



Minnesota Department of Public Safety (“State”) Office of Traffic Safety 445 Minnesota Street, Suite 150 St. Paul, MN 55101-5150	Grant Program: 2019 NHTSA; 2019 DWI Officers Project No.: 19-03-15 Grant Agreement No.: A-OFFICR19-2019-STPAULCI-034
Grantee: Saint Paul Police Department 367 Grove Street Saint Paul, MN 55101-2416	Grant Agreement Term: Effective Date: 10/1/2018 Expiration Date: 9/30/2019
Grantee’s Authorized Representative: Carol Gronfor 367 Grove Street Saint Paul, MN 55101-2416 (651)266-5544 carol.gronfor@ci.stpaul.mn.us	Grant Agreement Amount: Original Agreement \$125,346.28 Matching Requirement \$ 0.00
State’s Authorized Representative: Duane Siedschlag 445 Minnesota Street, Suite 150 St. Paul, MN 55101-5150 (651)201-7078 Duane.Siedschlag@state.mn.us	Federal Funding: CFDA 20.608 & CFDA 20.616 FAIN: 18X9205465MN18 and FAIN: 18X920405DMN18 State Funding: None Special Conditions: None

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. § 16B.98, subd. 7, 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 2019 NHTSA: 2019 DWI Officers Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at 445 Minnesota Street, Suite 150, St. Paul, MN 55101-5150. The Grantee shall also comply with all requirements referenced in the 2019 NHTSA: 2019 DWI Officers Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://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 Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No. A-OFFICR19-2019-STPAULCI-034
PO No. 3-55324

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
State's Authorized Representative

2019 DWI Officers
Budget Summary

Budget	State Reimbursement	Local Match	
Budget Category			
DWI Officer Salary			
DWI Officer Salary	\$115,422.91	\$0.00	
Total	\$115,422.91	\$0.00	
Administrator Salary			
Administrator Salary- Commander Jeremy Ellison	\$9,623.37	\$0.00	
Total	\$9,623.37	\$0.00	
TZD Conference			
TZD Conference travel costs	\$300.00	\$0.00	
Total	\$300.00	\$0.00	
Operating Expenses			
Operating Expenses	\$0.00	\$0.00	
Total	\$0.00	\$0.00	
Total	\$125,346.28	\$0.00	

CERTIFICATION REGARDING LOBBYING
(For State of Minnesota Contracts and Grants over \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 U.S.Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Official Signing for Organization

By: _____
Signature of Official

Date

2019 DWI Officers

Organization: St Paul, City of

A-OFFICR19-2019-STPAULCI-034

Agency Information

Law Enforcement Agency:

Saint Paul Police Department

MN ID #:

008025095

Federal Tax ID#:

41-6005521

Street Address:

367 Grove Street

City:

Saint Paul

State:

MN

Zip Code:

55101-2416

DUNS Number:

8488984330000

Phone:

651-291-1111

Fax:

651-266-5906

Website:

www.stpaul.gov/departments/police

Chief Law Enforcement Officer

First Name:

Todd

Last Name:

Axtell

Title:

Chief of Police

Phone:

651-266-5588

Email:

todd.d.axtell@ci.stpaul.mn.us

Agency Contact

The individual that the OTS can communicate with regarding information/questions related to this grant.

First Name:

Carol

Last Name:

Gronfor

Title:

Grant Specialist

Phone:

651-266-5544

Email:

carol.gronfor@ci.stpaul.mn.us

2019 DWI Officers

Organization: St Paul, City of

A-OFFICR19-2019-STPAULCI-034

Grant Information and Work Plan

Geographical Grant Information

Geographic Area Served:

Population of the jurisdiction served by the agency:

303920

Number of on sale liquor licenses within agency's jurisdiction:

199

Number of off sale liquor licenses within agency's jurisdiction:

52

The number of DWI incidences occurring from 2012-2016 within the applicant's county (obtain from page 11 in RFP):

12171

The number of drunk driving related deaths/alcohol related suspected serious injuries occurring from 2012-2016 within the applicant's county (obtain from page 11 in RFP):

106

Agency History / Work Plan

Do you currently have a TZD Enforcement Grant?

Yes

Name the individual who will be the agency's DWI Officer if awarded this grant.

Randall Axtell

Does agency's law enforcement personnel process DWIs using DWI eCharging?

Yes

Open the work plan link below. Complete the form, then upload into E-grants.

DWI Officer Work Plan: <https://app.dps.mn.gov/EGrants/Upload/933517-SPPDDWIOfficerWorkPlan5.23.18.xls>

x

Amended Work Plan:

Provide your optional publicity plan using earned media in the box provided below. Be sure to include radio, cable t.v., social media or other modes of earned media.

SPPD will operate a publicity plan.

- If awarded a grant, SPPD's Public Information officer will send out a press release. The office maintains a media list with over 100 local media contacts including individual reporters, and the press desks for local radio, TV, and newspaper stations.

- The department will also send out a series of blasts through the departments Twitter and Facebook

2019 DWI Officers

Organization: St Paul, City of

A-OFFICR19-2019-STPAULCI-034

Grant Information and Work Plan

accounts announcing the departments intention to increase DWI law enforcement details and to crack down on drunk driving. These accounts both have followings of over 30,000, primarily city residents. The series will run periodically during holiday seasons, and other times that DWI incidents increase in frequency.

Total Sworn Complement of Officers

Full-Time: 626

Part-Time: 0

Additional Information

Please use the box below to provide any additional information that would be beneficial for the Office of Traffic Safety to know when reviewing this application.

Randall Axtell, the officer chosen for this grant, has not worked DWI details previously. This information is noted as the work plan requests previous performance data for the officer. SPPD is a top performing TZD current grantee, and has confidence this officer, when fully dedicated to DWI details, will perform well and enable SPPD to meet proposed targets. Officer Axtell is a Drug Recognition Evaluator (DRE) and is fully trained in arresting drug and alcohol impaired drivers.

2019 DWI Officers

Organization: St Paul, City of

A-OFFICR19-2019-STPAULCI-034

Certifications

By submitting the application, the authorized representative for the applicant organization acknowledges that the following documents have been read in their entirety and acknowledges that the documents will be incorporated into the grant agreement if funds are awarded to the organization:

- ✓ 2019 DWI Officer Request For Proposal
- ✓ Program Guidelines (Attachment A)
- ✓ Terms and Conditions (Attachment B)
- ✓ Federal Audit Requirements (Attachment C)
- ✓ The Approved Work Plan
- ✓ The Approved Budget

Signature

Date

Kathleen A. Wuorinen

5/22/2018

2019 DWI Officers

Organization: St Paul, City of

A-OFFICR19-2019-STPAULCI-034

Pre Award Risk Assessment (Grantee)

1. Experience with same or similar grants

- A. Is this the first time your agency has applied for a grant with OTS? **No**
- B. Has your agency had less than two years of experience with federal grants? **Yes**

2. Previous Audits

- A. Did your agency receive an audit last year? **Yes**
- B. Did the audit have any findings, or a qualified, adverse or disclaimer opinion? **Yes**

If yes, list any findings or opinions below and/or attach a copy of the cover letter accompanying the results.

As a major city, the City of Saint Paul is audited by the State of Minnesota Office of the State Auditor. Attached is the most recent management and compliance report for the City, for year end December 31, 2016

3. New personnel, or new or substantially changed systems

- A. Has your agency's project manager changed since the previous year? **No**

If yes, please provide brief qualifications of new project manager.

- B. Has the financial person managing your agency's OTS grant funds changed since the previous year? **No**

If yes, please provide brief qualifications of new finance person.

- C. Has your agency's accounting system changed since the previous year? **No**

If yes, please explain.

2019 DWI Officers

Organization: St Paul, City of

A-OFFICR19-2019-STPAULCI-034

Pre Award Risk Assessment (OTS Coordinator)

To be completed by the OTS Coordinator:

1. Complete Pre-Award Risk Assessment Form using information provided by the Applicant.
2. Assign a risk rating based on the information and using the scale on the form.
3. Scan and upload form in the designated section below.
4. If you rate the Applicant "Low Risk," this section is complete.
5. If you rate the Applicant "Medium Risk," indicate potential risks on the Problem Identification and Corrective Action Plan (Problem(s) only).
6. Upload form in the designated section below.
7. If you rate the Applicant "High Risk," indicate the problem(s) and corrective action(s) to be taken on the Problem Identification and Corrective Action Plan Form.
8. Upload the form in the designated section below.

Upload Required Documents (to be completed by the OTS Coordinator)

Please upload the Pre-Award Risk Assessment Form here:

https://app.dps.mn.gov/EGrants/_Upload/936196-RiskAssessmentStPaul.docx

Please upload Problem Identification here:

Please upload Corrective Action Plan here:

Budget	State Reimbursement	Local Match	
Budget Category			
DWI Officer Salary			
DWI Officer Salary	\$115,422.91	\$0.00	
Total	\$115,422.91	\$0.00	
Administrator Salary			
Administrator Salary - Commander Jeremy Ellison	\$9,623.37	\$0.00	
Total	\$9,623.37	\$0.00	
TZD Conference			
TZD Conference travel costs	\$300.00	\$0.00	
Total	\$300.00	\$0.00	
Operating Expenses			
Operating Expenses	\$0.00	\$0.00	
Total	\$0.00	\$0.00	
Total	\$125,346.28	\$0.00	

2019 DWI Officers

Organization: St Paul, City of

A-OFFICR19-2019-STPAULCI-034

Budget: Administrator Salary- Commander Jeremy Ellison

Select the appropriate Budget Category for this budget item:

Administrator Salary

Provide a short description for this budget item (should be unique to this budget):

Administrator Salary- Commander Jeremy Ellison

Provide a more detailed description for this budget item:

Administrator Salary.

Commander Jeremy Ellison manages the scheduling, data management, and training for all TZD DWI details on behalf of the Saint Paul Police Department. Commander Ellison will oversee the DWI Officer Grant. SPPD requests overtime for administration of all TZD activities. Estimated as follows:

$\$52.73 \text{ hourly} \times 1.5 \text{ hour overtime rate} \times 2 \text{ hours weekly} \times 52 \text{ weeks} = 8225$

Fringe calculated at 17% of base salary = \$1397

Enter the dollar amounts associated with the budget item:

State Reimbursement

Local Match

\$9,623.37

\$0

2019 DWI Officers

Organization: St Paul, City of

A-OFFICR19-2019-STPAULCI-034

Budget: DWI Officer Salary

Select the appropriate Budget Category for this budget item:

DWI Officer Salary

Provide a short description for this budget item (should be unique to this budget):

DWI Officer Salary

Provide a more detailed description for this budget item:

DWI Officer Salary

Officer Axtell will work full time for the DWI grant on behalf of the Saint Paul Police Department; SPPD requests 2080 hours of pay to cover annual salary. This includes the costs of holiday and vacation pay that are determined by union contracts annually based on both officer rank and length of service with SPPD .

Vacation and holiday pay is estimated at 10 paid holidays 80, 4 weeks' vacation 160.

\$38.07 hourly x 2080 hours annually = \$79,185.13

Fringe calculated at 38% of base salary = \$30,091

TOTAL STRAIGHT TIME: \$109,276.13

SPPD also requests an average of 2 hours of overtime per week to cover times when officer must work overtime to complete a shift.

\$38.07 hourly x 1.5 hour overtime rate x 2 hours weekly x 46 weeks = \$5253.78

Fringe calculated at 17% of base salary = \$893

TOTAL OVERTIME DWI OFFICER: \$6146.78

Enter the dollar amounts associated with the budget item:

State Reimbursement

Local Match

\$115,422.91

\$0

2019 DWI Officers

Organization: St Paul, City of

A-OFFICR19-2019-STPAULCI-034

Budget: Operating Expenses

Select the appropriate Budget Category for this budget item:

Operating Expenses

Provide a short description for this budget item (should be unique to this budget):

Operating Expenses

Provide a more detailed description for this budget item:

fuel and maintenance for squad

Enter the dollar amounts associated with the budget item:

State Reimbursement

Local Match

\$0

\$0

2019 DWI Officers

Organization: St Paul, City of

A-OFFICR19-2019-STPAULCI-034

Budget: TZD Conference travel costs

Select the appropriate Budget Category for this budget item:

TZD Conference

Provide a short description for this budget item (should be unique to this budget):

TZD Conference travel costs

Provide a more detailed description for this budget item:

SPPD requests officer travel costs for the TZD Conference at the City is located more than 60 miles from the conference site.

Enter the dollar amounts associated with the budget item:

State Reimbursement

Local Match

\$300.00

\$0

2019 DWI Officers

Organization: St Paul, City of

A-OFFICR19-2019-STPAULCI-034

Signature Option

Please select the type of signature you will be using to sign the grant agreement:

Print two copies of the document, sign, and mail in

2019 DWI Officer Budget

COMPLETE ALL GREEN CELLS

Agency Name **Saint Paul Police Department**

DWI Enforcement - Estimation of hours

DWI Enforcement enter estimate of hours to be worked	2080	
Enter the number of anticipated Overtime hours	92	
Subtotal Straight Time DWI Officer		\$ 109,276.13
Subtotal Overtime DWI Officer		\$ 6,146.78

Administration Expenses

Anticipated Administration Overtime Hours:	104	
Subtotal for Administration		\$ 9,623.37

DWI Officer Grant- Rates of Pay (including Fringe Benefits)

DWI Officer Straight Rate/Hour =	\$ 38.07	Admin Rate/Hour =	\$ 52.73
DWI Off. Fringe Rate Straight Time:	38.00%	Supervisor Fringe Rate Strt. Time:	38.00%
DWI Off. Fringe Rate Over time	17.00%	Supervisor Fringe Rate Overtime:	17.00%
Total DWI Officer Funding			\$ 125,046.28

TZD Conference

Enter 1 if agency is less than 35 miles from conf. site		\$0.00
Enter 1 if agency is between 35-60 miles from conf. site		\$ -
Enter 1 if agency is more than 60 miles from conf. site	1	\$ 300.00
<small>(The TZD Conference budget is determined by the number entered times \$150 per night for each agency.)</small>		\$300.00

Total Funding Requested for Grant **\$ 125,346.28**

**Minnesota Department of Public Safety – Office of Traffic Safety
2019 Pre-Award Risk Assessment Form
(Completed by Duane Siedschlag)**

Applicant: St. Paul Police Department

Project: 19-03-15

Award Period: 10/1/2018-9/30/2019

Assessment Date: 7/3/2018

1. Determine if the applicant had prior experience with same or similar awards

- A. Is this the first time the applicant has applied for a grant with OTS? No
- B. Has the applicant had less than two years of experience with federal grants? Yes

2. Determine the results of previous audits

- A. If an audit was done in the previous year, were there any findings or a qualified, adverse or disclaimer opinion? Yes

3. Determine if the applicant has new personnel or new or substantially changed systems

- A. Has the applicant’s project manager changed since the previous year? No
- B. Has the financial person managing grant funds changed since the previous year? No
- C. Has the applicant’s accounting system changed since the previous year? No

4. Determine if the applicant had a monitoring visit recently, and assess past performance

- A. Did the applicant have any findings and/or corrective actions required because of a prior year’s monitoring visit? No
- B. Has the applicant consistently missed deadlines and/or provided inaccurate or incomplete information in the submission of the following (**NOTE:** Answered by Coordinator managing award from previous year):

	Missed Deadlines	Inaccurate or incomplete information
Amendments	No	No
Progress Reports	No	No
FSRs	No	No
Non-responsive to Coordinator**	No	No

RATING SCALE

0 – 4 Yeses	Applicant considered low risk	LOW
5 – 6 Yeses	Applicant considered medium risk	MED
7 – 15 Yeses	Applicant considered high risk	HIGH

*For all 2019 grants and 2018 grants awarded after February 1, 2018

** Calls or e-mails from OTS coordinator

1/23/2018



Minnesota Department of Public Safety – Office of Traffic Safety
2019 Pre-Award Risk Assessment Form
(Completed by Duane Siedschlag)

Based on the rating scale in the Risk Assessment Form, applicants will be placed in one of the following risk areas:

High Risk

1. Follow standard grant procedures.
2. Schedule a discussion regarding invoicing, allowable charges, due dates and potential problems identified in the risk assessment
3. Discuss with TSPM and ensure applicant is on or added to the on-site monitoring list for the year
4. Identify the corrective actions and determine if they have been implemented by due dates.
5. Conduct quarterly check-ins to identify training and technical assistance needs and progress towards corrective plan.
6. Consider taking further action (e.g., cancellation, requiring more frequent reporting and invoicing).

Medium Risk

1. Follow standard grant procedures.
2. Schedule a discussion regarding invoicing, allowable charges, due dates and other potential problems identified in the risk assessment.
3. If problems persist schedule an on-site meeting and set date (next report/FSR due date) by which problems must have stopped. Follow through and move into high risk at step 3 above if not met.

Low Risk

1. Follow standard grant procedures.

*For all 2019 grants and 2018 grants awarded after February 1, 2018

** Calls or e-mails from OTS coordinator

1/23/2018

