

RESOLUTION CITY OF SAINT PAUL, MINNESOTA

Presented by _____

1 WHEREAS, the City of Saint Paul, Police Department has been issued by the State of Minnesota, Department of
2 Commerce, a second amendment to the Auto Theft Grant previously approved by council (RES 13-1539, RES
3 14-1335); and
4
5 WHEREAS, this amendment includes changes to the Payment clause 4.2 of the contract, changing the restrictions
6 on invoicing; and
7
8 THEREFORE BE IT RESOLVED, that council accepts this grant and authorizes the City of Saint Paul to amend
9 the grant contract, and Chief Thomas Smith to implement the amended agreement with the State of Minnesota.
10
11

	Yeas	Nays	Absent
Bostrom			
Brendmoen			
Lantry			
Stark			
Thao			
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: _____

Approved by Mayor for Submission to Council

By: _____

Adopted by Council: Date _____

Adoption Certified by Council Secretary

By: _____

Approved by Mayor: Date _____

By: _____

Amendment Number 2 to Grant Agreement No. 68534

Contract Start Date:	<u>July 1, 2013</u>	Total Contract Amount:	<u>\$340,172.54</u>
Original Contract Expiration Date:	<u>June 30, 2015</u>	Original Contract:	<u>\$340,172.54</u>
Current Contract Expiration Date:	<u>NA</u>	Previous Amendment(s) Total:	<u>\$0.00</u>
Requested Contract Expiration Date:	<u>NA</u>	This Amendment:	<u>\$0.00</u>

This amendment is by and between the State of Minnesota, through its Commissioner of Commerce ("State") and St. Paul Police Department, 367 Grove Street, St. Paul, MN 55101 ("Grantee").

Recitals

1. The State has a grant contract with the Grantee identified as SWIFT Contract Number 68534 ("Original Grant Contract") to perform projects for the purpose of reducing the incidence of auto theft.
2. The State has determined that it is necessary to adjust the invoice submission schedule.
3. The State and the Grantee are willing to amend the Original Grant Contract as stated below.

Grant Contract Amendment

In this Amendment, changes to pre-existing Contract language will use ~~strike through~~ for deletions and underlining for insertions.

REVISION 1. Clause 4.2 "**Payment**" is amended as follows:

4.2. **Payment**


(a) Invoices. The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely upon completion of services, but not more often than monthly, and according to the following schedule:

- ~~i. Itemized invoices must be submitted at least quarterly, but not more often than monthly, and within 30 days of the period covered by the invoice for services satisfactorily performed.~~
- ~~ii. Expenditures for each state fiscal year of this grant contract must be for services performed within the applicable state fiscal year. Every state fiscal year begins on July 1 and ends on June 30.~~
- ~~iii. The final invoice pertaining to each state fiscal year of this grant contract must be received the close of each fiscal year (July 31 of that calendar year). Any expenditure not properly invoiced by the Grantee and submitted to the State by the close of each fiscal year will not be reimbursed by the State. All unused grant funds for each fiscal year shall be credited to the State at the close of each fiscal year.~~

(b) Federal funds. (Where applicable, if blank this section does not apply) Payments under this grant contract will be made from federal funds obtained by the State

through Title _____ CFDA number _____ of the _____ Act of _____.
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.

Except as amended herein, the terms and conditions of the Original Grant Contract and all
previous amendments remain in full force and effect.

1. STATE ENCUMBRANCE VERIFICATION 
*Individual certifies that funds have been encumbered
as required by Minn. Stat. §§16A.15 and 16C.05.*

Signed: Donna Leonard
Date: 8.25.14
SWIFT Contract No. 68534

3. STATE AGENCY
*Individual certifies the applicable provisions of Minn.
Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.*

By: _____
(with delegated authority)
Title: _____
Date: _____

2. GRANTEE <i>The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.</i>	
By: _____	By: _____
Title: <u>City Attorney</u>	Title: <u>Chief of Police</u>
Date: _____	Date: _____
By: _____	By: _____
Title: <u>Director of Financial Service</u>	Title: <u>Dir HUMAN RIGHTS and Equal Economic Opportunity</u>
Date: _____	Date: _____
By: _____	By: _____
Title: <u>Mayor</u>	Title: _____
Date: _____	Date: _____

Amendment Number 1 to Grant Agreement No. 68534

Contract Start Date:	July 1, 2013	Total Contract Amount:	\$340,172.54
Original Contract Expiration Date:	June 30, 2015	Original Contract:	\$340,172.54
Current Contract Expiration Date:	NA	Previous Amendment(s) Total:	\$0.00
Requested Contract Expiration Date:	NA	This Amendment:	\$0.00

This amendment is by and between the State of Minnesota, through its Commissioner of Commerce ("State") and St. Paul Police Department, 367 Grove Street, St. Paul, MN 55101 ("Grantee").

Recitals

1. The State has a grant contract with the Grantee identified as SWIFT Contract Number 68534 ("Original Grant Contract") to perform projects for the purpose of reducing the incidence of auto theft.
2. The State has determined that grant funds may be carried forward into the next fiscal year.
3. The State and the Grantee are willing to amend the Original Grant Contract as stated below.

Grant Contract Amendment

In this Amendment, changes to pre-existing Contract language will use ~~strike through~~ for deletions and underlining for insertions.

REVISION 1. Clause 4.1(a). "**Compensation**" is amended as follows:

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

(a) **Compensation.** The Grantee will be reimbursed for activities and budget amounts according to the line-item budget approved by the state in Exhibit A:

- (1) \$170,086.27 is available for fiscal year 2014
- (2) \$170,086.27 is available for fiscal year 2015

~~Grant funds available for one fiscal year cannot be carried forward into another fiscal year.~~
Grant funds available for fiscal year 2014 are permitted to be carried forward into fiscal year 2015.

Except as amended herein, the terms and conditions of the Original Grant Contract and all previous amendments remain in full force and effect.

1. STATE ENCUMBRANCE VERIFICATION

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



Signed: Bonna Leonard

Date: 7-30-14

SWIFT Contract No. 68534

3. STATE AGENCY

Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.

By: _____
(with delegated authority)

Title: _____

Date: _____

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

By: <u>[Signature]</u> Title: <u>City Attorney</u> Date: <u>8/26/14</u> By: <u>[Signature]</u> Title: <u>Director of Financial Services</u> Date: <u>9/3/14</u> By: <u>Nancy P. Thomas</u> Title: <u>Mayor</u> Date: <u>9/3/14</u>	By: <u>[Signature]</u> Title: <u>Chief of Police</u> Date: <u>8/1/14</u> By: <u>[Signature]</u> Title: <u>Dir Human Rights and Equal Economic Opportunity</u> Date: <u>9/5/14</u> By: _____ Title: _____ Date: _____
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This grant contract is between the State of Minnesota, acting through its Commissioner of Commerce ("State") and St. Paul Police Department, 367 Grove Street, St. Paul, MN 55101 ("Grantee").

Recitals

1. Under Minn. Stat. § 299A.01 and § 65B.84, the State is empowered to enter into this grant.
2. The State is in need of projects to reduce the incidence of automobile theft, and has made grant awards pursuant to its Request for Proposals.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

1.1 **Effective date:** July 1, 2013, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.

The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.

1.2 **Expiration date:** June 30, 2015, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

2.1 **Activities.** The Grantee, who is not a state employee, will perform project activities in accordance with the specified tasks and line-item budget approved by the State, which is attached and incorporated into this contract as Exhibit A.

2.2 **Reporting Requirements.** Grantee shall report to the State as specified in the Grant Manual of the Office of Justice Program, which is posted online at https://dps.mn.gov/divisions/ojp/grants/Documents/Grant_Manual.pdf and is incorporated by reference into this grant contract.

(1) **Financial Reporting.** Grantee shall submit a financial reporting form to the State's Authorized Representative utilizing the format identified by the State within 30 days after the end of the reporting period.

(2) **Progress Reporting.** Grantee shall use forms prescribed by the State to submit a quarterly progress detailing progress achieved towards the accomplishment of the program goals and objectives within 30 days after the end of the reporting period.

(3) **Other Requirements.** Grantee shall submit such other reports and attend meetings and training as State shall reasonably request.

(4) **Evaluation.** The State shall have the authority, during the course of this grant period, to conduct evaluations of the performance of the Grantee.

(5) **Requirement Changes.** The State may modify or change all reporting forms at its discretion during the grant period.

(6) **Special Requirements.** The State 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. The State will notify the Grantee in writing of any special administrative requirements.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the

performance of this grant contract, time is of the essence.

4 Consideration and Payment

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

(a) **Compensation.** The Grantee will be reimbursed for activities and budget amounts according to the line-item budget approved by the state in Exhibit A:

(1) \$170,086.27 is available for fiscal year 2014

(2) \$170,086.27 is available for fiscal year 2015

Grant funds available for one fiscal year cannot be carried forward into another fiscal year.

(b) **Line-item Changes.** Expenditures specified in Exhibit A may not be moved from one line-item to another unless in accordance with the requirements listed below:

(1) Any changes to the line-item budget must advance the purpose of the Automobile Theft Prevention Grant Program and must remain within the total dollar amount available for each fiscal year.

(2) Any fund transfers which exceed an annual amount of \$10,000 must be approved in advance by the State's Authorized Representative, and will not be effective until an amendment to this Agreement has been executed.

(3) Total annual transfers of more than ten (10) percent of the amount from one line-item to another line-item must be approved in advance by the State's Authorized Representative, and will not be effective until an amendment to this Agreement has been executed.

(4) Total annual transfers of ten (10) percent or less of the amount from one line-item to another line-item, and which do not exceed an annual amount of \$10,000, are permitted without the approval of the State's Authorized Representative. Transfers to a newly created line-item are not permitted. At least ten business days prior to any transfer made under this clause, the Grantee must inform the State's Authorized Representative in writing of the specific changes to be made.

(5) The State may refer approval requests for line-item transfer(s) to the Automobile Theft Prevention Advisory Board to review for reasonableness.

(c) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed the amount identified and approved for travel in Exhibit A; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(d) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$340,172.54.

4.2. Payment

(a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely upon completion of services, and according to the following schedule:

i. Itemized invoices must be submitted at least quarterly, but not more often than monthly, and within 30 days of the period covered by the invoice for services satisfactorily performed.

ii. Expenditures for each state fiscal year of this grant contract must be for services performed within the applicable state fiscal year. Every state fiscal year begins on July 1 and ends on June 30.

iii. The final invoice pertaining to each state fiscal year of this grant contract must be received the close of each fiscal year (July 31 of that calendar year). Any expenditure not properly invoiced by the Grantee and submitted to the State by the close of each fiscal year will not be reimbursed by the State. All unused grant funds for each fiscal year shall be credited to the State at the close of each fiscal year.

(b) Federal funds. (Where applicable, if blank this section does not apply) Payments under this grant contract will be made from federal funds obtained by the State through Title _____ CFDA number _____ of the _____ Act of _____. 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.

5 Conditions of Payment

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

6 Authorized Representative

The State's Authorized Representative is Brandon Johnson, Grant Manager, 85-7th Place E, St. Paul, MN, 651-297-7058, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is St. Paul Police Department, 367 Grove Street, St. Paul, MN. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Complete

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

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

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

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

8 Liability

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

9 State Audits

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

10 Government Data Practices and Intellectual Property

10.1. Government Data Practices. The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or

disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2. **Intellectual Property Rights.** Grantee represents and warrants that materials produced or used under this grant contract do not and will not infringe upon any intellectual property rights of another, including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend the State, at Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to reasonable attorneys' fees arising out of this grant contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in Grantee's or the State's opinion is likely to arise, Grantee shall, at the State's discretion, either procure for the State the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

11 **Workers' Compensation**

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

12 **Publicity and Endorsement**

12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

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

13 **Governing Law, Jurisdiction, and Venue**

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

14 **Termination**

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

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

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

15 Data Disclosure

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

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: [Signature]

Date: 9-11-13

SWIFT Contract/PO No(s) 68534 / 4068

3. STATE AGENCY

By: [Signature]
(with delegated authority)

Title: Deputy Commissioner

Date: 10/11/13

2. GRANTEE

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

By: [Signature]

Title: City Attorney

Date: _____

By: [Signature]

Title: Director of the Office of Financial Service

Date: _____

By: [Signature]

Title: Chief of Police

Date: 10/10/13

By: [Signature]

Title: Mayor

Date: 10-4-2013

By: [Signature]

Title: Director Human Rights and Equal Economic Opportunity

Date: 10-9-13

Distribution:

Agency

Grantee

State's Authorized Representative - Photo Copy

EXHIBIT A

SAINT PAUL PD			
	Approved 2014	Approved 2015	Total Approved
Personnel			
Investigator OT (600 hours x \$61.90)(includes SIU and Juv)	18,570.00	18,570.00	37,140.00
Officer OT (300 hours x \$53.64)	8,046.00	8,046.00	16,092.00
Bait Car OT (300 hrs x \$53.64)	8,046.00	8,046.00	16,092.00
Office Assistant II OT (100 hours x \$27.47)	1,373.50	1,373.50	2,747.00
Auto theft sergeant (1/2 FTE)	61,043.14	61,043.14	122,086.28
Auto theft coordinator OT (80 hrs x 75)	3,000.00	3,000.00	6,000.00
IT tech support OT (80 hrs x \$61.90)	2,476.00	2,476.00	4,952.00
Radio shop tech OT (80 hrs. x 57.62)	2,304.50	2,304.50	4,609.00
Fringe 15.85%	16,620.17	16,620.17	33,240.35
Contract Services			
Annual ELSAG software (6 units x \$500/yr)	3,000.00	3,000.00	6,000.00
Bait car services contract	750.00	750.00	1,500.00
Program Expenses			
Phone and internet for bait car garage	960.00	960.00	1,920.00
Bait car repair and maint on 8 vehicles	4,000.00	4,000.00	8,000.00
Bait car cell service (8 veh)	2,880.00	2,880.00	5,760.00
LPR cell service	720.00	720.00	1,440.00
Bait car V-stream cell	3,000.00	4,800.00	7,800.00
Bait car garage rental and utilities	24,000.00	24,000.00	48,000.00
Laptop for bait car control	1,500.00	2,500.00	4,000.00
Bait car accessories	2,000.00	2,000.00	4,000.00
Equipment over \$5000			
4 - Recon Solutions video streaming systems (3 -2014, 1-2015)	6,600.00	2,200.00	8,800.00
Total	170,889.31	169,289.31	340,178.63