

Attachment A

Minnesota Department of Public Safety 2012 Enforcement Request for Proposal

The Minnesota Department of Public Safety (DPS), Office of Traffic Safety (OTS) is seeking proposals from law enforcement agencies to conduct a highly-visible, well publicized traffic safety enforcement program. The overtime enforcement will address all traffic safety issues with an emphasis on impaired driving, passenger protection and speed.

DPS has a mandate to promote the safety of those who use public roadways. Certain programs implemented to fulfill this mandate are funded by the US/DOT National Highway Traffic Safety Administration (NHTSA) through the Department's OTS. DPS and NHTSA are most concerned with traffic safety interventions that have been proven to reduce deaths and severe injuries caused by motor vehicle crashes. Through a problem identification process, the top traffic safety priorities have been found to be the reduction of impaired driving, the increase of safety belt and child seat use, and reducing excessive speed. OTS is committed to funding projects with identified traffic safety problems and proposed strategies likely to alleviate those problems.

Background

Research has consistently shown enforcement efforts do not have a lasting effect on drivers' behavior if the majority of the public is not aware of them. Combining increased enforcement activity with adequate public awareness efforts has been found to result in long-lasting improvements in driver behavior. By increasing the number of arrests and raising the perceived risk of arrest, compliance with laws is increased. In previous years, the OTS funded several enforcement programs that support this high-visibility enforcement activity; these programs include *Safe & Sober*, which supports enforcement activity during the national and Minnesota mobilizations, *Nighttime Concentrated Alcohol Patrol (NightCAP)*, which supports sustained impaired driving enforcement activity, *HEAT* speed enforcement, *Pilot Counties*, and *Anoka and Dakota County high-visibility enforcement programs*.

In 2012, OTS will combine all enforcement funding into one grant agreement incorporating all previous enforcement programs. Law enforcement agencies are required to develop a year-long plan supporting high-visibility enforcement activity. This application does not include the *HEAT* program; however, additional funding will be added to the grant agreement for agencies that are later determined eligible for *HEAT* funding.

Significant Changes to Enforcement RFP

- **Simplified single grant** – Agencies submit one application to receive funding for all enforcement programs for which they are eligible (*Safe & Sober*, *NightCAP*, *HEAT*, *Pilot County*, *Anoka and Dakota County*)
- **Online reporting** – Activity reports and invoicing will be done electronically via a new e-grant system
- **Rural seat belt enforcement** – Ten identified counties in Greater Minnesota can apply for an extra week of seat belt enforcement with a teen focus during the afternoons the first week in April
- **Nighttime requirement** – Fifty percent nighttime enforcement is still required during seatbelt mobilizations, but the time changes to 16:00-1:00 to include the "drive home" commute
- **Resolution required from lead agency only**
- **Collaborative efforts** – OTS continues its commitment to multiple agencies collaborating on a grant, therefore no single agency applications will be accepted. A maximum of one enforcement grant per county will be issued, with the exception of Hennepin and St. Louis Counties. Multiple counties may partner to apply for one grant
- **Performance measures** – Agencies will develop performance measures based on a three-year goal, which replaces the previously required objectives worksheet

Eligibility

Eligible applicants for this RFP are Minnesota cities and counties for their law enforcement agencies. Private companies and organizations are **not** eligible.

All applicants must participate in the mobilization enforcement program. Specific counties that have the highest number of alcohol-related fatalities and severe injuries and rural counties that have a high number of unbelted fatalities may apply for additional impaired driving and/or seat belt enforcement funding. These counties are indicated on the application and on page 6, tab 5 of the Grant Application Instructions. Grants that include agencies participating in the HEAT program will have funding incorporated into their final budget.

OTS will issue a maximum of one enforcement grant per county with the exception of Hennepin and St. Louis Counties and must partner with at least one other agency. No single agency applications will be accepted. Multiple counties may partner to apply for one grant.

The application must indicate one law enforcement agency as the fiscal agent and administrator for the entire grant. This is the agency that must obtain a resolution from their city council or county board to sign the grant agreement. The remaining agencies serve as partners on the grant agreement. The lead agency is responsible for compiling information from their partners on the grant application. If the application is accepted, the lead agency will be responsible for submitting compiled plans, reports and invoices throughout the project year.

Funding Available and General Funding Rules

Grants begin on October 1, 2011 and end September 30, 2012. Grantees will be evaluated based on prior year enforcement activity, timely reporting, and the proposed budget and work plan.

Award letters will be sent out by July 15, 2011, and grant agreements will be fully executed by October 1, 2011.

The grant is additional funding for enhanced enforcement. The grant funding must ultimately increase an agency's overall budget. The vast majority of funds (90 percent) must be used for paid overtime enforcement hours; comp time is not allowed.

The grant funds are available on a cost reimbursement basis. Costs are reimbursed after they are incurred and paid by the grantee agencies. As a result, applicant agencies must have "start-up" monies available. The fiscal agency (usually the lead agency) submits a single invoice for all involved and makes reimbursement to its partners after receiving the funds from DPS.

There is no match requirement for the grant agreement.

Application Procedures

Your proposal should be mailed (or hand delivered) to:

Shannon Swanson
Office of Traffic Safety
444 Cedar St., Suite 150
Saint Paul, MN 55101-5150

- Proposals must be received no later than 4 p.m. on Friday, June 24, 2011. It is each applicant's responsibility to ensure proposals are received on time; if you are mailing, allow at least four business days for delivery.
- Fax and e-mail applications will not be accepted.

Proposal Package Checklist

One copy of the complete proposal package is required and must include the following:

- ✓ Signed completed Application
 - Applicant's information and certification that the applicant agrees to the Program Guidelines, Terms and Conditions, Federal Audit Requirements
 - Approved Work Plan
 - Agency Information
 - Grant Information
 - Performance Measures
 - Enforcement Wave Plan
 - Impaired Driving Plan (if applicable)
 - Rural Seat Belt Enforcement (if applicable)
 - Budget
 - Toward Zero Deaths Conference

Negotiations on individual proposals may occur; you may be asked to clarify statements, change your hours or plans or reduce/change your budgets. Saving this RFP and a copy of your complete proposal package will make it easier for you to make any necessary modifications later.

QUESTIONS regarding the application procedures, proposal contents and evaluation/selection of proposals received must be directed to Shannon Swanson (651) 201-7063 or e-mail at shannon.swanson@state.mn.us.

Grant Application Instructions

This application is a Microsoft Excel document. The required entry fields are in tan. Complete all eight tabbed sections in the application. (Agency Information, Grant Information, Performance Measures, Enforcement Wave Plan, Sustained Impaired Driving Plan (if applicable), Rural Seat Belt Enforcement Plan (if applicable), Traffic Safety Enforcement Budget and Toward Zero Deaths Conference.

The Traffic Safety Enforcement Budget will automatically calculate based on the entries of the enforcement work plan pages.

Tab 1 - Agency Information - Complete all tan cells.

The 2012 Toward Zero Deaths Law Enforcement Grant Application

Lead Agency

This is the agency with which OTS writes the grant, and will be the fiscal agent for the grant. This agency is the legal applicant responsible for fiscal oversight of the project. The legal applicant is responsible for programmatic oversight along with other participating agencies of the enforcement grant.

The lead agency should be indicated on the top of the grant application page. List all participating agencies in the section indicated below the lead agency.

New Requirement - The Federal Funding Accountability and Transparency Act (FFATA) passed by Congress in 2006 required the reporting of specific data elements of every recipient of federal funding. As an Office of Traffic Safety (OTS) grantee, your agency is defined as a sub-recipient of federal funding. The lead agency and all participating agencies named in the grant must provide a DUNS on the application. Your agency's finance/accounting division should have the information needed.

The contracting agency must acknowledge by signing the grant application that the following documents that are attached to this Request for Proposal have been read in their entirety. Indicate an "X" in each tan cell in front of the items on the application.

These documents will be incorporated into the grant agreement if funds are awarded to the agency. The documents include the following:

- Grant Program Guidelines (Attachment A)
- Terms and Conditions (Attachment B)
- Federal Audit Requirements (Attachment C)
- Mobilization Guidelines (Attachment D)
- Resolution Process (Attachment E)
- Approved Work Plan
- Approved Budget

Tab 2 - Grant Information - Complete all tan cells.

Basic Grant Information

The first section requires basic grant information such as the number of seat belt surveys that will be conducted, the percentage of overtime hours during seat belt waves (the number you type in the tan cell must be a minimum of 50 percent), the percentage of high-visibility hours during mobilizations, the

population of the jurisdictions served, project director information, eligible officers from each agency who have completed the required training, media activity, and plans for organizing briefings prior to high-visibility enforcement activity.

Comparative Report

Based on Attachment F, fill in the tan cells with your prior grant performance. If your prior year grant is indicated in yellow as a low performance grant in more than one of these measurements, explain what steps will be taken to improve your activity in the large tan box below the numbers entered. These counties are highlighted in salmon on Attachment F.

Tab 3 - Performance Measures

(Use the County Population and Baseline Performance Measures – Attachment G).

Performance Measures

OTS is required to develop performance measures in key traffic safety behavior areas and report yearly on progress towards achieving our goals to NHTSA. These performance standards measure the success of our state in achieving the goal of Toward Zero Deaths. OTS is requesting law enforcement to create local performance measures that support our state's traffic safety goals. These measures should be based on the County Population and Baseline Performance Measures (Attachment G). If multiple counties are participating in the grant, performance measures should be created using data from all counties.

The percentage of decrease/increase will calculate based on the numbers entered in the tan cells.

Step 1 – When looking at Attachment G, find your county. Locate the number for “Average Fatalities and Severe Injuries Per Year.” Indicate that number in the first tan cell.

Step 2 – Identify your county's goal for the average fatalities and severe injuries by December 31, 2015, and enter it in the second tan cell. The green cell will automatically calculate the percentage of decrease based on the numbers entered in the two previous tan cells.

Example: Minnesota

Fatalities and Severe Injuries			
To decrease fatalities and severe injuries by from the 2007-2009 calendar base year average of (obtain number from attachment G)	1980.7	to (provide your goal)	1800
			9% (provide percentage of decrease)
			by December 31, 2015

Step 3 – Identify your county's number of unrestrained passenger vehicle occupant fatalities and severe injuries, alcohol-impaired driving fatalities and severe injuries, and speed related fatalities and severe injuries from Attachment G.

Step 4 – Indicate your county's goal for each of the categories.

Step 5 – Indicate the current seat belt use rate based on informal surveys conducted in the county. Applicants may use surveys that were conducted during the 2011 May mobilization as a base-line rate. Determine a seat belt usage rate that you hope to achieve by December 2015, and indicate it on the application.

Tab 4 - Enforcement Wave Plan

2012 Enforcement Wave Plan (*Safe & Sober*)

Law enforcement agencies in the grant should agree to the Enforcement Wave Plan on the application and any changes to the plan. Agencies are required to participate in the statewide scheduled mobilizations and complete a short report for each mobilization. Mobilization guidelines are included in Attachment D.

1. Enter the average hourly overtime enforcement salary and fringe rate in the tan cell.
2. Enter the total hours of overtime enforcement for the grant year.
3. Continue to complete all tan cells for hours per wave for Ted Foss and outside hours. The October seat belt, December impaired driving, May seat belt, July speed and motorcycle, Labor Day impaired driving and distracted driving will calculate based on the percentage of total hours.
4. Complete the tan cells for length of shifts on all enforcement waves.
5. The overtime enforcement funding amount at the top of the page will automatically calculate your traffic safety budget based on the numbers entered.

No more than 10 percent of funding can be requested for outside the wave funding. In addition, at least 50 percent of the seat belt focused hours should occur between 16:00 and 01:00.

A more detailed enforcement plan indicating specific dates and times of enforcement activity is required to be filed prior to each wave.

Tab 5 - Impaired Driving Plan (if applicable)

2012 Sustained Impaired Driving Enforcement Plan (NightCAP)

The 13 counties with the highest number of alcohol-related fatalities and severe injuries are eligible for additional impaired driving enforcement funding. These counties include: Anoka, Carver, Dakota, Hennepin, Olmsted, Ramsey, Rice, St. Louis, Scott, Sherburne, Stearns, Washington and Wright Counties. Applicants from these counties that apply for additional funding must sustain an enforcement effort throughout the entire year and increase that effort in months when alcohol-related fatalities and severe injuries increase. The intention of this plan is to send a clear message to citizens in the county that if they drive impaired at any time, they will be arrested (not just on holidays or during festivals).

Becker, Beltrami, Cass, Crow Wing, Hubbard, Itasca and Otter Tail Counties are eligible for up to \$15,000 for additional impaired driving enforcement. Enforcement activity in these counties must occur during months when alcohol-related fatalities and severe injuries most often occur.

All impaired driving enforcement activity should be highly-visible patrols (defined as representation from each law enforcement agency participating in the grant working on a specified roadway) and include briefings prior to the event. When possible, roadway signs should be used alerting the driving public that enforcement is working in the area in addition to education regarding the enforcement effort.

Applicants that receive additional impaired driving enforcement funding will be contacted by their Law Enforcement Liaison to attend a meeting prior to the start of the grant, during which a more detailed impaired driving enforcement plan will be developed. The planning meeting and briefings conducted at the start of the enforcement event will be led by the Minnesota State Patrol (MSP). It is encouraged that applicants broadly discuss an enforcement plan with the MSP prior to submitting the funding request.

1. Enter the average hourly overtime enforcement salary and fringe rate in the first tan cell.
2. For the grant year, enter the number of saturations planned, number of officers participating and the length of shifts.
3. The overtime enforcement funding amount and total hours of overtime enforcement will automatically calculate based on the numbers entered in the tan cells.

Tab 6 – Rural Seat Belt Enforcement (if applicable)

2012 Rural Seat Belt Enforcement Plan

Counties eligible for additional rural seat belt enforcement include Cass, Itasca, Mille Lacs, Morrison, Olmsted, Renville, Rice, St. Louis, Stearns and Winona. These are the top 10 rural counties with the highest number of unbelted people that are killed and severely injured in the past three years.

Since young adults are over represented in the number of unbelted fatalities and severe injuries, the wave will focus on teen drivers. The wave will be April 2 – 8, 2012, during the hours of 14:00 and 18:00 in locations where teens frequently drive,

1. Indicate the average hourly overtime enforcement salary and fringe. Enter the amount in the first tan cell.
2. Indicate the number of hours in the second tan cell.
3. The overtime enforcement funding amount will automatically be calculated in the gray cell at the top based on the numbers entered in the tan cells.

Tab 7 – Budget

2012 Traffic Safety Enforcement Budget

The Overtime Enforcement box will already be calculated based on the numbers entered in the Enforcement Wave Plan, Sustained Impaired Driving Plan and Rural Seat Belt Enforcement Plan tabs in the Excel document.

Funding for the program areas come from different sources. Therefore, impaired driving, seat belt and speed enforcement hours are separated. It is important that each enforcement activity and program is kept separate and invoices reflect the overtime enforcement activity that supports that program area.

The Dispatch, Administration and Equipment box calculates a total that can be used for the combined tan cells. This total can be no more than 10 percent of the total budget.

Administration

Up to 3 percent of the requested enforcement funding can be used to reimburse for administration of the program. It is important to discuss within your grant how this funding will be used.

Dispatch and Equipment

The remaining amount of the 10 percent can be used on dispatch and equipment. Dispatch costs must be overtime hours to be eligible for reimbursement through the grant. Half of each piece of equipment purchased using the grant funding must be matched by the purchasing agency. Items purchased must support traffic safety enforcement efforts. Some items allowed (but not limited to) for purchase are radars, light bars, lidars, PBTs, dry gas PBT calibration tanks, and squad video cameras. For additional information regarding equipment purchases, see the Program Guidelines document in Attachment A.

Tab 8 – Toward Zero Deaths Conference

Toward Zero Deaths Conference Attendees

List the law enforcement officers from the grant who will be attending the Toward Zero Deaths Conference from Nov. 16-17 in Duluth, Minn. One law enforcement officer per agency is eligible to attend the conference at no fee. Agencies located more than 30 miles and less than 65 miles from Duluth are eligible to stay at a hotel for one night, and if the agency is more than 65 miles from Duluth, attendees are eligible for two nights at no cost.

If there is a change in the person attending, please notify your OTS grant coordinator immediately. It is very important that OTS has an accurate list of attendees.

1. Enter the name of the law enforcement agency, name of attendee, e-mail address, telephone number and number of nights for each person attending the conference.

Office of Traffic Safety Grant Program Guidelines

Financial Requirements:

Payments under this grant agreement will be made from federal funds obtained by the State under the U. S. Department of Transportation's State and Community Highway Safety Program, Catalog of Federal Domestic Assistance (CFDA) Numbers 20.600, 20.601, and 20.609. The grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the grantee's failure to comply with federal requirements.

Reimbursement of Funds - Only costs associated with approved activities on this project can be claimed for federal reimbursement. The grantee will report on all expenditures and program income pertaining to this grant agreement. Claims shall be supported by written documentation including receipts, invoices, and personnel time reports. All costs reimbursed with these federal funds must be actual costs to the department. Grant funding cannot be used to supplant any currently funded programs or activities. Therefore, grant funding cannot be used to fund enforcement and dispatch activity that is regularly scheduled work; it must be used for additional costs to the department due to the enhanced patrolling efforts of the project. The costs to the department and the hours of patrolling efforts must both be over and above the usual. Therefore, the vast majority of the additional enforcement hours will be paid overtime hours and no reimbursement for comp time is allowed.

The State has an obligation to determine if fringe benefit costs to be reimbursed by this grant contract are reasonable. If requested, the grantee must furnish an explanation of the basis for such rates. Fringe benefits must be accounted for separately from salary costs on back-up documentation of invoices.

Expenditures for each state fiscal year of this grant contract must be for services performed within applicable state fiscal years. Every state fiscal year begins on July 1 and ends on June 30. *The final claim for reimbursement must be received no later than 30 days after the expiration of the grant agreement.*

Claims for reimbursement must be submitted after each enforcement wave. Refer to the 2012 Enforcement Calendar on the OTS Web site for specific reporting dates.

Match - Matching funds are not a requirement for the grant, however, expenses related to the project that are paid for with state, county, municipal and/or private funding clearly demonstrate a vested interest and real commitment to the project. Appropriate matching funds should be reported on the invoice. Agencies can claim matching funds as any real costs that are not included in the grant-reimbursed budget such as:

- Traffic safety equipment costs above the amount used by grant funding
- Squad car mileage costs (the number of miles driven are required to be reported)
- Estimated cost for a promised donation of an incentive item from a local business
- Additional unfunded administrative costs for such things as scheduling, paperwork, and personnel time to do public information components of the program

Budget Revision - The grantee shall submit a written budget revision request and obtain approval from the OTS Coordinator before any expenditure may be made based on a revised budget.

Record Retention - Under Minn. Stat. 16B.98, subd. 8, the grantee shall retain all financial records for a minimum of six years after the expiration of the grant agreement or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and DPS, whichever is later.

Resolutions

A Resolution from a city council and/or county board is only required from the lead agency. This resolution authorizing the agency to apply for and accept the grant funding is needed to conduct the project. Information and an example of a resolution can be found in Attachment E, Resolution Process. Deviations from the example (such as including a specific dollar amount or an individual's name rather than title, or changing the date) will likely cause delays in processing grants and may not be acceptable. The resolution must be submitted before the grant is executed by October 1, 2011. The OTS is unable to enter into an agreement until the resolution has been passed and a copy has been received. If the example resolution language is used, it will cover all grants from the OTS for the federal fiscal year.

Equipment:

Because of the strict timelines for final claims for reimbursement, it is usually not possible to order, receive and pay for equipment during the last quarter.

Any piece of equipment that costs more than \$5,000 (including taxes, shipping and installation) must be approved in writing by the NHTSA before it is ordered; contact the OTS coordinator to request that approval.

Any equipment requested to be purchased with grant funding must be used to support traffic safety enforcement and authorized by the OTS. Further, it shall be used primarily for grant-related purposes during the life of the equipment. The grantee may not deviate from this requirement and may not dispose of any equipment unless it has first obtained permission from the State. Only equipment specified in the grant agreement may be purchased.

The grantee shall be responsible for all operating, maintenance, and repair costs of equipment purchased under this grant contract unless otherwise specified. Title to equipment acquired under this grant contract shall vest upon the grantee.

Participation in Mobilizations

All partner agencies are required to participate in the statewide scheduled mobilizations. The following short mobilization reports are required to be filed by 5 p.m. on the specified dates: (dates based on the draft of the 2012 Enforcement calendar.)

- Number of seat belt citations written October 14 – 27, 2011 (due November 1).
- Number of DWI arrests and seat belt citations during the entire month of December (due January 6, 2012).
- Number of seat belt and child seat citations written May 21 - June 3 (due Friday, June 8, 2012).
- Number of speed citations written during the entire month of July (due Friday, August 3, 2012).
- Number of DWI arrests and seat belt citations written Aug. 17 - Sept. 3 (due Friday, September 7, 2012).

Final Report Requirement

A final progress report is due October 29, 2012. The final report must include the following:

- Review of the enforcement activity as it pertains to partner agencies.
- Review of the project budget as it pertains to partner agencies.
- Review of the performance measures. Indicate whether the project is on track for reaching the three-year goal.
- If progress toward the three-year goal was not made, describe changes that will be made to the project to improve on the outcomes.
- Positive outcomes from the project.

Seat Belt Survey Requirement

Informal seat belt surveys are a good way to evaluate the success of the project. Indicate the number of sites where seat belt surveys will be conducted including dates and time of these surveys. Seat belt surveys must at least be conducted before and after the May Mobilization.

Media and Community Outreach Requirement

High-visibility enforcement, media relations and community education regarding the enforcement activity are key factors in the success of the project. It is important for the individual responsible for media relations to have a plan for public information and media activities and to ensure the plan is executed. Roadway signs, vests, coasters, and business cards are some of the ways to increase the awareness of the enforcement activity.

Training Requirements

Every officer working overtime enforcement hours funded by this grant must have completed the following training prior to working any project hours:

- NHTSA's 16-hour *Standardized Field Sobriety Testing (SFST)* course
- Minnesota's *Occupant Protection Usage and Enforcement (OPUE)* course
- NHTSA's *Drugs That Impair Driving (DTID)* course
- Officers who last completed an SFST course of any kind before October 1, 2007 must complete an SFST/DWI Update class

Agencies must have an officer trained in one of the following: Child Passenger Safety (CPS) Technician, CPS Practitioner, or the CPS three-hour childcare/foster care training. A schedule of classes can be found on the OTS Web site. A higher level of certification such as Instructor also qualifies. This requirement must be met by October 1, 2011.

The grantee shall attend meetings and training as required by OTS.

Travel

No travel reimbursements are allowed under this grant agreement. The Minnesota *Toward Zero Deaths (TZD)* Conference will be held in Duluth on Nov. 16-17, 2012. The project director for the grant should attend, but if a conflict arises, the project director must identify an alternate. At least one person in the grant is required to attend the TZD Conference. All agencies are invited to send a representative to the conference. OTS will pay the lodging costs (when distance makes necessary) and registration fee for one person per agency in the grant. The attendee is responsible to pay for any additional costs above the room charge. Individuals attending the conference will be responsible for obtaining a hotel reservation on their own credit card and register online for the conference. Indicate on the registration application that OTS will be paying the registration fee. Make sure to notify the OTS if there are changes to the names of people attending the conference.

Note: If you list an officer as attending the TZD conference who does not attend the conference and does not cancel his or her registration and/or room, the costs of that registration and room will be deducted from your first invoice to the OTS, unless the reason the officer did not attend is an unforeseeable emergency.

Approval of Subcontracts

All sub-contracts must be reviewed and approved by the OTS Coordinator before the sub-contracting process begins. The OTS Coordinator must be provided with a copy of the sub-contract. Invoices from a sub-contract not approved by the OTS Coordinator may not be eligible for federal reimbursement.

Evaluation

OTS shall have the authority, during the course of the grant period, to evaluate and monitor the performance and financial records of the grantee.

Federal and State Provisions

This grant agreement is subject to all applicable federal and state statutes and regulations, including, but not limited to the following:

- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR Part 27 which relates to handicapped persons.
- 49 CFR Part 23 – Participation by minority enterprises in Department of Transportation Programs; 49 CFR Part 29 Subpart F – The Drug-Free Workplace Act of 1988; 23 U.S.C. 101 Note and 41 U.S.C.10a – Buy America Act; and 49 CFR Part 29 – Certification Regarding Debarment and Suspension.
- Title VI of the Civil Rights Act of 1964, as amended.
- The Grantee certifies that the Grantee has a current safety belt use policy.
- The Grantee certifies that the Grantee has in place or is currently working on a policy for vehicular pursuits taking into account the model guidelines issued by the International Association of Chiefs of Police.
- 31 U.S.C. 1352 – Grant contracts over \$100,000 require the Grantee to complete and sign the Certification Regarding Lobbying form.
- The Grantee certifies that the Grantee will adopt and enforce workplace safety policies including banning texting while driving in accordance with Minnesota Statute 169.475.
- The Grantee certifies that the Grantee will comply with the Federal Funding Accountability and Transparency Act.

Terms and Conditions for Grantees that are Not State Agencies

The Grantee (which refers to the applicant's status after it has been awarded grant funds) shall comply with all applicable federal, state and local laws, ordinances, rules and regulations and provisions stated herein in the performance of the grant award.

1. Survival of Terms

The following clauses survive the expiration or cancellation of the award:

9. Liability; 10. Audits; 11. Government Data Practices; 13. Publicity and Endorsement; 14. Governing Law, Jurisdiction and Venue; and 16. Data Disclosure.

2. Financial and Administrative Provisions

The Grantee will comply with all program guidelines specified in the Grant Program Guidelines (Guidelines) and application which are incorporated herein by reference.

Budget Revisions: The Grantee will submit a written change request for any substitution of budget items or any deviation in accordance with the Guidelines included in this application. Grantees whose requests have been approved will be notified in writing by the State's Authorized Representative to the Grantee's Authorized Representative. Requests must be approved prior to any expenditure by the Grantee.

3. Payment Terms

Payment: The State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services in accordance with the Guidelines included in this application. Expenditures for each state fiscal year (July through June) of the grant agreement must be for services satisfactorily performed within applicable state fiscal years. Under Minn. Stat. § 16B.98 subd. 1, the Grantee agrees to minimize administrative costs.

4. Time

The Grantee must comply with all the time requirements described in the application and grant agreement. In the performance of the award, time is of the essence.

5. Consideration and Payment

The State will pay for all services performed by the Grantee under the grant agreement as a reimbursement according to the breakdown of costs contained in the Guidelines and Grantee's application that will be incorporated into the grant agreement.

Under Minn. Stat. § 16B.98, subd. 7, payments to the Grantee may not be issued until the grant agreement is fully executed.

6. Conditions of Payment

All services provided by the Grantee under the grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative so named in the grant agreement 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.

7. Authorized Representative

The State's Authorized Representative or his/her successor is so named in the grant agreement and has the responsibility to monitor the Grantee's performance and has the authority to accept the services provided under the grant agreement opportunity. 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 so named in the grant agreement. If the Grantee's Authorized Representative changes at any time during the grant agreement, the Grantee must immediately notify the State.

8. Assignment, Amendments, Waiver, and Grant Agreement Complete

The Grantee may neither assign nor transfer any rights or obligations under the grant agreement without the prior consent of the State and a fully executed Amendment, executed and approved by the same parties who executed and approved the grant agreement, or their successors in office.

Any amendment to the grant agreement 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 agreement, or their successors in office.

If the State fails to enforce any provision of the grant agreement, that failure does not waive the provision or its right to enforce it.

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

9. Liability

Grantee must indemnify, save and hold the State, its agents, and employees harmless from any claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the grant agreement 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 the grant agreement and subsequent grant agreements. The liability for Grantees that are municipalities is governed by Minn. Stat. § 466 and any other applicable law, rule or regulation.

10. Audits

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the Grantee or other party that are relevant to the 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 grant agreement end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Federal audits shall be governed by requirements of federal regulations.

If applicable, if the Grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the State of Minnesota, it will comply with the Single Audit Act Amendments of 1996 as amended and Office of Management and Budget Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" for audits of fiscal years beginning after June 30, 1996; and, required audit reports must be filed with the State Auditor's Office, Single Audit Division, and with federal and state agencies providing federal assistance, and the Department of Public Safety within nine months of the Grantee's fiscal year end.

11. Government Data Practices

The Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the State under the grant agreement, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the Grantee under the grant agreement. The civil remedies of Minnesota Statutes, section 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.

12. Workers' Compensation

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subdivision 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.

13. Publicity and Endorsement

Any publicity regarding the subject matter of the grant agreement must be in accordance with the Guidelines included in this application. The Grantee must not claim that the State endorses its products or services.

14. Governing Law, Jurisdiction, and Venue

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

15. Termination

Termination by the State. The State may cancel the grant agreement at any time, 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.

Termination by the Grantee. The Grantee may request termination upon 30 day's notice to the State's Authorized Representative. Upon termination, the Grantee is entitled to payment for services actually performed and agrees to return any unused funds to the State.

Termination for Insufficient Funding. The State may immediately terminate the grant agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services under the grant agreement. 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 grant agreement 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 receiving that notice.

Termination for Failure to Comply. The State may cancel the grant agreement immediately if the State finds that there has been a failure to comply with the provisions of the grant award; that reasonable progress has not been made or that the purpose 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.

16. Data Disclosure

Under Minnesota Statutes, § 270C.65, 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, or pay other state liabilities.

17. Other Provisions be it understood:

- a. By filing of this application, the applicant has therefore obtained the necessary legal authority to apply for and receive the proposed grant;
- b. The filing of this application has been authorized by applicant's governing body, and the official who has applied his/her signature to this application has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the representative of the applicant in connection with this application;
- c. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of applicant;
- d. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded.

FEDERAL AUDIT REQUIREMENTS

1. For subrecipients that are state or local governments, non-profit organizations, or Indian tribes
If the grantee expends total federal assistance of \$500,000 or more per year, the grantee agrees to obtain either a single audit or a program-specific audit made for the fiscal year in accordance with the terms of the Single Audit Act Amendments of 1996.
Audits shall be made annually unless the state or local government has, by January 1, 1987, a constitutional or statutory requirement for less frequent audits. For those governments, the federal cognizant agency shall permit biennial audits, covering both years, if the government so requests. It shall also honor requests for biennial audits by governments that have an administrative policy calling for audits less frequent than annual, but only audits prior to 1987 or administrative policies in place prior to January 1, 1987.

For subrecipients that are institutions of higher education or hospitals
If the grantee expends total direct and indirect federal assistance of \$500,000 or more per year, the grantee agrees to obtain a financial and compliance audit made in accordance with OMB Circular A-110 "Requirements for Grants and Agreements with Universities, Hospitals and Other Nonprofit Organizations" as applicable. The audit shall cover either the entire organization or all federal funds of the organization. The audit must determine whether the subrecipient spent federal assistance funds in accordance with applicable laws and regulations.
2. The audit shall be made by an independent auditor. An independent auditor is a state or local government auditor or a public accountant who meets the independence standards specified in the General Accounting Office's "Standards for Audit of Governmental Organizations, Programs, Activities, and Functions."
3. The audit report shall state that the audit was performed in accordance with the provisions of OMB Circular A-133 (or A-110 as applicable).
The reporting requirements for audit reports shall be in accordance with the American Institute of Certified Public Accountants' (AICPA) audit guide, "Audits of State and Local Governmental Units," issued in 1986. The federal government has approved the use of the audit guide.
In addition to the audit report, the recipient shall provide comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason it is not should accompany the audit report.
4. The grantee agrees that the grantor, the Legislative Auditor, the State Auditor, and any independent auditor designated by the grantor shall have such access to grantee's records and financial statements as may be necessary for the grantor to comply with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
5. Grantees of federal financial assistance from subrecipients are also required to comply with the Single Audit Act and OMB Circular A-133.
6. The Statement of Expenditures form can be used for the schedule of federal assistance.
7. The grantee agrees to retain documentation to support the schedule of federal assistance for at least four years.

8. **Required audit reports must be filed with the State Auditor's Office, Single Audit Division, and with federal and state agencies providing federal assistance, and the Department of Public Safety within nine months of the grantee's fiscal year end.**

OMB Circular A-133 requires recipients of more than \$500,000 in federal funds to submit one copy of the audit report within 30 days after issuance to the central clearinghouse at the following address:

Bureau of the Census
Data Preparation Division
1201 East 10th Street
Jeffersonville, Indiana 47132
Attn: Single Audit Clearinghouse

The Department of Public Safety's audit report should be addressed to:

Minnesota Department of Public Safety
Office of Fiscal and Administrative Services
444 Cedar Street
Suite 126, Town Square
St. Paul, MN 55101-5126

2012 Mobilization Guidelines

- Enforcement efforts are required during statewide scheduled mobilization periods. None of these enforcement periods are optional. A minimum of 50 percent of these efforts must be high-visibility enforcement.
 - Seat Belt/Child Restraint: October 14-27, 2011 and May 21-June 3, 2012 (50 percent of all seat belt enforcement is required to be conducted between 16:00 and 01:00).
 - Impaired Driving: December 1-3, 8-10, and 15-17, 2011 and August 17- September 3, 2012.
 - Speed: entire month of July 2012.
- Agencies are required to concentrate on motorcycle enforcement on Saturdays during the month of July 2012. Enforcement efforts are to be worked between the hours of 14:00 and 22:00. A minimum of 3 percent of enforcement funds are to be spent in this focus area. Funding requested for enforcement should be similar to previous years with additional funding for distracted and motorcycle enforcement activity.
- OTS continues to place a great emphasis on high visibility enforcement. Traffic enforcement makes a bigger and more memorable impact on the traveling public when they see more than one squad on a single roadway in close proximity to each other. For OTS purposes, high visibility enforcement means at least three squads in relatively close proximity on a single roadway; for jurisdictions with higher populations and numbers of officers, OTS expects more than three squads to make up high visibility enforcement. The fewer vehicles used for high visibility enforcement, the shorter the roadway segment worked should be. There should be an emphasis on multiple agencies working together in a concentrated area.
- There should be a continued emphasis on joint media releases.
- DPS encourages all agencies to allot hours on August 31, 2012 for enforcing the Ted Foss-Move Over law (MS 169.18 subd. 11).

2012 Enforcement Dates

Event Focus	Pre-Enforcement Media (Partner with safe communities)	Enhanced Enforcement	Post-Enforcement Media (Partner with safe communities)
October Belts/Child Seats	Oct. 7-13, 2011	Oct. 14-27, 2011 * 50% of hours must be between 16:00 and 01:00	Oct. 28-Nov 4, 2011
Holidays Parties- DWI	Nov. 23 – 30, 2011	Dec. 1-3, 8-10, and 15-17, 2011	Jan. 1-7, 2012
Distracted Driving		April 19, 2012	
Rural Seat Belts	March 27-April 1, 2012	April 2-8, 2012	April 9-13, 2012
May Belts/Child Seats	May 13-20, 2012 Informal Survey April 30 - May 6	May 21 – June 3, 2012 * 50% of hours must be between 16:00 and 01:00	June 4-8, 2012 Informal Survey June 3 - 8
July Speed	June 23-30, 2012	Seven days of speed decided jointly with other agencies	After the last enforcement day (end prior to Aug. 10)
July Motorcycle		Saturdays between 1400-2200	
August Move Over Day	Aug. 10-16, 2012	Aug. 31, 2012	
Labor Day - DWI		Aug. 17 – Sept. 3, 2012	September 4-10, 2012

* These dates include the early morning hours of the following Sunday as well as during daylight hours on Saturday.
**Further focus on weekends.

While not required, OTS encourages agencies to work on enforcing and publicizing the Move Over law on August 31.

The calendar may change slightly as we receive information from the NHTSA on the national dates for similar efforts. The calendar will be finalized by the time the grants are written.

Project Resolutions

The resolution process should start as quickly as possible. OTS suggests that resolutions be made to request funding and participation in the project for a three-year period. It is sometimes problematic to get the resolutions to OTS in time to complete the grants by Oct. 1, and writing a resolution in that way would allow you to skip the resolution step for the following two years. To request a three-year resolution from your County Board or City Council, the expiration date in the example resolution should be adjusted.

Requirements:

Before OTS can implement a grant, the lead agency mentioned in the application that will receive this federal funding must have provided the OTS with a resolution from the appropriate city council or county board authorizing its participation in the program. Legal signatures for a city are the Mayor and City Clerk (M.S. 412.201); for a county are the Board Chair and Clerk of County Board (M.S. 375.13); or individual(s) named in resolution approved by appropriate City Council or County Board.

Instructions:

The attached sample resolution has a place for two officials to sign certifying that the resolution was adopted. Several other methods of certifying that a resolution was adopted are also acceptable; all involve ink signatures and some also require imprints of city/county seals.

Using the exact format provided will ensure acceptability by OTS and quicker processing of awarded grants. Including a grant dollar amount in the resolution will cause problems if the amount awarded is different than the amount requested. If your council or board requires a specific amount, have the words "or a lesser amount as awarded by the Department of Public Safety" added after the amount is specified. Including the proper name of an authorized official, rather than just a title, will cause problems if the person in that position or office changes. If your council or board requires a specific name as well as title, have the words "and (his or her) successor (on staff or in office)" added after the name is specified. Including specific dollar amounts and/or names without the suggested added phrases may mean the entire resolution will need to be redone.

The first paragraph in the sample states the name of the agency authorized to participate in the project, and the agency providing the grant (OTS). Include your project name and the beginning and ending dates of the grant.

The second paragraph in the example states the title of the person authorized to sign the grant and implement its provisions for the agency passing the resolution. This should be the chief law enforcement officer.

Lead in Multiple-Agency Grant

"Lead Agency" is a resolution that allows the Police Chief to sign and implement enforcement grants with the Department of Public Safety. This resolution is required for the lead fiscal agency of a grant. Only two paragraphs/sentences are needed for either of those situations. Adjust the end date indicated on the resolution if the resolution covers multiple years of enforcement grants.

Example; Lead Agency
RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that Police Department enter into a grant
(Name of Your Agency)
agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects
during the period from October 1, 2011 through September 30, 2012 (or three-year period).

The Police Department is hereby authorized to execute such agreements and amendments
(Title of Lead Agency Authorized Official)

as are necessary to implement the project on behalf of the Police Department and to be
(Name of Lead Agency)
the fiscal agent and administer the grant.

(The following is an example of a signature block – other formats for certifying a resolution has been adopted are permitted. In addition, you could instead provide a copy of official minutes of council meeting at which the resolution was approved.)

I certify that the above resolution was adopted by the Mayor or City Clerk
(Executive Body)
of _____ on _____
(Name of Lead) (Date)

SIGNED: _____
(Signature)
City Mayor*

(Title)

(Date)

WITNESSETH: _____
(Signature)
City Clerk*

(Title)

(Date)

*or individual(s) named in approved resolution.

Comparative Report

Prior Year Activity

	Contact Per Hour	Number of Citations per Stop	Seat belt and child seats per hour	Number of Stops that Resulted in a Seat belt or Child seat Citations	DWI per hour	Number of Stops that Resulted in a DWI Arrests
Average	2.29	0.54	0.72	0.35	0.029	0.023
Agencies that activity falls below this level must indicate steps taken to improve performance						
Low Performance Level	1.75	0.35	0.5	0.20	0.02	0.01
Airport	2.46	0.66	0.84	0.39	0.051	0.024
Alexandria	2.03	0.48	0.66	0.35	0.019	0.010
Austin	2.22	0.39	0.51	0.26	0.023	0.012
Becker	2.45	0.49	0.84	0.41	0.018	0.009
Bemidji	1.83	0.56	0.64	0.44	0.033	0.023
Bloomington	2.24	0.63	0.73	0.37	0.055	0.028
Blue Earth County	2.54	0.48	0.87	0.38	0.027	0.012
Brainerd	2.02	0.34	0.51	0.30	0.026	0.015
Brooklyn Park	3.21	0.60	0.61	0.21	0.050	0.017
Carver County	1.81	0.56	0.37	0.22	0.023	0.014
Cass County	2.37	0.45	0.40	0.21	0.049	0.027
Coon Rapids / Blaine	2.32	0.71	0.96	0.43	0.090	0.050
Corcoran	2.50	0.54	0.74	0.32	0.033	0.014
Dodge County	2.77	0.38	0.55	0.22	0.047	0.019
Douglas County	1.39	0.46	0.33	0.26	0.005	0.004
East Grand Forks	2.18	0.31	0.45	0.24	0.027	0.015
Farmington	1.67	0.47	0.61	0.39	0.006	0.004
Fillmore County	1.76	0.48	0.41	0.28	0.022	0.014
Fond du Lac	2.24	0.47	0.54	0.29	0.016	0.009
Golden Valley	2.14	0.58	0.58	0.32	0.057	0.032
Goodhue County	2.46	0.47	0.51	0.23	0.020	0.009
Isanti	2.35	0.76	0.43	0.20	0.024	0.011
Kanabec County	2.11	0.63	0.71	0.39	0.035	0.020
Kanabec County	1.67	0.34	0.42	0.28	0.049	0.013
Lac Qui Parle	1.82	0.43	0.32	0.19	0.007	0.004
McLeod County	1.94	0.46	0.77	0.44	0.008	0.004
Mill Lake	3.10	0.18	0.37	0.13	0.032	0.011
Minneapolis	2.91	0.96	0.83	0.37	0.036	0.016
Minnetonka	2.99	0.53	0.74	0.27	0.039	0.014
Moorhead	2.36	0.66	0.88	0.45	0.039	0.020
Morrison	1.57	0.39	0.33	0.23	0.014	0.010
New Ulm	1.52	0.48	0.53	0.39	0.018	0.013
Olmsted	2.32	0.45	0.74	0.34	0.029	0.013
Over Tail County	1.95	0.32	0.26	0.14	0.016	0.009
Owatonna	2.68	0.42	0.53	0.23	0.031	0.013
Ramsey County	2.99	0.52	1.40	0.28	0.063	0.035
Rice County	2.03	0.34	0.41	0.15	0.038	0.024
Shakopee	2.46	0.50	0.62	0.28	0.037	0.016
Sherburne County	2.28	0.33	0.62	0.16	0.042	0.023
St. Louis North	1.64	0.26	0.53	0.14	0.033	0.027
St. Louis South	1.92	0.36	0.43	0.20	0.021	0.016
Stearns County	2.24	0.93	1.27	0.53	0.038	0.046
Wadena	3.02	0.33	0.63	0.23	0.043	0.016
Washington County	2.09	0.61	0.63	0.39	0.027	0.014
White Earth	3.79	0.56	0.61	0.24	0.158	0.062
Wilkin County	1.78	0.78	0.90	0.55	0.023	0.014
Winona	3.07	0.52	1.07	0.38	0.021	0.007
Worthington	2.15	0.33	0.50	0.26	0.023	0.012

County Population and Baseline Performance Measures

2007 - 2009 Calendar Base Year Average

TABLE 1 County	Population Estimate 2009	Average Fatalities and Severe Injuries Per Year	Average All-impared Driving Fatalities and Severe Injuries Per Year	Average Speed Fatalities and Severe Injuries Per Year	Average Unrestrained Passenger Veh Occupant Fatalities and Severe Injuries Per Year
Arklin	15,747	10.7		3.7	4.7
Anoka	315,088	107.0		22.0	18.0
Becker	42,113	19.7		7.0	5.3
Beltrami	44,133	15.7		4.7	6.3
Benton	40,615	18.3		3.3	3.0
Big Stone	8,197	3.0		1.0	0.7
Blue Earth	69,074	24.7		4.7	6.0
Brown	25,578	7.3		0.7	1.7
Carlton	34,268	19.3		5.3	4.3
Carver	31,228	27.0		6.0	7.3
Cass	28,338	24.7		6.0	8.0
Chippewa	42,348	5.0		1.3	1.7
Chisago	50,337	22.0		7.3	6.7
Clay	66,163	13.0		2.3	5.0
Clearwater	8,232	6.0		0.3	1.1
Cook	8,441	5.0		1.3	1.0
Cottonwood	11,095	1.3		0.7	2.0
Crow Wing	62,370	27.7		7.7	5.0
Dakota	401,073	92.3		16.0	14.1
Dodge	17,277	19.0		2.3	0.7
Douglas	46,383	19.3		4.0	3.3
Faribault	14,562	7.3		1.0	2.3
Hillmore	20,828	14.0		4.0	3.0
Freeborn	31,035	19.3		5.0	4.0
Goodhue	45,098	30.7		6.0	5.3
Grant	5,847	0.0		0.3	1.0
Hennepin	1,168,263	318.7		54.3	42.7
Houston	19,381	10.0		4.0	4.0
Hubbard	18,753	11.0		1.7	4.0
Isanti	39,176	20.0		3.7	5.3
Itasca	44,663	26.3		7.7	11.3
Jackson	10,775	14.3		2.0	5.0
Kanabec	16,063	6.7		2.6	3.7
Kandiyohi	41,342	22.3		4.7	6.0
Kittson	4,415	2.3		0.0	0.7
Koochiching	13,178	4.0		1.3	1.0
Lac Qui Parle	7,213	1.3		0.0	1.3
Lake	10,853	3.0		0.7	2.0
Lake of the Woods	3,903	1.3		0.0	0.3
LeSueur	28,068	14.7		2.7	2.0
Lincoln	5,806	4.7		0.3	1.7
Lyon	24,964	17.7		1.0	4.7
McLeod	37,058	13.7		2.7	4.0
Mahnomen	5,025	1.7		1.3	2.3
Marshall	9,477	1.7		0.0	0.7
Martin	20,433	11.0		1.3	4.3
Meeker	29,073	12.3		1.3	4.0
Mill Lake	26,370	13.0		4.3	7.0
Morrison	42,721	22.7		8.0	9.0
Mower	45,185	13.3		4.0	5.3
Murray	8,440	5.3		2.3	2.0
Nicollet	32,185	11.7		1.7	3.0
Nobles	20,307	12.3		2.3	4.3
Norman	6,628	4.0		0.7	1.7
Olmsted	143,076	61.7		11.7	17.0
Otter Tail	38,358	26.7		7.7	6.3
Pennington	37,438	7.0		1.0	1.3
Pine	32,308	13.7		3.0	3.7
Pipestone	8,338	8.3		2.0	3.0
Polk	30,317	17.3		4.3	5.7
Pope	40,982	5.0		1.0	1.3
Rapide	36,738	126.1		25.3	21.0
Red Lake	4,138	1.7		0.3	1.7
Redwood	15,318	0.0		2.7	5.0
Renoville	13,285	22.7		4.0	10.7
Rice	63,000	17.3		9.3	11.0
Rock	15,117	5.3		1.0	2.0
Roseau	15,971	7.7		1.0	0.7
St Louis	198,066	90.7		19.7	24.7
Scott	190,952	48.3		12.3	11.7
Sherburne	68,122	32.7		5.3	6.3
Sibley	43,288	7.3		0.3	3.0
Stearns	48,671	56.3		14.7	12.3
Steele	36,792	27.0		2.7	6.3
Stevens	2,408	2.7		0.0	1.0
Swift	10,825	6.7		2.3	4.3
Todd	23,364	15.0		4.3	4.0
Traverse	3,581	2.7		0.3	0.0
Wabasha	21,900	12.0		3.3	3.0
Wadena	13,381	4.0		0.3	2.0
Waseca	18,989	13.7		3.3	4.3
Washington	236,917	80.3		10.3	10.3
Watonwan	11,040	5.7		0.7	1.3
Wilkin	6,419	6.7		3.7	3.3
Winona	49,880	29.7		7.7	8.7
Wright	120,684	47.0		12.3	12.7
Yellow Medicine	10,040	5.0		0.0	1.7
Minnesota	5,300,942	1,900.7		496.7	436.7

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

dps.mn.gov

New Website Backgrounder

Website visitors are encouraged to bookmark dps.mn.gov and frequently used pages. For optimal viewing, it is recommended that visitors use the most current version of their Internet browser.

Website Highlights and URLs:

Minnesota Department of Public Safety — dps.mn.gov

- Division websites available through the homepage
- Easy access to forms, information, resources and services
- Direct links to the most popular functions and most visited webpages
- Featured news about programming, initiatives and legislation

Alcohol and Gambling Enforcement — dps.mn.gov/divisions/AGE

- Searchable alcohol and gambling forms, documents and FAQs
- Searchable alcohol and gambling rules, regulations and criminal statutes
- Reporting of fraudulent lotteries and sweepstakes scams

Bureau of Criminal Apprehension — dps.mn.gov/divisions/BCA

- Quick access to information about BCA products and services
- Public services located on the homepage
- Dynamic mapping tools quickly find local contacts
- Easy access to evidence collection, submission and kit ordering information for law enforcement
- Comprehensive information on forensic testing services offered

Commissioner's Office — dps.mn.gov/divisions/CO

- Messages from Commissioner Dohman
- Information on new legislation affecting public safety
- Announcements on department activities and events

Driver and Vehicle Services — dps.mn.gov/divisions/DVS

- Searchable services with step-by-step guidance
- Mapping system to easily find DVS office locations and driver education programs
- DVS forms and documents can be browsed or searched
- "Related Links" feature provides more information about services searched for

Emergency Communications Networks — dps.mn.gov/divisions/ECN

- Contact info and maps for 911 Answering Centers
- ARMER reports and site maps
- Statewide Radio Board meetings' agendas and minutes

— more —

Homeland Security and Emergency Management — dps.mn.gov/divisions/HSEM

- Searchable document library
- Easy mapping system to locate emergency managers directory
- Comprehensive safety information for business and homeowners before and after disaster
- Terrorism alert level
- Direct access to the Minn. School Safety Center, Weather Preparedness and other programs

Office of Communications — dps.mn.gov/divisions/OOC

- Updated contact information
- Connect to social media platforms
- Searchable new release archive

Office of Justice Programs — dps.mn.gov/divisions/OJP

- Featuring upcoming events and most-used resources
- Improving the Victim Service Provider Directory
- Adding a searchable library of forms and documents
- Including navigation to related DPS pages

Office of Pipeline Safety — dps.mn.gov/divisions/OPS

- Minnesota pipeline safety history and statistics
- Listing of upcoming pipeline safety events
- A "Find Who is Operating Pipelines in My Area" directory
- Searchable library for forms and documents

Office of Traffic Safety — dps.mn.gov/divisions/OTS

- Safety information for a comprehensive list of traffic topics
- Mapping system to quickly locate local child passenger safety car seat checks
- Easy to find traffic crash data and fact sheets
- Library of education materials to browse or order
- Catalog of motorcycle training courses

State Fire Marshal — dps.mn.gov/divisions/SFM

- Searchable Fire Code library
- ~~Online MFIRS reporting access~~
- Six ways to contact the SFM Division
- Access to multiple organizations' training schedules
- "What's New" updates

State Patrol — dps.mn.gov/divisions/MSP

- Continued system for crash and incident report information
- Clickable map to contact local State Patrol district
- Improved system to report unsafe driving
- Features of State Patrol special assignments, history and more
- Updated and reformatted Commercial Vehicles section

2011-12 RCTSI GRANT AWARD

<u>Agencies</u>	<u>2011-12 Grant</u>	<u>2010-11 Grant</u>	<u>Difference</u>	<u>% of Increase</u>
Mn State Patrol	\$ 88,000.00	\$ 84,542.64	\$ 3,457.36	0.9607
St Paul Police	\$ 99,514.94	\$ 97,027.84	\$ 2,487.10	0.9750
Ramsey County Sheriff	\$ 60,487.28	\$ 55,291.60	\$ 5,195.68	0.9141
Maplewood Police	\$ 56,865.67	\$ 51,418.64	\$ 5,447.03	0.9042
Mounds View Police	\$ 37,804.56	\$ 31,034.64	\$ 6,769.92	0.8209
New Brighton Police	\$ 39,615.36	\$ 32,971.12	\$ 6,644.24	0.8323
North St Paul Police	\$ 39,615.36	\$ 32,971.12	\$ 6,644.24	0.8323
Roseville Police	\$ 56,865.67	\$ 51,418.64	\$ 5,447.03	0.9042
St Anthony Police	\$ 40,520.77	\$ 33,939.36	\$ 6,581.41	0.8376
White Bear Lake Police	\$ 45,047.78	\$ 38,780.56	\$ 6,267.22	0.8609
Total Local Agencies	\$ 476,337.39	\$ 424,853.52	\$ 51,483.87	0.8919
Total with State Patrol	\$ 564,337.39	\$ 509,396.16	\$ 54,941.23	0.9026

Note: Every Agency will see an increase to their OT Budgeted Enforcement.

Equipment Budget

St Paul Police	\$ 1,428.57
Ramsey County Sheriff	\$ 1,428.57
Maplewood Police	\$ 1,428.57
Mounds View Police	\$ -
New Brighton Police	\$ -
North St Paul Police	\$ 1,428.57
Roseville Police	\$ 1,428.57
St Anthony Police	\$ 1,428.57
White Bear Lake Police	\$ 1,428.57
Total	\$ 10,000.00

Equipment Authorized (purchased after 10-01-2011)

Radar Unit
Laser Unit
In Squad Video System
Pbt's
Dry Gas Tanks
Light Bars

Dispatching Budget

Ramsey Co ECC	\$ 12,000.00
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**Minnesota Department of Public Safety
Office of Traffic Safety
2012 Toward Zero Deaths Law Enforcement Grant Application**

Lead Agency

41-6005875	Ramsey County Sheriff's Office	425 Grove Street	St. Paul	55101	Deputy Tim Entner	tim.entner@co.ramsey.mn.us	651-248-2449
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Partner Agencies

Agency	Address	City	Zip	Officer	Contact Email	Phone	Fax
Agency 1	Minnesota State Patrol	Calhoun	55128	Lt. Bruce Byrnell	bruce.byrnell@state.mn.us	651-779-5918	804886729
Agency 2	Maplewood Police Dept.	Maplewood	55109	Lt. Mike Shortreed	michael.shortreed@cl.maplewood.mn.us	651-249-2800	144249248
Agency 3	Mounds View Police Dept.	Mounds View	55112	Sgt. Bob Nelson	bob.nelson@cl.mounds-view.mn.us	763-717-4070	140985214
Agency 4	New Brighton Police Dept.	New Brighton	55112	Sgt. Terry Nelson	terry.nelson@newbrighton.mn.us	651-288-4128	869484154
Agency 5	North St. Paul Police Dept.	North St. Paul	55109	Capt. Dustin Nikituk	dustin.nikituk@north-st-paul.mn.us	651-747-2532	070748884
Agency 6	Roseville Police Dept.	Roseville	55113	Officer Jesse Lowther	jesse.lowther@cl.roseville.mn.us	651-792-7229	
Agency 7	St. Anthony Police Dept.	St. Anthony	55418	Sgt. Dan Diegnau	ddiegnau@cl.saint-anthony.mn.us	612-782-9350	848898493
Agency 8	St. Paul Police Dept.	St. Paul	55101	Sgt. Stu Burke	stu.burke@cl.stpaul.mn.us	651-266-5582	
Agency 9	White Bear Lake Police Dept.	White Bear Lake	55130	Sgt. Duane Siedschlag	dsiedschlag@whitebearlake.mn.us	651-429-8511	078668076
Agency 10							
Agency 11							
Agency 12							
Agency 13							
Agency 14							
Agency 15							

By submitting this application the authorized representative for the applicant organization acknowledges that the following documents have been read in their entirety as stated with the application materials and acknowledges that the documents will be incorporated into the Grant Agreement if funds are awarded to the organization.

I have read the following and agree that the documents will be incorporated into the grant agreement: (Enter an X in each box)

<input checked="" type="checkbox"/>	Grant Program Guidelines (Attachment A)
<input checked="" type="checkbox"/>	Terms and Conditions (Attachment B)
<input checked="" type="checkbox"/>	Federal Audit Requirements (Attachment C)
<input checked="" type="checkbox"/>	Approved Work Plan
<input checked="" type="checkbox"/>	Approved Budget

X
Authorized Representative

Grant Information

COMPLETE ALL TAN CELLS

Basic Grant Information

Number of locations at which informal seat belt surveys will be conducted

Must be 3 locations or greater. Seatbelt surveys must be conducted using the instructions provided. Locations, dates and times of the surveys must be reported to OTS by October 1, 2011.

Percentage of overtime hours during the seat belt waves that will be scheduled between 16:00 and 01:00?

Minimum of 50% is required

Percentage of seatbelt enforcement hours that high-visibility enforcement tactics will be used? 20% is required.

Minimum of

Percentage of impaired driving enforcement hours that high-visibility enforcement tactics will be used? NightCAP counties (see counties listed on impaired driving plan tab) must have 100% of their DWI enforcement as high-visibility saturation patrol. Other counties must have 20%.

Percentage of speed enforcement hours that high-visibility enforcement tactics will be used? 20% is required.

Minimum

Population of the jurisdictions served by the law enforcement agencies participating in the grant? See attachment G

Number of officers currently eligible to work this grant?

Name of project director

Deputy Tim Entner

Years of grant experience?

Do agencies within your grant issue news releases jointly?

Yes

If so, how many?

Do you have kick-off events prior to the mobilizations?

Yes

If so, how many?

How frequently do participating agencies meet to plan and discuss enforcement activity?

Are briefings conducted prior to each impaired driving enforcement event?

During high-visibility events, what is the minimum number of officers scheduled?

12
50%
35%
75%
35%
517,738
150
10
6
1
Monthly
Yes
10

Comparative Report

Prior Year Enforcement Activity

Review your enforcement activity provided in Attachment F in the RFP and complete the following information. If your prior year grant is indicated as a low performance grant in more than one of these measurements which are highlighted in yellow, explain what steps will be taken to improve your activity.

Measurement	Statewide	Prior Grant Performance
Contacts per hour		2.99
Citations per stop		0.62
Seat belt and child seats per hour		1.40
Percentage of seat belt and child seat citations per stop		0.28
DWI per hour		0.063
Percentage of DWI arrests per stop		0.035

Explanation

Performance Measures

New Grant Performance Measures

The Office of Traffic Safety is required to create long term performance measures and yearly report on progress towards achieving the goal to the National Highway Traffic Safety Administration. These performance measures evaluate the success of our state in achieving the goal of Toward Zero Deaths. OTS is requesting our law enforcement to create local performance standards that support our state's traffic safety goals. These performance measures should be based on county data. If multiple counties are participating in the grant, performance measures should be created using data from all counties.

Fatalities and Severe Injuries

To decrease fatalities and severe injuries by
from the 2007 - 2009 calendar base year average of:
(obtain number from attachment G)

126.3 to: 110 by December 31, 2015. 13% (provide percentage of decrease)

Alcohol-impaired Driving Fatalities and Severe Injuries

To decrease alcohol-impaired driving fatalities and severe injuries by
from the 2007 - 2009 calendar base year average of:
(obtain number from attachment G)

24.3 to: 20 by December 31, 2015. 18% (provide percentage of decrease)

Speed Related Fatalities and Severe Injuries

To decrease speed related fatalities and severe injuries by
from the 2007 - 2009 calendar base year average of:
(obtain number from attachment G)

25.3 to: 22 by December 31, 2015. 13% (provide percentage of decrease)

Unrestrained Passenger Vehicle Occupant Fatalities and Severe Injuries

To decrease unrestrained passenger vehicle occupant fatalities and severe injuries in all seating positions by
from the 2007 - 2009 calendar base year average of:
(obtain number from attachment G)

21 to: 18 by December 31, 2015. 14% (provide percentage of decrease)

Seat Belt Use Rate (Observed Seat Belt Use Survey)

To increase observed seat belt use using informal seat belt survey guidelines

from the 2009 calendar year usage rate of:

(provide your current seat belt usage rate)

88 to: 90 by December 31, 2015. 2 (indicate the percentage points)

2012 Enforcement Wave Plan (Safe & Sober)

COMPLETE ALL TAN CELLS

All grantees must participate in the Safe & Sober Program if they want to receive funding from the Office of Traffic Safety.

The table below will assist in developing an enforcement work plan for the Safe & Sober program. The average overtime enforcement salary, including fringe rate, of officers that will be working the grant program and the hours of overtime being requested will be used to calculate the overtime enforcement funding being requested. Ted Foss Move Over Day is optional. If you plan on working that day, indicate the number of hours and the length of shifts; hours can not exceed 2 percent. Up to 10 percent of your hours can be used outside of the wave time periods, enter the number of hours and the length of shifts you plan to work. The number of hours for the remaining waves will be determined based on a percentage calculation. The number of shifts available to be worked for each wave will be calculated by entering the length of shift you plan on working.

Overtime Enforcement Funding Based on hours in plan and average salary: \$ 220,400.00

Average hourly overtime enforcement salary and fringe: \$ 58.00

Total Hours of Overtime Enforcement: 3800

Event	Hours per Wave	Length of Shifts	Number of Shifts
Ted Foss Move Over Day August 31, 2012 (optional) Can not exceed: 76 hours	70	4	18
Hours Outside of Waves Can not exceed: 380 hours			#DIV/0!
October Seatbelt October 14 - 27, 2011 (50% of the hours must occur between 16:00 and 01:00)	783	4	196
December Impaired Driving Weekends in December, 2011 (20% of the hours must be high visibility impaired driving saturations)	746	4	187
May Seatbelt May 21 - June 3, 2012 (50% of the hours must occur between 16:00 and 01:00)	821	4	205
July Speed and Motorcycle 7 days between July 1 - 31, 2012	373	4	93
Labor Day Impaired Driving August 17 - September 3, 2012 (20% of the hours must be high visibility impaired driving saturations)	895	4	224
Distracted Driving Day April 21, 2012	112	4	28

2012 Sustained Impaired Driving Enforcement Plan (NightCAP)

The top 13 counties with the highest number of people killed and severely injured in an alcohol-related crash over the past three years are eligible for additional impaired driving funding to conduct year-long enforcement saturations. If you are determined to be in this top 13, it is encouraged that you apply for this additional funding to participate in NightCAP events. The counties listed below are eligible for this additional funding.

Anoka	Hennepin	Rice	Sherburne	Wright
Carver	Olmsted	St Louis	Stearns	
Dakota	Ramsey	Scott	Washington	

The following seven counties are eligible for up to \$15,000 to conduct impaired driving saturations during months when alcohol-related fatalities and severe injuries most often occur.

Becker	Cass	Hubbard	Itasca	Otter Tail
Beltrami	Crow Wing			

All enforcement activity must include participation by state, county and city law enforcement agencies. Enforcement events must use high visibility tactics. Enforcement teams that frequently meet to plan, organize and review activity is strongly encouraged and often leads to more successful outcomes.

The table below will assist in developing a sustained impaired driving enforcement plan for October 1, 2011 through September 30, 2012 and determine the funding needed to implement the plan. Applicants that receive additional impaired driving enforcement funding will be contacted by their Law Enforcement Liaison to attend a meeting prior to the start of the grant during which a more detailed impaired driving enforcement plan will be developed. The planning meeting and briefings conducted at the start of the enforcement event will be led by the Minnesota State Patrol (MSP). It is encouraged that applicants broadly discuss an enforcement plan with the MSP prior to submitting the funding request.

The average overtime enforcement salary and fringe of officers that will be working the grant program, number of events, number of officers expected to work the events and length of shifts will calculate the overtime enforcement funding.

Overtime Enforcement Funding
Based on hours in plan and average salary \$ 256,128.00

Average hourly overtime enforcement salary and fringe: \$ 58.00

Total Hours of Overtime Enforcement: 4416

Event	Number of Events	Number of Officers Participating	Length of Shifts
Impaired Driving Enforcement Events October 1 - September 30, 2012	24	23	8

2012 Traffic Safety Enforcement Budget

Overtime Enforcement

Seat belt, speed, distractive driving, and "move over" enforcement	\$	125,210.40
Impaired driving enforcement	\$	351,317.60
Total Overtime Enforcement Funding	\$	476,528.00

Dispatch, Administration and Equipment

No more than \$ 47,652.80 can be used for dispatch, administration and equipment

Dispatch:

	\$ 10,000.00
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Equipment:

	\$ 15,000.00
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Administration: No more than \$ 14,295.84

must have 5 or more agencies in

the grant

	\$ 22,000.00
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Total Dispatch, Administration and Equipment	\$	47,000.00
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Total Funding Requested for Grant	\$	523,528.00
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Toward Zero Deaths Conference Attendees

Office of Traffic Safety

2012 Law Enforcement Grant Application

List the law enforcement officers from the grant the will be attending the Toward Zero Deaths Conference on November 16-17, 2011 in Duluth, MN at the DECC. One law enforcement officer per participating agency is eligible to attend the conference at no fee. Law enforcement agencies that are located over 30 miles and less than 65 miles from Duluth are eligible to stay at a hotel for one night and if the agency is over 65 mile the office is eligible for two night stay at no costs. If there is a change in the person attending, please notify your OTS grant coordinator immediately. It is very important that OTS has an accurate list of attendees for correct billing.

Attendees

Agency 1	Minnesota State Patrol	Lt. Bruce Brynell	bruce.brynell@state.mn.us	651-779-5913	2
Agency 2	Maplewood Police Dept.	Lt. Mike Shortreed	michaelshortreed@ci.maplewood.mn.us	651-249-2600	2
Agency 3	Mounds View Police Dept.	Sgt. Bob Nelson	bob.nelson@ci.mounds-view.mn.us	763-717-4070	2
Agency 4	New Brighton Police Dept.	Sgt. Terry Nelson	terry.nelson@newbrightonmn.gov	651-288-4128	2
Agency 5	North St. Paul Police Dept.	Capt. Dustin Niktuk & Officer Taml Larsen	dustin.niktuk@north-saint-paul.mn.us	651-747-2532	2
Agency 6	Ramsey County Sheriff's Office	Sgt. Kevin Otto & Deputy Tim Entrer	kevin.otto@co.ramsey.mn.us	651-248-2427	2
Agency 7	Roseville Police Dept.	Officer Jesse Lowther	esse.lowther@ci.roseville.mn.us	651-792-7229	2
Agency 8	St. Anthony Police Dept.	Sgt. Dan Diegnau	ddiegnau@ci.saint-anthony.mn.us	612-782-3350	2
Agency 9	St. Paul Police Dept.	Sgt. Stu Burke	stu.burke@ci.stpaul.mn.us	651-266-5582	2
Agency 10	White Bear Lake Police Dept.	Sgt. Duane Stedschlag	dstedschlag@whitebearlake.org	651-429-8511	2
Agency 11					
Agency 12					
Agency 13					
Agency 14					
Agency 15					



Budget	
Overtime Enforcement	
Seat belt, speed, distractive driving and "move over enforcement"	\$ 125,210.00
Impaired driving enforcement	\$ 35,131.00
HEAT enforcement	\$ 40,000.00
Total Paid Over-time Enforcement	\$ 516,528.00
Dispatch Administration and Equipment	
Dispatch	\$ 12,000.00
Equipment	\$ 10,000.00
Administration	\$ 14,022.00
Total Dispatch Administration and Equipment	\$ 36,022.00
Total Grant Funding	\$ 552,550.00

2011-12 Projected RCTSI Budget

OVERTIME ENFORCEMENT BUDGET

HEAT		Seatbelt Speed String	Impaired String	Totals
100.000%				\$
Percent				
20.883%	\$	26,148.11	\$ 73,366.83	\$ 99,514.93
12.693%	\$ 10,000.00	\$ 15,943.05	\$ 44,734.84	\$ 70,677.90
11.933%	\$ 10,000.00	\$ 14,941.77	\$ 41,923.90	\$ 66,865.67
7.933%	\$	\$ 9,933.36	\$ 27,871.20	\$ 37,804.55
8.313%	\$	\$ 10,409.16	\$ 29,206.20	\$ 39,615.36
8.313%	\$	\$ 10,409.16	\$ 29,206.20	\$ 39,615.36
11.933%	\$ 10,000.00	\$ 14,941.77	\$ 41,923.90	\$ 66,865.67
8.503%	\$ 10,000.00	\$ 10,647.06	\$ 29,873.71	\$ 50,520.76
9.453%	\$	\$ 11,836.56	\$ 33,211.22	\$ 45,047.78
HEAT Program				
Totals All Local Agencies		\$ 40,000.00	\$ 125,210.00	\$ 351,318.00
Totals				\$ 516,528.00

** Mn State Patrol

St Paul Police
 Ramsey County Sheriff
 Maplewood Police
 Mounds View Police
 New Brighton Police
 North St Paul Police
 Roseville Police
 St Anthony Police
 White Bear Lake Police
 HEAT Program

Total of All OT Enforcement	\$	516,528.00
Equipment	\$	10,000.00
Administration	\$	14,022.00
Dispatch Ramsey ECC	\$	12,000.00

(see below)

Grand Total of Grant

\$ 552,550.00

Equipment Distribution

St Paul Police	\$	1,428.57
Ramsey County Sheriff	\$	1,428.58
Maplewood Police	\$	1,428.57
Mounds View Police		
New Brighton Police	\$	1,428.57
North St Paul Police	\$	1,428.57
Roseville Police	\$	1,428.57
St Anthony Police	\$	1,428.57
White Bear Lake Police	\$	1,428.57
Total	\$	10,000.00