6.6.3.**

The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

## **6.7. Security**

### **6.7.1.**

The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published and updated by Information Services Information Security. The Policies can be made available on request.

### **6.7.2.**

Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

**6.7.3.**

Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

**6.7.4.**

The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

**6.7.5.**

All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

**6.8. Indemnification**

Each party agrees that it is responsible for its own acts and omissions and the acts and omissions of its employees, officials, and agents as they relate to this Agreement and for any liability resulting therefrom, to the extent authorized by law, and will not be responsible for the acts and omissions of the other party or their employees, officials, and agents, or for any liability resulting therefrom. The liability of the parties is governed and limited by the Municipal Tort Claims Act, Minnesota Statutes chapter 466, and Minnesota Statutes section 3.736 and other applicable law. Nothing in this Agreement shall constitute a waiver by any party of any limitation of liability under Minnesota Statutes Chapter 466, Minnesota Statutes section 3.736 or other statutory or common law immunities, limits, or exceptions on liability.

Each party warrants that it is able to comply with the obligations of this Agreement through commercial insurance or a self-insurance program.

**6.9. Audit**

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon request, shall make available to the County, the State Auditor, or the County's ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

**6.10. Notices**

All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

**County:**

Youa Vang, Contract Manager, 90 West Plato Boulevard, Suite 200 Saint Paul, Minnesota 55107

**Contractor:**

Paul Ford, Deputy Chief, Major Crimes Division, St. Paul Police Department, 367 Grove Street, Saint Paul, Minnesota 55101

**6.11. Non-Conforming Services**

The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms

of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

#### **6.12. Conflict of Interest**

The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph may be deemed a material breach of this Agreement.

#### **6.13. Respectful Workplace and Violence Prevention**

The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

#### **6.14. Force Majeure**

Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but not limited to: war, storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

#### **6.15. Unavailability of Funding - Termination**

The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

#### **6.16. Termination**

##### **6.16.1.**

If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

##### **6.16.2.**

The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall



be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

**6.17. Interpretation of Agreement; Venue**

**6.17.1.**

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

**6.17.2.**

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

**6.18. Alteration**

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

**6.19. Entire Agreement**

The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

*COUNTERPARTS: The parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument.*

*ELECTRONIC SIGNATURES: The parties agree that the electronic signature of a party to this Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Agreement. The parties further agree that any document (including this Agreement and any attachments or exhibits to this Agreement) containing, or to which there is affixed, an electronic signature shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. For purposes hereof, "electronic signature" also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (e.g., via PDF) of an original signature. Any party's failure to produce the original signature of any electronically transmitted signature shall not affect the enforceability of this Agreement.*

CITY OF SAINT PAUL, MINNESOTA

By:

\_\_\_\_\_  
Jack Serier, Assistant Chief of Police

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

By:

\_\_\_\_\_  
John McCarthy, Director of Financial Services

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

By:

\_\_\_\_\_  
Andrea Ledger, HREEO

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

By:

\_\_\_\_\_  
Jaime Tincher, Deputy Mayor

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

APPROVED AS TO FORM:

By:

\_\_\_\_\_  
Judy Hanson, Assistant City Attorney

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

## Attachment A: WORK PLAN

<b>PROJECT NAME:</b>	<b>SUPPORTIVE REPORTING PROGRAM (SRP)</b>				
<b>GOAL #1:</b>	Increase the number of instances of sexual violence in Saint Paul that are reported by expanding reporting options for victims				
<b>OBJECTIVE NUMBER</b>	<b>WHAT DO YOU INTEND TO ACHIEVE? (The immediate or direct effects your program intends to achieve)</b>				
1	Collaborate with Saint Paul Police Department Sexual Violence Unit (SVU) to research, design, and implement alternative processes for reporting sexual violence.				
<b>How Will You Achieve It?</b> (List your strategies to achieve your objective, including steps, activities, and tasks you will use)		<b>Activity's Purpose</b>	<b>Frequency of Activity and Outputs (# of sessions/participants)</b>	<b>Timeline</b>	<b>Person or Position Responsible</b>
Hire SOS Legal Advocate		Hire SOS staff to implement to project goals	n/a	Within 90 days of contract execution	SOS Program Supervisor
Select SPPD Investigator for Multi-jurisdiction role; outline role of Multi-jurisdiction Investigator		Identify SPPD Investigator to implement project goals, define role of SPPD Investigator	Approx. 12 sessions, weekly within the 90 days, on-going monthly for the remainder of contract execution	Within 90 days of contract execution	SOS Program Supervisor SOS Legal Advocate Commander of SPPD Sexual Violence Unit SPPD Multi-Jurisdiction Investigation
Design and market alternative reporting options in SPPD		Market and inform community of alternative reporting options	Marketing as necessary to achieve participation goals	Starting no later than 4 months of contract execution	SOS Legal Advocate SPPD Multi-Jurisdiction Investigator

Implement new reporting options within SPPD	Pilot new reporting options	75 victims will engage with Supportive Reporting Options throughout the course of contract execution	Starting no later than 4 to 6 months of contract execution	SOS Legal Advocate SPPD Multi-Jurisdiction Investigator
Evaluate success of alternative reporting options	Evaluate success and offer opportunity for adjustment	Number of surveys completed Results of survey questions	Starting no later than 22 and 24 months of contract execution	SOS Legal Advocate
<b>If Successful, What Results Will You Achieve?</b> (As a result of your programming what will be different?)		<b>How Will You Know if You Are Successful?</b> (Describe what you will use to measure your success) Name the tools, data sets, etc.		
Increase number of crimes reported		75 victims will choose an alternative reporting option		
Increase number of victims willing to engage in the Criminal Justice System		Track number of victims that chose an alternative reporting option and cases that convert to investigation, including a 50% conversion rate from a non-investigative option		
Improve quality of experience of victims within the Criminal Justice System and access to community resources		Utilize surveys and qualitative research methods to evaluate success that will include: victims who engage in safety planning and their overall satisfaction with the alternative reporting option and CJS		
<b>Person Responsible For Evaluation</b> (name, title, organization)		<ul style="list-style-type: none"> <li>• Legal Advocate, Ramsey County SOS Sexual Violence Services</li> <li>• SPPD Multi-jurisdiction Investigator</li> </ul>		

<b>GOAL #2:</b>	All Criminal Sexual Conduct (CSC) cases in Ramsey County are handled in consistent manner across jurisdiction.
<b>OBJECTIVE NUMBER</b>	<b>WHAT DO YOU INTEND TO ACHIEVE? (The immediate or direct effects your program intends to achieve)</b>
1	Create a multi-jurisdiction investigator role at SPPD who will, in collaboration with the Legal Advocate, consult with other Ramsey County agencies on CSC cases.
2	Encourage other Ramsey County law enforcement agencies to adapt best practices for CSC cases, including alternative reporting options.

<b>How Will You Achieve It?</b> (List your strategies to achieve your objective, including steps, activities, and tasks you will use)	<b>Activity's Purpose</b>	<b>Frequency of Activity and Outputs (# of sessions/participants)</b>	<b>Timeline</b>	<b>Person or Position Responsible</b>
Identify SPPD Investigator for role of Multi-Jurisdiction Investigator	Identify SPPD investigator and define role of SPPD Multi-jurisdiction Investigator	n/a	Within 90 days of contract execution	SOS Program Supervisor Commander of SPPD Sexual Violence Unit
Establish Joint Power Agreements (JPA) with Ramsey County Police Departments	Establish partnerships for peer consultation	Number of JPA's completed	Starting no later than 4 months of contract execution	Commander of SPPD Sexual Violence Unit SPPD Multi-Jurisdiction Investigator
Initiate consultations and expand best practices with other agencies	Implementation of all CSC crimes being investigated in the same manner	2.5 cases per week from 6 month contract execution to grant completion	Starting no later than 6 months of contract execution	SPPD Multi-Jurisdiction Investigator
Assist in Implementation of the Supportive Reporting Options	Support reporting options implementation	75 cases through contract execution to grant completion, pending victim option selection	Starting no later than 6 months of contract execution	SOS Legal Advocate SPPD Multi-Jurisdiction Investigator
<b>If Successful, What Results Will You Achieve?</b> (As a result of your programming what will be different?)		<b>How Will You Know If You Are Successful?</b> (Describe what you will use to measure your success) Name the tools, data sets, etc.		
Increase number of multi-jurisdiction consultations		SPPD will provide consultation on 2.5 cases per week across jurisdictions; track the number of Joint Power Agreements completed		
Increase number of cases charged and convicted		Track number of cases charged; track number of cases that move to conviction		

Increase consistency of investigation of CSC cases throughout RC	Utilize surveys and qualitative research methods to evaluate success, including an analysis of victim experiences across jurisdictions
<b>Person Responsible For Evaluation</b> (name, title, organization)	<ul style="list-style-type: none"><li>• Legal Advocate, Ramsey County SOS Sexual Violence Services</li><li>• SPPD Multi-jurisdiction Investigator</li></ul>

## Attachment B: Budget

Supportive Reporting Program (SRP)		
Details	Ramsey County	SPPD Match
<p><b>Contract Services</b></p> <p>Contract with St. Paul Police Dept. for investigator overtime on this grant project; includes associated wages, taxes/fringe, and mileage.</p> <p>Personnel Contract 10 hours per week of OT for this project for an investigator; 50 weeks per year, 500 hours per year (1000 over the two years of the grant), at OT rate (\$84/hr), that would be \$42,000 per year (\$84,000 over two years).</p> <p>Taxes/fringe: At a fringe rate of 19.15% (17.7% for PERA, 1.45% for Medicare), that adds \$8,043 per year (\$16,086 over two years).</p> <p>SPPD mileage Estimated 2 trips/week (64 miles) for 50 weeks/year, or 3200 miles/year at current IRS mileage rate. (Currently \$0.625 per mile) = \$2,000 per year, \$4,000 over two years.</p> <p>In-kind Match for SPPD positions:            Deputy Chief -1 hr/wk (2.5%) of annual salary of \$161,200 = \$4,030            Commander - 2 hrs/wk (5%) of annual salary of \$138,216 = \$6,910.80            Salary: \$10,940.80 per year X 2 years = \$21,881.60 total. Fringe at a rate of 19.15% (\$4,190.33)            Match source: City of St. Paul funds.</p>	<p>\$104,086</p>	<p>\$26,071.93</p>
<p><b>Indirect Costs</b></p> <p>SPPD = Indirect costs: \$5204.30 per year (\$10,408.60 total) “de minimis rate” of 10% on direct costs=\$5204.30</p>		<p>\$10,408.60</p>
<b>TOTAL</b>	<p>\$104,086</p>	<p>\$36,480.53</p>