

**RESOLUTION
 CITY OF SAINT PAUL, MINNESOTA**

Presented by _____

1 WHEREAS, the City of Saint Paul, Police Department has been awarded the Community Crime Prevention 2014
 2 grant (Attachment A) by the State of Minnesota, Department of Public Safety (MN Statute 299A.296) which
 3 includes an indemnification clause; and
 4

5 WHEREAS, this grant provides funds to support the collaborative efforts of the YWCA, Saint Paul, the
 6 Neighborhood House, Saint Paul and the Saint Paul Police Department in their efforts to reduce youth based
 7 crime and to address disproportionate minority contact and juvenile crime recidivism as well as an increase in the
 8 community's ability to address needs and engage in problem solving; and
 9

10 WHEREAS, the 2013 financing and spending plan needs to be amended for these funds; and
 11

12 WHEREAS, the Mayor pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify that there
 13 are available for appropriation funds of \$75,000 in excess of those estimated in the 2013 budget; and
 14

15 WHEREAS, the Mayor recommends that the following addition be made to the 2013 budget:

| | | | | |
|--|---|----------------|----------------|----------------|
| 2400 (436) Police - Special Grant Fund - Accounting Unit (Activity) 1034285 (34285) | | | | |
| Community Crime Prevention 2014 | | | | |
| Obj Code | | CURRENT | | AMENDED |
| (Account) | | BUDGET | CHANGES | BUDGET |
| Spending Changes | | | | |
| 50195 (0141) | Overtime | - | 10,000 | 10,000 |
| 51930 (0439) | Fringe Benefits | - | 1,585 | 1,585 |
| 54150 (0393) | Computer Software | - | 2,500 | 2,500 |
| 52610 (0219) | Professional Services | - | 60,915 | 60,915 |
| | | <u>0</u> | <u>75,000</u> | <u>75,000</u> |
| Financing Changes | | | | |
| 42450 (3400) | State Grant - Department of Public Safety | - | 75,000 | 75,000 |
| | | <u>0</u> | <u>75,000</u> | <u>75,000</u> |

29 THEREFORE BE IT RESOLVED, that council accepts this grant and authorizes the City of Saint Paul to enter
 30 into, and Chief Thomas Smith to implement the attached agreement with the State of Minnesota which includes
 31 an indemnification clause and approves the changes to the 2013 budget.

| | Yeas | Nays | Absent |
|------------------|------|------|--------|
| Bostrom | | | |
| Brendmoen | | | |
| Khaliq (Interim) | | | |
| Lantry | | | |
| Stark | | | |
| Thune | | | |
| Tolbert | | | |

Requested by Department of **POLICE**


By: **Thomas E. Smith, Chief of Police**

Approved by the Office of Financial Services

By: _____

Approved by City Attorney

By: _____

Adopted by Council: Date _____

Approved by Mayor for Submission to Council

Adoption Certified by Council Secretary

By: _____

By: _____

Approved by Mayor: Date _____

By: _____



| | |
|---|--|
| Minnesota Department of Public Safety ("State") Commissioner of Public Safety Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 | Grant Program: Community Crime Prevention 2014 Grant Agreement No.: A-CC-2014-SPPD-00060 |
| Grantee: City of Saint Paul Police Department 367 Grove Street St Paul, Minnesota 55101 | Grant Agreement Term: Effective Date: 11/1/2013 Expiration Date: 10/31/2015 |
| Grantee's Authorized Representative: Chief Thomas E. Smith City of Saint Paul Police Department 367 Grove Street St Paul, Minnesota 55101 (651) 266-5507 | Grant Agreement Amount: Original Agreement \$194,698.00 Matching Requirement \$0.00 |
| State's Authorized Representative: Maurice Nins, Planner Senior State Office of Justice Programs Bremer Tower, Suite 2300 445 Minnesota Street St. Paul, Minnesota 55101 (651) 201-7334 | Federal Funding: CFDA None State Funding: Minnesota Laws of 2013, Chapter 86, Article 1, Section 12 Special Conditions: Attached and incorporated into this grant agreement. See page 3. |

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

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a State employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved Community Crime Prevention 2014 Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at Bremer Tower, 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Community Crime Prevention 2014 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<http://app.dps.mn.gov/Egrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

Grant Agreement No. A-CC-2014-SPPD-00060/3-23633

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
States' Authorized Representative



Special Conditions

1. Advance Language:

Upon the Grantee's request, an advance payment may be made after the grant agreement is fully executed in an amount not to exceed 30 days of the State's obligation, as determined necessary by the State, for execution of the Grantee's grant agreement obligations.

The Grantee agrees to return any unused funds to the State unless prior approval for an extension has been granted by the State's Authorized Representative and an amendment to the grant agreement has been duly executed. Unused funds must be returned to the State within 30 days of the Expiration date of this grant agreement.

2. Time limitations on funding use:

\$97,349.00 is available from November 1, 2013 through June 30, 2015.

\$97,349.00 is available from July 1, 2014 through October 31, 2015.

Budget Summary

| Community Crime Prevention | Violence Intervention and Prevention | Award | | |
|--|--------------------------------------|--------------|--|--------|
| Budget Category | | | | |
| Personnel | | | | |
| Overtime for officers to participate in programming with the partners | | \$10,045.00 | | \$0.00 |
| Total | | \$10,045.00 | | \$0.00 |
| Salary & Fringe | | | | |
| Fringe benefits on overtime | | \$1,617.00 | | \$0.00 |
| Total | | \$1,617.00 | | \$0.00 |
| Contract Services | | | | |
| Contract Services | | \$2,500.00 | | \$0.00 |
| Contract Services with the Neighborhood House and the YWCA of Saint Paul | | \$168,000.00 | | \$0.00 |
| Total | | \$170,500.00 | | \$0.00 |
| Office Expenses | | | | |
| ArcGIS | | \$2,500.00 | | \$0.00 |
| Total | | \$2,500.00 | | \$0.00 |
| Other Expenses | | | | |
| Evaluation | | \$10,036.00 | | \$0.00 |
| Total | | \$10,036.00 | | \$0.00 |
| Total | | \$194,698.00 | | \$0.00 |

Budget Summary

| Community Crime Prevention : Violence Intervention and Prevention | | | | |
|--|--------------|--|--------|--|
| Budget Category | Award | | | |
| Personnel | | | | |
| Overtime for officers to participate in programming with the partners | \$10,045.00 | | \$0.00 | |
| Total | \$10,045.00 | | \$0.00 | |
| Salary & Fringe | | | | |
| Fringe benefits on overtime | \$1,617.00 | | \$0.00 | |
| Total | \$1,617.00 | | \$0.00 | |
| Contract Services | | | | |
| Contract Services | \$2,500.00 | | \$0.00 | |
| Contract Services with the Neighborhood House and the YMCA of Saint Paul | \$168,000.00 | | \$0.00 | |
| Total | \$170,500.00 | | \$0.00 | |
| Office Expenses | | | | |
| ARC/GIS | \$2,500.00 | | \$0.00 | |
| Total | \$2,500.00 | | \$0.00 | |
| Other Expenses | | | | |
| Evaluation | \$10,036.00 | | \$0.00 | |
| Total | \$10,036.00 | | \$0.00 | |
| Total | \$194,698.00 | | \$0.00 | |

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Application: A-CC-2014-SPPD-00060

Budget Item Program Component: Community Crime Prevention : Violence Intervention and Prevention

Budget Category: Contract Services

Budget Description: Contract Services with the Neighborhood House and the YWCA of Saint Paul

The Saint Paul Police Department will contract with the YWCA and Neighborhood House to perform services under this grant. The YWCA will hire one full-time FTE that will be dedicated to the project (2080 hours) and Neighborhood House will hire one .75 FTE that will be working full-time (1560 hours) on the project. YWCA \$48,720 X 2 = \$97,440. Neighborhood House \$35,280 X 2 = \$70,560. \$168,000

| | | | | |
|---|--------------|--------------|--------------|--|
| Budget Description: Contract Services | Award | \$168,000.00 | Match | |
| The department will contract services with a service provider for assistance in direct services for the youth | Award | \$2,500.00 | Match | |

Budget Item Program Component Total: \$ 170,500.00 \$ 0.00

Budget Category: Office Expenses

Budget Description: ArcGIS

Mapping software for use in grant reporting \$2500

| | | | | |
|--|--------------|------------|--------------|--|
| Budget Description: ArcGIS | Award | \$2,500.00 | Match | |
| Mapping software for use in grant reporting \$2500 | Award | \$2,500.00 | Match | |

Budget Category: Other Expenses

Budget Description: Evaluation

The YWCA will be responsible for building a data collection module to store all of the information from the pre and post surveys, program enrollment and participation data as well as reporting on a quarterly basis to the steering committee. Bi-weekly information will be given to the police department as follow-up is necessary on specific youth for additional diversion. No private data will be given out on any youth. System build out at YWCA \$2582. Data entry \$5945. Laptop with software \$1500.

| | | | | |
|--|--------------|-------------|--------------|--|
| Budget Description: Evaluation | Award | \$10,036.00 | Match | |
| The YWCA will be responsible for building a data collection module to store all of the information from the pre and post surveys, program enrollment and participation data as well as reporting on a quarterly basis to the steering committee. Bi-weekly information will be given to the police department as follow-up is necessary on specific youth for additional diversion. No private data will be given out on any youth. System build out at YWCA \$2582. Data entry \$5945. Laptop with software \$1500. | Award | \$10,036.00 | Match | |

Budget Category: Personnel

Budget Description: Overtime for officers to participate in programming with the partners

Officers will participate in the programming at both sites including mentoring for 205 hours during the course of the two years. The department will in-kind put at a minimum an additional 205 more into the program over the life of the grant. \$49 x 205 = \$10,045

| | | | | |
|---|--------------|-------------|--------------|--|
| Budget Description: Overtime for officers to participate in programming with the partners | Award | \$10,045.00 | Match | |
| Officers will participate in the programming at both sites including mentoring for 205 hours during the course of the two years. The department will in-kind put at a minimum an additional 205 more into the program over the life of the grant. \$49 x 205 = \$10,045 | Award | \$10,045.00 | Match | |

Budget Item Program Component Total: \$ 10,036.00 \$ 0.00

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Application: A-CC-2014-SPPD-00060

Budget Item Program Component Total:

\$ 10,045.00 \$ 0.00

Budget Category: Salary & Fringe

Budget Description: Fringe benefits on overtime

Award **Match**

15.85 percent (14.41% pension and 1.44% Medicare on \$10,200. \$1617

\$1,617.00

Budget Item Program Component Total:

\$ 1,617.00 \$ 0.00

Total:

\$ 194,698.00 \$ 0.00

Community Crime Prevention 2014

Organization: St Paul Police Department

A-CC-2014-SPPD-00060

Community Crime Prevention Project Information Form

1. FISCAL AGENT (This is the agency named in the grant contract that will be responsible for the administration of the grant.)

Legal Name: City of Saint Paul Police Department
Address: 367 Grove Street
City: Saint paul
Federal ID #: 416005521

Phone: 651-266-5588
Fax: 651-266-5542
Zip Code: 55101
State ID #: 8025095

2. AUTHORIZED REPRESENTATIVE (This is the person whose name should appear in the grant contract and who will be responsible for ensuring that the terms and conditions of the contract are met. This person does not have the signature authority, but must be an employee of the fiscal agent cited in #1.)

Name & Title: Chief Thomas E. Smith
Address: 367 Grove Street
City: Saint Paul
Email: tomsmith@ci.stpaul.mn.us

Phone: 651-266-5588
Fax: 651-266-5542
Zip Code: 55101

3. OPERATING AGENCY (IF DIFFERENT FROM #1) (In most cases, this is the primary service provider.)

Legal Name: N/A
Address: 367 Grove Street
City: Saint paul

Phone:
Fax: 651-266-5542
Zip Code: 55101

4. PROGRAM MAIN CONTACT (This is the person that OJP can contact for any programmatic questions.)

Name & Title: Police Research and Grants Manager, Amy Brown (Jensen)
Address: 367 Grove Street
City: Saint Paul
Email: amy.brown@ci.stpaul.mn.us

Phone: 651-266-5507
Fax: 651-266-5542
Zip Code: 55101

5. FINANCIAL CONTACT (This is the person that OJP can contact for any financial questions.)

Name & Title: Same as above - Amy Brown (Jensen)
Address: 367 Grove Street
City: Saint Paul
Email: amy.brown@ci.stpaul.mn.us

Phone: 651-266-5507
Fax: 651-266-5542
Zip Code: 55101

6. CONTRACT MAILING CONTACT: (Which individual above should receive the contract packet in the mail and be responsible for obtaining the correct signatures on the contract and completing the necessary forms?)

Name: Amy Brown (Jensen)

7. PROJECT INFORMATION

Project Name: VIP

Project Start Date: 10/1/2013

Project End Date: 9/30/2015

Total Funds Requested: \$194,698

Legislative District: 65,65B

County/Countries Served by the Project: City of Saint Paul
in Ramsey County

Project Abstract:

This project will be implemented with a community-based best-practice collaborative including the YWCA St. Paul,

Community Crime Prevention 2014

Organization: St Paul Police Department

A-CC-2014-SPPD-00060

Community Crime Prevention Project Information Form

the Neighborhood House in St. Paul (NH), and the St. Paul Police Department (SPPD). Goals/Outcomes include a reduction in youth crime, disproportionate minority contact and juvenile crime recidivism as well as an increase in our community's ability to address needs and engage in problem solving. Officers from the SPPD gang unit and school resource officers will make at least 210 referrals of at-risk youth between the ages of 15 to 25 to the NH and YWCA programs. The outcomes for this two-year grant project include a reduction of DMC of 30 percent or 670 contacts with police by youth of color, a 30% reduction or 212 in juvenile Part I crimes, case management for 70 youth, formation of a community-steering committee, the hiring of five youth of color into the police department from the programs funded by this grant, and the hiring of two program specialists to work with these youth.

Violence Intervention and Prevention Project (VIP)

Organizational Capacity (1) - This project will be implemented with a community-based best-practice collaborative including the YWCA St. Paul, the Neighborhood House in St. Paul (NH), and the St. Paul Police Department (SPPD). In addition, as recommended by OJJDP, the collaborative has implemented a steering committee of interested community members to review and oversee the work of the collaboration. Representatives from the following groups have been in attendance and others will be included in the future: business community, corrections, probation/parole, and local units of government including prosecution, faith-based organizations, religious institutions, employment service providers, community residents, youth, and any other interested parties. The St. Paul Police Department will act as the lead agency and fiscal agent.

The St. Paul Police Department has a long involvement in community policing centered on strong neighborhood identification by both the citizens and the police officers. In the last decade, the department has cultivated working relationships with all groups in the community to serve our youth including the most recent set of Somali immigrants to prevent radicalization of our youth. These partnerships have included the YWCA, the St. Paul Intervention Project, LAO Family, Hmong American Partnership, Karen Community, the Muslim American Society, the NH, the Saint Paul School District, and many other organizations across the city. We have an established PAL (Police Athletic League) program, an expanded A Community Outreach Program (ACOP) in public housing, and we helped to establish and work with the God Squad who works with youth in the community. The police department also established a gang unit in 2005, employing a holistic approach to prevent, intervene, and suppress gang activity. The police department's 2012 budget was \$96 million. In 2012 the department managed grants and reimbursements of approximately \$2,257,086 for 32 federal, state, and other grants.

The following SPPD, YWCA, and NH personnel will lead the project:

Thomas Smith, Chief of Police, St. Paul Police Department, will lead the steering committee and oversee the overall project.

Enrique "Cha-Cho" Estrada, Youth and Community Advocate, brings 21 years of experience working with youth at Boys Totem Town and the Boys and Girls Club. Native to the West Side community Cha-Cho has strong connections to community members who volunteer, donate, and lead in key positions within local businesses and government. His trusted relationships with the SPPD, Ramsey County Sheriff's Department, corrections staff, and other non-profit providers makes him a strong and reliable team leader. A program specialist will be hired to work with the program at NH.

Christina McCoy, Director of Youth Development, will provide oversight and coordination of YWCA-related activities and services. Ms. McCoy brings over fifteen years of experience working with high-risk youth and their families and will serve on the steering committee. A Program Specialist will be hired to work with the program.

Karsten Winger, Commander, St. Paul Police Gang Unit, will coordinate all police and partner activities under the grant including ongoing communication around the youth and serve on the steering committee.

Amy Brown, Research and Grants Manager at the Saint Paul Police Department, has 33 years of experience and a Master's Degree in Management and will manage the financial and other reporting aspects of this grant and will be a member of the steering committee.

Cindi Yang, Director of Programs, has worked at Neighborhood House for the last 13 years with 11 years in leadership roles guiding and delivering services for immigrant and refugee children, families, and seniors. She works closely with agency leaders to ensure services are strength-based and meet finder agency and community standards.

Needs Statement (2) – The location of this project falls under all priority areas outlined in the RFP. Goals/Outcomes include a reduction in youth crime, disproportionate minority contact and juvenile crime recidivism, as well as an increase in our community’s ability to address needs and engage in problem solving through the steering committee. In 2008 in St. Paul, 1 in 10 residents were born outside the U.S., compared to 1 in 28 in 1990. St. Paul is the epicenter of this major demographic shift - home to about 41,000 foreign-born residents (2006-2008). Immigrants comprise about 16% of St. Paul’s population, three times more than Detroit or Cleveland (under 5% each). Few other American cities have so many cultures, faiths, languages, and customs converging in such a small area. The demographics and the majority of the youth our department serves are primarily from the SPPS or are brought in as violating curfew. The SPPS serves over 38,500 students in a city of almost 300,000. The SPPS students come from around the world, collectively speaking more than 70 languages and dialects. In 2012-2013, the district population was 30 percent African-American, 31 percent Asian-American, 24 percent European-American, 14 percent Hispanic-American, and 2 percent American-Indian Students. Over 26,000 were from low income families (69%); 15,785 were English Language Learners (41%); and 6,544 receive special education services (17%). Minnesota’s over-all poverty rate is 11.9 percent and is below the national average. By comparison, the poverty rate in St. Paul is 25 % compared to 11% in the 7-county Twin Cities region. A full 36% of children age 17 and younger live in poverty in St. Paul – that is at least 25,000 children. **Forty-eight** percent of lower-income students (receive free or reduced price lunches) attending Saint Paul public schools score proficient on 3rd grade reading scores compared to **eighty-four** percent for higher-income Saint Paul public school students, **and seven-seven** percent of all public school students in the 7-county Twin Cities region. (2012 Minnesota Compass, Wilder Research)

Low student achievement, high truancy and suspension rates, intercultural conflict, and involvement in gangs and juvenile crime characterize the risks faced by many children in the school district and those who the department interacts with. There is a clear gap in services and lack of funding across the board for these young people. This grant will concentrate specifically on the areas of the East Side (including Payne-Phalen), West Side, Summit-University, and Thomas-Dale neighborhoods. These areas are identified as being some of the highest-crime and highest poverty areas of St. Paul as evidenced by the following poverty stats from the Minnesota Compass Report, October, 2011:

| Indicator | St. Paul City Average | Summit-University/ | Thomas-Dale | Payne-Phalen | East Side | West Side |
|---------------------|-----------------------|--------------------|-------------|--------------|-----------|-----------|
| 17 and under | 25.1% | 24.3% | 34.6 | 33.3 | 31.3% | 30.5% |
| Below poverty level | 19.8 | 22.8% | 41.4 | 25.3 | 27.9% | 23% |

In 2012, the City of Saint Paul had 14,130 Part 1 (homicide, rape, aggravated assault, robbery, burglary, theft, auto theft, arson) crimes -- an increase of 1.5 compared to 2011. This Part I crime number is held down only because of a decrease in property crimes. The FBI reports a national increase in violent crime (homicide, rape, robbery, and aggravated assault) for 2012 of 1.2 while St. Paul’s increase was 11.5 % with a significant increase in aggravated assaults of 14.3%. In 2012, police had contact with 3282 youth. Contact is defined as a juvenile who is listed as a suspect for a crime, is truant, or has a curfew violation. Of these contacts, 2119 or 65% were with African-American youth well out of proportion to our city’s demographics of 15.3%. Five hundred and forty three or 26% of these contacts with African-American youth were related to curfew and truancy issues. Of the 3909 contacts, 627 or 16% were for Part I crimes. Rape, robbery, and aggravated assaults accounted for 20 percent of the Part I crimes committed by youth.

In addition to these community conditions is the fact that over the last decade we have lost a large majority of our African-American officers. Generally, these officers were from or lived in neighborhoods in St. Paul. We believe that these officers had a tie to our community youth and were instrumental in intervening for good in these young people's lives. That tie has been lost and we have begun reestablishing that tie through aggressive recruiting and hope to recruit from these youth to help combat disproportionate minority contact (DMC) and crime.

The department's gang unit currently partners with schools to do home visits on suspected gang involved youth. This program and these visits do not result in enforcement sanctions rather they give the youth and family members an opportunity to understand what is going on in their young adult's life and offer referrals to appropriate agencies. We recognize the evidence that harsher and/or escalating penalties may actually result in higher rates of reoffending. The unit also works with the East Side's Youth in Transition (YIT) program dealing with gang or potential gang members. In addition, the Juvenile Detention Alternatives Initiative (JDAI) diversion services have piloted models that are currently in practice in Ramsey County. All of the above activities are an alternative to detention but lack ongoing, consistent follow-up activities and referrals if the youth fail to complete or even show up to programs. This is a gap we are trying to address with this project. The YWCA and NH both provide case management services to participants as well as life skills programming, support groups, pro-social activities via the IMPACT and GRIP (Gang Reduction Intervention Program) Programs. However, these programs are not currently intentionally or fully-utilized by the police department due to significantly reduced resources. The activities include tattoo removal, college access services, financial literacy, health and fitness programming, employment and training services, and goal setting and future planning. All of these projects serve our youth, however, we have no established system to keep track of the youth from service delivery to follow-up to ensure the success of our young people. Further, a formal assessment needs to be done on each of these youth to create customized action plans to enhance youth development efforts and further referrals. We believe that a targeted effort by the police department to try and help avert/avoid criminal justice sanctions is needed. The SPPD as well as our other partners have been involved in community planning processes for many years. In January of 2013, the department called together a group of community stakeholders to include nonprofits, youth service providers, faith-based community, women's advocates, federal, state, and city prosecutors, probation, and other local law enforcement to discuss this project. This group endorsed the ideas in the grant project and agreed to sit on an on-going steering committee to guide the progress of the project.

We are ready to do our share by contributing in-kind officer and staff time to this project but we need assistance from this grant to enable us to contract with the YWCA and NH to stop the cycle of delinquent behavior. Most researchers who study correctional interventions have concluded that without some form of human intervention or services there is unlikely to be much effect on recidivism from punishment alone. This project adds the necessary follow-up piece.

Project Description (3) – Goals/Outcomes under this program are designed to further reduce youth crime, delinquency, recidivism, disproportionate minority contact with our youth, and to increase our community's ability to address needs and engage in collaborative problem-solving. The project will follow the basic, "Five Strategies in OJJDP's Comprehensive Gang Model Community Mobilization: Involvement of local citizens, including former gang-involved youth, community groups, agencies, and coordination of programs and staff functions within and across agencies. Opportunities Provision: Development of a variety of specific education, training, and employment programs targeting gang-involved youth. Social Intervention: Involving youth-serving agencies, schools, grassroots groups, faith-based organizations, police, and other juvenile/criminal justice organizations in "reaching out" to gang-

involved youth and their families, and linking them with the conventional world and needed services. Suppression: Formal and informal social control procedures, including close supervision and monitoring of gang-involved youth by agencies of the juvenile/criminal justice system and also by community-based agencies, schools, and grassroots groups. Organizational Change and Development: Development and implementation of policies and procedures that result in the most effective use of available and potential resources, within and across agencies, to better address the gang problem.”

Outcomes of the project are –1. Hire at least five youth of color into the police department in entry level positions that have the potential to lead to officer positions to increase trust and collaboration with the community by hiring staff that is reflective of the community. 2. Reduce DMC by 20% on youth of color who have contact with police thus lowering the crime rate. 3. Reduce juvenile Part I crime arrests by 20%.

Activities under this grant are supported by the study, Analyzing the Social Return on Investment in Youth Intervention Program, A Framework for Minnesota, “Youth intervention programs perform an important social service by redirecting the lives of “at risk” youth into more productive channels, both increasing their chances of success in life and reducing the expected educational and social costs generated by their likely problem behavior as juveniles and adults. This study puts forward a framework for quantifying the value of the benefits of intervention programs and comparing them to program costs in order to calculate the social return-on-investment (SROI) of such programs. . . While there may be broad societal awareness of the value of youth programs, there have been few studies that attempt to quantify and compare the costs and benefits of specific programs. Most of the formal analyses that have been done have focused on more general youth mentoring programs, rather than on intervention programs with “at risk” youth.

Effective intervention programs are likely to produce some of the highest returns of any youth programs since they deal with more concentrated populations, many of whom have been identified through truancy, juvenile crime, or other problem behaviors.

Based on the study of intervention programs in Minnesota, effective youth intervention programs can produce some or all of the following direct benefits whose values can (in principle) be quantified:

- Reduced truancy – resulting in reduced school costs and, ultimately, reduced high school dropouts and increased lifetime earnings
- Improved school performance – leading to increased graduation rates and higher lifetime earnings
- Reduced near-term court costs – saving court costs through youth diversion programs
- Reduced costs of adult crime – both the crime losses of victims and the societal costs of prosecuting and incarcerating adult offenders
- Reduced needs for social services – both near-term cost of family counseling and long-term costs of public assistance”

In further support of the activities proposed, the OJJDP Model Programs Guide states on diversion, “. . . a study of the Detention Diversion Advocacy Project (DDAP) found that diverted youths were less likely than their counterparts to be referred to court for a new offense, to go before a judge for actual adjudication, or to be referred to out-of-home placement (Shelden, 1999). An evaluation of the Michigan State Diversion Project found that youths randomly assigned to one of the several treatment strategy groups were significantly less likely to have had a court petition filed during the 2 years following the end of the program, compared with the control group. The results suggested that active hands-on intervention of several kinds works better than normal court processing of juvenile offenders, but only if they were thoroughly separated from the system (Davidson et al., 1987). Under this grant, the YWCA

and NH will provide these necessary diversion services after receiving a referral from the Saint Paul Police Department.

Officers from the SPPD Gang Unit and school resource officers will make at least 210 referrals of at-risk youth between the ages of 15 to 25 to the NH and YWCA programs. The traditional definition of “at-risk youth” is youth who are at-risk of failing in some major task that is necessary to assure a happy and productive life. Under this grant our officers will choose youth by following a different version of at-risk youth given by Harla Tumbleson of the Seattle Human Services Department that states at-risk youth are, “youth who are at risk of being failed by one or more adults or adult-driven system or institution.” We believe our current system, while well intentioned, needs to change to ensure we are not failing our youth.

Once referred, the individual is then connected to either YWCA or NH. Agency staff will conduct an assessment and create individualized goals plan that outlines the individual’s plan for services. Both agencies utilize the Youth Program Quality Assessment (YPQA) instrument as a measure to insure high quality youth development practices. YPQA was developed by High/Scope Educational Research Foundation to assess program quality features and to create customized action plans to enhance youth development efforts. The YPQA focuses on key areas of quality at the point where staff and youth interact: a safe and supportive environment, youth/adult and peer interactions, and youth engagement. The YPQA was developed for programs serving youth and has been used in communities across the United States as a key component to increase program quality for out-of-school programs.

This use of these tools along with additional scheduled communication and follow up with the police will ensure that if they fail at one program they are diverted to, they receive either additional diversion or , as a last resort, are placed back in the criminal justice system to ensure sure and swift consequences for their actions. NH and YWCA staff will review bi-weekly the youth diverted to programs to ensure that these youth are actively engaged in their program. Immediate communication will occur where the youth is not following up on the prescribed program to the police department gang unit where follow up will occur with the youth. Officers will assess the situation and decide whether another diversion attempt will remedy the issues or an entry into the formal criminal justice system is necessary. Officers from the St. Paul Police Department will be scheduled to assist staff at the YWCA and NH to assist in programming and guide the youth into the law enforcement profession through our volunteer programs or internships. We believe that these steps will lead to a reduction in our youth crime as well as disproportionate minority contact as well by maintaining continuing communication with the youth to help them receive the services they need without a return to activities that lead to formal contact with law enforcement.

Program specialists will be hired by the NH and YWCA to complete the tasks related to the grant and each program will manage 70 cases during the two-year period. Many other referrals will be reviewed and connected with a network of community resources. The NH & YWCA St. Paul will provide:

- Case Management Services
 - Provide intensive case management to youth
 - Intake assessment for youth
 - Help develop individual plan, participation goals, services
 - Identify individual needs and risk factors
 - Provide resource and referrals to families
- Life Skills/Support Groups
- Tattoo Removal

- College Access Services
- Connection to Community Service Learning Projects
- Financial Literacy Education
- Health and Fitness Programming
- Employment and Training Services
- Goal-Setting and Future Planning

Each organization also has special skills and programs depending on the needs of the individual: In NH's GRIP program, through structured group interaction, participants learn to recognize the risk factors that contribute to gang or delinquent behavior. Trauma and abuse are recognized and explored through group activities and dialogue. Motivations for illicit or negative choices are examined in the context of risk factors, and healthy, non-violent alternatives are identified, self-awareness is heightened and youth are assisted in moving through a developmentally challenging stage. In addition, participants are exposed to new places and experiences to broaden their understanding of community and further the development of their new identity outside of gang life. An important element of the GRIP program includes a psycho-educational group utilizing the Phoenix Gang Intervention Program, an evidence-based model, which includes significant elements of both cognitive-behavioral therapy and motivational interviewing.

In YWCA's IMPACT Program, participants are able to participate in Social Skills Training and Aggression Replacement Techniques (START). START is a multimodal intervention design to alter the behavior of chronically aggressive youth. It consists of skill-streaming, designed to teach a broad curriculum of pro-social behavior, anger control training, a method for empowering youth to modify their own anger responsiveness, and moral reasoning training, to help motivate youth to employ the skills learned via the other components. Youth are encouraged to stay focused on their goals and motivated by their achievements. By equipping youth with skills for life, youth are empowered to make positive decisions.

Evaluation (4) – The outcomes for this two-year grant project include a reduction of DMC with our African-American youth by 20 percent or 423 contacts with police, a 20% reduction or 781 in juvenile crimes including curfew and truancy issues, new case management for 70 youth, continuation of a community-steering committee to guide the work of the project, the hiring of five youth of color into the police department from the programs funded by this grant, and the hiring of two program specialists to work with these youth. The YWCA will be responsible for collecting and maintaining all of the referral and tracking documents and preparing summary information of the numbers of youth served as well as the current status for distribution on a monthly basis. Of the participating youth, 90% will engage in at least one non-gang activity per month, 90% will participate in the "healthy services" described in their individual work plan as outlined in the project description, and 90% will not recidivate. In addition, through pre- and post- surveys we will identify changes in behavior / attitudes / skills / knowledge / environmental conditions, etc.

The St. Paul Police Department Research and Development Unit will track Part I crime, recidivism rates, DMC numbers, and hiring numbers. Records will be reviewed quarterly by the steering committee and the partners to review progress toward stated goals. If the desired outcomes are not being achieved, the partners will meet to reformulate the course of action and make changes as needed until the desired results are achieved. The 10 percent evaluation funds will be used by the partners to pay for salaries above and beyond regular staffing capacity to keep track of the necessary documentation and tracking.

**MINNESOTA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF JUSTICE PROGRAMS
COMMUNITY CRIME PREVENTION PROGRAMS - Form 1**

PROJECT WORK PLAN

| APPLICANT AGENCY: | | | |
|--|---|-------------------|--|
| GOAL (A goal is broad statement of what you wish to achieve. For example: fewer youth in the juvenile justice system, increased perception of community safety): Reduce Disproportionate Minority Contact and Recidivism of Youth | | | |
| Outcome (How you will measure the results of your activities. For example, 15% reduction in juvenile truancy; 45% of community members will feel safe or very safe in their community): Reduction of contacts and arrests with youth of color by police officers. | | | |
| Activities resulting in outcome listed above | Number of Participants and Frequency of Activity | Time Frame | Person Responsible |
| Creation of tracking system to ensure the success of the youth in the program. | YWCA Once | 1 Month | Director of Youth Development Christina McCoy |
| Total referrals to Neighborhood House and YWCA for further connect with neighborhood resources and for entrance into the Neighborhood House and YWCA programs. | 210 At-Risk Youth When Referred | 2 Years | Commander Karsten Winger and Gang Unit |
| Referral of at-risk, minority youth to the Neighborhood House and YWCA programs. | 70 At-Risk Youth When Referred | 2 Years | Commander Winger |
| Assessment and creation of goals for each youth through the Youth Program Quality Assessment | 70 At-Risk Youth Daily | 2 Years | Director of Programs Cindi Yang and Director of Youth Development Christina McCoy |
| Providing life skills, employment training, educational assessments, gang intervention, in addition to other programs. | 70 At-Risk Youth 2-3 hiring cycles | 2 Years | Director of Programs Cindi Yang and Director of Youth Development Christina McCoy |
| Hiring of at-risk youth to be mentored and work at the Saint Paul Police Department. | 5 At-Risk Youth Once | 2 Years | Commander Winger |
| Staff reviewing assessments to ensure engagement. | 2 Case Workers Bi-weekly | 2 Years | Director of Programs Cindi Yang and Director of Youth Development Christina McCoy |
| Steering Committee reviewing progress towards stated goals. | 10-20 Members Quarterly | 2 Years | Chief of Police Thomas Smith |

| | | | |
|--|------------------------------|---------|---|
| Scheduling communication follow-ups between police and the youth in the program to ensure success or assess criminal punishment, if necessary. | 70 Participants Bi-weekly | 2 Years | Director of Programs Cindi Yang and Director of Youth Development Christina McCoy |
|--|------------------------------|---------|---|

| Outcome Measurement: How do you measure this outcome? What is its operational definition? | Data Source | When collected? | Person Responsible |
|--|---|------------------------|---|
| Measuring each at-risk youth that is referred into the program to determine if they have followed the prescribed goals. | Neighborhood House / YWCA | Quarterly | Director of Programs Cindi Yang and Director of Youth Development Christina McCoy |
| Count of the number of at-risk youth that have been served by the program. | YWCA | Monthly | Director of Programs Cindi Yang and Director of Youth Development Christina McCoy |
| Count of the at-risk youth that have been hired by the Saint Paul Police. | Saint Paul Police Department Human Resources | Quarterly | Research and Grants Manager Amy Brown |
| Count of the number of kids that have achieved the goals outlined upon their entrance into the program. | Neighborhood House / YWCA | Monthly | Director of Programs Cindi Yang and Director of Youth Development Christina McCoy |
| 90% of the participating youth will engage in at least one non-gang activity per month | Neighborhood House / YWCA | Quarterly | Director of Programs Cindi Yang and Director of Youth Development Christina McCoy |
| 90% of the participating youth will participate in the "healthy services" described in their individual work plan as outlined in the project description | Neighborhood House / YWCA | Quarterly | Director of Programs Cindi Yang and Director of Youth Development Christina McCoy |
| 90% of the participating youth will not recidivate | Saint Paul Police Records Management System | Quarterly | Research Analyst |
| Identify changes in behavior / attitudes / skills / knowledge / environmental conditions, etc. | Pre- and Post-surveys | Quarterly | Director of Programs Cindi Yang and Director of Youth |

**MINNESOTA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF JUSTICE PROGRAMS
COMMUNITY CRIME PREVENTION PROGRAMS - Form 1**

PROJECT WORK PLAN

| APPLICANT AGENCY: | | | |
|--|---|-------------------|---|
| GOAL (A goal is broad statement of what you wish to achieve. For example: fewer youth in the juvenile justice system, increased perception of community safety): Reduce Youth Crime | | | |
| Outcome (How you will measure the results of your activities. For example, 15% reduction in juvenile truancy; 45% of community members will feel safe or very safe in their community): Part I Juvenile Crime will be reduced city-wide by 30 percent or 212 offenses | | | |
| Activities resulting in outcome listed above | Number of Participants and Frequency of Activity | Time Frame | Person Responsible |
| Completion of referral program by at-risk youth. | 70 At-Risk Youth Daily | 2 Years | Director of Programs Cindi Yang and Director of Youth Development Christina McCoy |
| Completion of the hiring of at-risk youth by the Saint Paul Police Department | 5 Participants Daily | 2 Years | Chief of Police Thomas Smith |

| Outcome Measurement: | Data Source | When collected? | Person Responsible |
|---|---|---|---------------------------|
| How do you measure this outcome? What is its operational definition? | | | |
| Saint Paul Police Department will track Part I juvenile crime | Saint Paul Police Records Management System | Collected on each case 24 hours a day / seven days a week | Research Analyst |

**MINNESOTA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF JUSTICE PROGRAMS
COMMUNITY CRIME PREVENTION PROGRAMS - Form 1**

PROJECT WORK PLAN

| APPLICANT AGENCY: | | | |
|--|------------------|-------------|---------------------------|
| GOAL (A goal is broad statement of what you wish to achieve. For example: fewer youth in the juvenile justice system, increased perception of community safety): Increase in our community's ability to address needs and engage in problem-solving | | | |
| Outcome (How you will measure the results of your activities. For example, 15% reduction in juvenile truancy; 45% of community members will feel safe or very safe in their community): Steering Committee Established | | | |
| | Number of | Time | Person Responsible |

| Activities resulting in outcome listed above | Participants and Frequency of Activity | Frame | |
|---|--|---------|---------------------------------------|
| The Saint Paul Police Department acting as the lead agency in this project and setting up the meetings and list of participants. | 1 Participant Once | 1 Month | Research and Grants Manager Amy Brown |
| Strengthening and creation of partnership between Saint Paul Police, YWCA, Neighborhood House, and other engaged social organizations. | 10-20 Members Continuous | 2 Years | Chief Thomas Smith and staff |
| Conducting meetings on a quarterly basis that will result in increased and constant contact and communication between agencies with a direct and measurable goal. | 10-20 Members Quarterly | 2 Years | Chief Smith and staff |

| Outcome Measurement: How do you measure this outcome? What is its operational definition? | Data Source | When collected? | Person Responsible |
|--|-------------------------------------|-----------------------------|---------------------------|
| Steering Committee convenes for quarterly meetings over the course of the grant. | Steering Committee meeting minutes. | At time of meeting. | Chief Tom Smith and staff |
| Steering Committee reviews progress of the program and makes adjustments as necessary to ensure success. | Steering Committee meeting minutes. | At the end of the meetings. | Chief Tom Smith and staff |

**MINNESOTA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF JUSTICE PROGRAMS
COMMUNITY CRIME PREVENTION PROGRAMS - Form 1**

PROJECT WORK PLAN

| | | | |
|--|---|--|-----------------------------|
| APPLICANT AGENCY: | | | |
| GOAL (A goal is broad statement of what you wish to achieve. For example: fewer youth in the juvenile justice system, increased perception of community safety): Evaluate Project | | | |
| Outcome (How you will measure the results of your activities. For example, 15% reduction in juvenile truancy; 45% of community members will feel safe or very safe in their community): The effectiveness of the project will be evaluated and an overall report prepared in kind | | | |
| Activities resulting in outcome listed above | Number of Participants and Frequency of Activity | Time Frame | Person Responsible |
| Collection of data on a monthly basis from partners and juvenile unit data | 2 monthly along with contractors | Data collection and review monthly along with a final report | Research and Grants Manager |

| | | | |
|---|---|---|--|
| Outcome Measurement: How do you measure this outcome? What is its operational definition? | Data Source | When collected? | Person Responsible |
| Final project report | Saint Paul Police Records Management System and contract partner data (non-identifying) | Collected on each case 24 hours a day / seven days a week and on a monthly basis from contractors | Research and Grants Manager and Research Analyst |

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 electronic 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;

Agreement to Acknowledge the Terms and Conditions are Incorporated Into the Grant Agreement:

By submitting this application, I/we [name of Applicant Organization Representative] as an authorized Representative for [Applicant Organization's Name] the Applicant, acknowledge that I have read the Terms and Conditions in their entirety as stated within the Application materials and acknowledge that the Terms and Conditions will be incorporated into the Grant Agreement if funds are awarded to the Applicant under this Application. As authorized, if the Applicant is awarded funds under this Application, I will submit the required documents and certification on behalf of the Applicant Organization.

Office of Justice Programs (OJP)
Community Crime Prevention Grants 2014 RFP
Community Crime Prevention Grant Program Guidelines

The Office of Justice Programs will require each grantee to abide by the following requirements in addition to those contained in the general grantee Terms and Conditions:

Financial Requirements:

- 1) The grantee shall report at least quarterly on all expenditures pertaining to this grant contract in the OJP online grants management system, e-grants, no later than 30 days after the end of the quarter.
- 2) The grantee shall submit a written budget revision request via e-grants before any expenditure may be made based on the revised budget. Submission of a budget revision is necessary if a) a line item will deviate by \$200 or 10%, whichever is higher, from the approved budget, or b) a new line item that was not part of the approved budget will be created.
- 3) The grantee shall submit source documentation on grant expenditures in a timely manner, as requested by OJP staff for a desk review audit.
- 4) The grantee's eligible expenditures under this grant contract must be incurred by the grantee by the expiration date of the grant agreement.
- 5) The grantee shall have until 30 days after the expiration date of the grant agreement to liquidate all unpaid obligations related to the program which were incurred on or before the last day of the grant period and to submit a final report of all funds received and disbursed. If a report is not submitted within this time period, expenses claimed on the report may be disallowed and OJP may request a refund of those funds from the grantee if the funding was advanced to the grantee.
- 6) The grantee shall retain all financial records for a minimum of six (6) years after the date of submission of the final financial status report, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and OJP, whichever is later.
- 7) The grantee shall comply with all provisions of the Minnesota *OJP Grant Manual*. https://dps.mn.gov/divisions/ojp/grants/Documents/Grant_Manual.pdf

Reporting Requirements:

- 1) Progress Reporting: The grantee shall report quarterly in e-grants a narrative of the progress achieved towards the accomplishment of the goals and objectives in the project work plan within 20 days after the end of each reporting period.
- 2) Statistical Reporting: The grantee shall submit a Quarterly Statistical Report of services provided in e-grants within 20 days after the end of each reporting period.
- 3) Requirement Changes: OJP may add, modify or change all reporting forms at their discretion during the grant period.

Other Provisions:

- 1) Evaluation: OJP shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of the grant program.
- 2) Additional Requirements: The grantee shall attend meetings and training as OJP shall reasonably request.
- 3) Administrative Requirements: OJP reserves the right to include in the grant, at any time during the term of the grant, special administrative requirements deemed necessary to assure the grantee's successful implementation of the program. OJP will notify the Grantee in writing of any special administrative requirements.