



Alcohol  
and Gambling  
Enforcement

Bureau of  
Criminal  
Apprehension

Driver  
and Vehicle  
Services

Emergency  
Communication  
Networks

Homeland  
Security and  
Emergency  
Management

Minnesota  
State Patrol

Office of  
Communications

Office of  
Justice Programs

Office of  
Pipeline Safety

Office of  
Traffic Safety

State Fire  
Marshal

## Office of Traffic Safety

445 Minnesota Street • Suite 1620 • Saint Paul, Minnesota 55101

Phone: 651.201.7065 • TTY: 651.282.6555

[ots.dps.mn.gov](http://ots.dps.mn.gov)

Date: July 23, 2019

Good afternoon Commander Ellison,

Congratulations! We reviewed your application for the 2020 Toward Zero Deaths (TZD) Enforcement grant and are pleased to inform you that the OTS will be awarding St. Paul Police Department a grant for Federal Fiscal Year 2020, that begins Oct.1, 2019 and ends Sept. 30, 2020.

Our internal process for receiving a total overall budget for the Enforcement grant program has changed this year, and I am not able to provide your final budget at this time.

If you are able to schedule a meeting with your city council to approve your resolution before the final budget is determined, that will help keep the grant approval process moving. As you know, the resolution needs to be uploaded into E-grants before the status in E-grants can be changed to "Grant Awarded."

As soon as I have the final budgets for all enforcement grants, I will send an e-mail with instructions on next steps. I do apologize for the delay and will get them to you as soon as possible.

Again, thank you for your commitment to traffic safety. The Office of Traffic Safety looks forward to working with you in the coming year!

Sincerely,

*Shannon Grabow*

Enforcement Coordinator

2020 TZD Enforcement

St Paul Police Department A-ENFRC20-2020-SPPD-071

Agency Information

Fiscal Agency

Law Enforcement Agency Address City Zip Code + 4 Contact Name Email Telephone Number

St Paul Police Department 367 Grove St St Paul 55101-2416 Jeremy Ellison

Jeremy.Ellison@ci.stpaul.mn.us (651) 266-5457

Federal ID # DUNS #

41-6005521

Partner Agencies

Law Enforcement Agency Address City Zip Code + 4 Contact Name Email Telephone Number

Ramsey County Sheriff's Office 425 Grove St Paul 55101-2416 John Eastham

John.Eastham@co.ramsey.mn.us (651) 248-2426

Maplewood Police Department 1830 County Rd B E Maplewood 55109-4611 Mike Shortreed

Michael.Shortreed@maplewoodmn.gov (651) 249-2604

Mounds View Police Department 2401 County Hwy 10 Mounds View 55112-1429 Tim Wolf

tim.wolf@ci.mounds-view.mn.us (763) 717-4070

New Brighton Police Department 785 Old Hwy 8 NW New Brighton 55112-2732 Matt Farmer

matt.farmer@newbrightonmn.gov (651) 288-4100

North St Paul Police Department 2400 Margaret St N North St Paul 55109-3020 Collin Betts

Collin.Betts@northstpaul.org (651) 747-2406

Roseville Police Department 2660 Civic Center Dr Roseville 55113-1815 Boua Chang

boua.chang@cityofroseville.com (651) 792-7008

St Anthony Police Department 3301 Silver Lake Rd NE St Anthony Village 55418-1667 Dan

Diegnau dan.diegnau@savmn.com (612) 782-3350

White Bear Lake Police Department 4701 Hwy 61 N White Bear Lake 55110-3227 Phil Henry

phenry@whitebearlake.org (651) 429-8511

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2020 TZD Enforcement

EXHIBIT A

Organization: St Paul Police Department

A-ENFRC20-2020-SPPD-071

Budget Summary

Budget			
Budget Category	State Reimbursement	Local Match	
Administration - DWI			
Administration for DWI	\$30,000.00	\$0.00	
<b>Total</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	
Administration - Other			
Administration other	\$30,000.00	\$0.00	
<b>Total</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	
Corrections Assistance			
Corrections Assistance	\$15,000.00	\$0.00	
<b>Total</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	
Dispatch - DWI			
Dispatch DWI	\$15,000.00	\$0.00	
<b>Total</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	
Dispatch - Other			
Dispatch Other	\$4,000.00	\$0.00	
<b>Total</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	
Enforcement - DWI			
Impaired Driving Enf.	\$462,528.00	\$0.00	
<b>Total</b>	<b>\$462,528.00</b>	<b>\$0.00</b>	
Enforcement - Pedestrian			
Pedestrian Enf.	\$99,864.00	\$0.00	
<b>Total</b>	<b>\$99,864.00</b>	<b>\$0.00</b>	
Enforcement - Distracted			
Distracted Driving Enf.	\$131,400.00	\$0.00	
<b>Total</b>	<b>\$131,400.00</b>	<b>\$0.00</b>	
Enforcement - Seat Belt			
Seat Belt Enf.	\$133,152.00	\$0.00	
<b>Total</b>	<b>\$133,152.00</b>	<b>\$0.00</b>	
Enforcement - Speed			
Speed Enf.	\$116,800.00	\$0.00	
<b>Total</b>	<b>\$116,800.00</b>	<b>\$0.00</b>	
Enforcement - Move Over			

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2020 TZD Enforcement

EXHIBIT A

Organization: St Paul Police Department

A-ENFRC20-2020-SPPD-071

Budget Summary

Move Over Enf.	\$5,256.00	\$0.00
<b>Total</b>	<b>\$5,256.00</b>	<b>\$0.00</b>
TZD Conference Hotel		
TZD Conference Hotel	\$2,250.00	\$0.00
<b>Total</b>	<b>\$2,250.00</b>	<b>\$0.00</b>
Training/Meeting Match		
Training/Meeting Match	\$0.00	\$30,000.00
<b>Total</b>	<b>\$0.00</b>	<b>\$30,000.00</b>
<b>Total</b>	<b>\$1,045,250.00</b>	<b>\$30,000.00</b>

## **2020 TZD Enforcement**

Organization: St Paul Police Department

### **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:**

a 2020 TZD Enforcement Request For Proposal

a Program Guidelines (Attachment A)

a Terms and Conditions (Attachment B)

a Federal Audit Requirements (Attachment C)

a The approved Work Plan

a The approved Budget

**The Office of Traffic Safety provides funding from the National Highway Traffic Safety Administration for paid media and for assistance to our partners to obtain earned media. A certain percentage of that funding is required to benefit local units of government. Please select yes if you believe the services briefly described below are of benefit to you or no if they are not.**

Yes

To heighten awareness of traffic safety issues throughout the year , the Office of Traffic Safety, through the Office of Communications provides paid advertising on seat belts, impaired driving, speeding, and distracted driving. The paid media is played throughout the state on radio, television, indoor (out-of-home) ads, and social media. NHTSA requirements prohibit local units of government from purchasing paid media.

To assist our partners in obtaining earned media, the Offices of Communications and Traffic Safety also provide materials including posters, brochures, drink coasters, window clings, public service announcements, ready-to-personalize news releases, statistics by county, and speaking points related to traffic safety issues and events.

### **Signature Date**

Jeremy Ellison 5/17/2019

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## **2020 TZD Enforcement**

Organization: St Paul Police Department

### **Grant Information and Work Plan**

#### **Grant Information**

**Population of the jurisdiction served by the law enforcement agencies participating in the grant:**

547974

**Number of officers currently eligible to work this grant:** 240

**Name of project director:** Jeremy Ellison **Years of grant experience:**

**What process will you use to distribute new releases prior to each mobilization?**

St. Paul PD and Ramsey County SO have full-time Public Information Officers that will be consulted and utilized for sending out social media messages and press releases. The other partner agencies have staff responsible for media communication that will assist with their local contacts. St. Paul PD has direct contacts at the major local news outlets (WCCO, KSTP, FOX9, KARE11, Star Tribune, and Pioneer Press). The PIO's have the ability to pitch positive stories and obtained earned media for special events and the enforcement waves.

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

Monthly

**Are briefings conducted prior to each impaired driving enforcement event? Yes****Grant Work Plan****2020 TZD Enforcement Grant Work Plan:**

**Work Plan A:** 2020 TZD Enforcement Work Plan A

**Work Plan B: (for top 13 counties only)** 2020 TZD Enforcement Work Plan B

**DWI eCharging**

Yes **All agencies in this grant process DWIs using DWI eCharging.**

**If no, upload your implementation timeline:**

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**2020 TZD Enforcement**

Organization: St Paul Police Department

**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? *No*

**2. Previous Audits**

**A.** Did your agency receive an audit last year? *No*

**B.** Did the audit have any findings, or a qualified, adverse or disclaimer opinion? *N/A*

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

**3. New personnel, or new or substantially changed systems**

**A.** Has your agency's project manager changed since the previous year? *Yes*

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

*For this specific grant, the St. Paul Police Department will be taking over as the fiscal administrator and project manager from the Ramsey County Sheriff's Office. This change is due to staff changes (retirement) at the Sheriff's Office. Jeremy Ellison from St. Paul will be doing the tasks that had previously been done by Scott Nelson at Ramsey County. Jeremy has managed the TZD enforcement grant for SPPD since 2013 and is also managing the DWI*

*Officer grant for SPPD. Jeremy is a police commander and has managed several other budgets and grant funds, both state and federal, for many years.*

**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.*

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## **2020 TZD Enforcement**

Organization: St Paul Police Department

### **Signature Option**

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

Print, sign, scan, and upload the document into E-Grants

05/

Minnesota Department of Public Safety

2020 Toward Zero Deaths (TZD) Enforcement Request for Proposal

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

The DPS has a mandate to promote the safety of those who use public roadways. The National Highway Traffic Safety Administration (NHTSA) provides federal funding to the OTS to design and implement public education and traffic law enforcement programs to fulfill this mandate. The OTS and NHTSA seek to support traffic safety interventions that have been proven to reduce deaths and severe injuries caused by motor vehicle crashes. The OTS funds projects that have identified traffic safety problems with proposed enforcement strategies likely to alleviate those problems.

Minnesota uses an interdisciplinary approach by teaming up the 4 Es of enforcement, engineering, education and emergency medical and trauma services to implement these strategies. This traffic safety program, called Toward Zero Deaths (TZD) works to create a safe driving culture in Minnesota in which motorists support a goal of zero road fatalities by practicing and promoting safe and smart driving behavior.

Background

2020 TZD Enforcement Program Changes

Eligibility Changes

Applicants are encouraged to participate in all enforcement campaigns, however, participation is required in only the three National campaigns. (Two Drive Sober or Get Pulled Over, and May Click it or Ticket.

Each applicant must partner with at least one agency. No single agency applications will be accepted, unless a partner agency is not an option.

Impaired Driving Funding

The "Top 13" counties that are eligible to receive extra funding for a year-long sustained impaired driving enforcement program include: Anoka, Cass, Dakota, Hennepin, Olmsted, Otter Tail, Ramsey, Rice, Sherburne, Stearns, St. Louis, Washington and Wright.

Speed Funding

Counties that are at or above the state average for speed-related fatalities and serious injuries are eligible for speed enforcement funding. The counties eligible include: Anoka, Becker, Carver, Cass, Carleton, Clay, Crow Wing, Dakota, Goodhue, Hennepin, Itasca, Olmsted, Otter Tail, Pine, Ramsey, Scott, Sherburne, Sibley, Stearns, Washington, Winona and Wright.

**Pedestrian Enforcement** The following counties with the highest number of pedestrian fatalities and severe injuries are eligible for additional funding for high-visibility enforcement with a focus on pedestrian and motorist behavior. Those counties include: Anoka, Dakota, Hennepin, Olmsted, Ramsey, Stearns, St. Louis and Washington.

**Changes to the Enforcement Calendar**

- Two new optional Impaired Driving enforcement for agencies not in the “Top 13” - Minnesota’s fishing opener (May 7-9) and Deer hunting firearms opener (Nov. 7-9).

- Hands Free and Wireless Communication Enforcement Week - To mark the one-year anniversary of the Hands Free legislation, a one-week campaign begins with a statewide enforcement day on Aug. 1 and continues through Aug. 8, 2020.

Research has consistently shown enforcement efforts alone do not have a lasting effect on driver behavior if the majority of the public is not aware of them. Combining increased enforcement with public awareness has been found to result in long-lasting improvements in driver behavior. By increasing the number of arrests and raising the perceived risk of arrest, compliance with laws is increased.

NHTSA requires the OTS to develop performance measures in key traffic safety behavior areas and report yearly on progress toward achieving our goals. These performance standards measure the level of Minnesota’s success in moving the bar Toward Zero Deaths. As part of the application for the 2020 TZD Enforcement grant, OTS requires law enforcement to create local performance measures that support the state’s traffic safety goals. The statewide goals are fewer than 300 fatalities and 850 serious injuries by 2020.

**Eligibility**

Eligible applicants for this RFP are Minnesota cities, counties, Universities and Native American Tribes for their law enforcement agencies and the Minnesota State Patrol (MSP). Private companies and organizations are not eligible.

Applicants are encouraged to participate in all enforcement campaigns, however, participation is required in only the three National campaigns. (December and Labor Day Drive Sober or Get Pulled Over, and May Click it or Ticket. However, if you apply for the funding and receive it, you are required to participate. See the 2020 TZD Enforcement Calendar for specific dates). Short reports are still required to be completed by all agencies even if you elect not to participate in all grant-funded campaigns. Short reports include both on-duty and grant-funded activity.

Campaigns are focused enforcement activity, e.g. seat belt enforcement that is scheduled during a specific time period defined on the TZD Enforcement Calendar. These campaigns include earned media before and/or after each enforcement time period.

Multiple counties, as well as a county and multiple cities within that county, may partner to apply for one grant. The OTS will issue a maximum of one enforcement grant per county with the exception of Hennepin and St. Louis Counties; five grants are allowed for Hennepin County and two for St. Louis County. Each applicant must partner with at least one agency. No single agency applications will be accepted, unless a partner agency is not an option.

High-visibility enforcement is strongly encouraged to single-agency grants by working with on-duty squads and the Minnesota State Patrol. Individual agency grants will be evaluated based on data analysis from County Specific Fact Sheets on a case-by-case basis.

The application must indicate which law enforcement agency will be the fiscal agent and administrator of the grant. This agency must obtain a resolution from their city council or



county board authorizing them to participate in the grant and indicate who is authorized to sign the grant agreement unless the officials below are signing the grant agreement:

- Statutory Cities - Mayor and City Clerk
- Counties - Board Chair and Clerk of the Board

If the application is accepted, the fiscal agent will be responsible for compiling information from their partners and submitting plans, reports, and invoices to the OTS. The partner agencies are responsible for reporting their enforcement activity on a short report on the OTS website after designated campaigns on the enforcement calendar, and for providing timely information to the fiscal agency.

**Impaired Driving Funding** The following counties with the highest number of alcohol-related fatalities and severe injuries are eligible for additional funding for sustained, year-round impaired driving enforcement: Anoka, Cass, Dakota, Hennepin, Olmsted, Otter Tail, Ramsey, Rice, Sherburne, Stearns, St. Louis, Washington and Wright.

Agencies not listed in the “Top 13” counties can use up to 15 percent of their impaired driving enforcement budget to schedule events during celebrations that have a history of increased alcohol consumption. These events can be specific to a community, or specific days such as the Wednesday before Thanksgiving, St. Patrick’s Day, Super Bowl, or other significant event. For example, if a city has a festival that has a history of increased impaired drivers, other city or county agencies in the grant can work that event for enhanced enforcement. Before scheduling the event, review the County Specific Fact Sheets and schedule according to higher than average fatal and serious injury crash rates.

**Speed Funding** Only the counties that are at or above the state average for speed-related fatalities and serious injuries are eligible for speed enforcement funding. The counties eligible include: Anoka, Becker, Carver, Cass, Carleton, Clay, Crow Wing, Dakota, Goodhue, Hennepin, Itasca, Olmsted, Otter Tail, Pine, Ramsey, Scott, Sherburne, Sibley, Stearns, Washington, Winona and Wright. This will be the final year of this process for funding speed enforcement. Please send your suggestions on how to do this more effectively to Shannon Grabow.

#### Seat belt Enforcement

According to 2013-2017 Minnesota Seat Belt Facts, of the 1,335 vehicle occupants killed, only 721 (54 percent) were known to be belted; and during this period, 220 motorists were killed during nighttime hours (9 p.m. – 3 a.m.), and only 85 (39 percent) of these victims were known to be belted. To enhance nighttime enforcement, grantees should schedule 50 percent of the enforcement after 1600 hours.

Because Minnesota crash data supports the need for additional seat belt enforcement, seat belt details can be scheduled any time during the grant year if funding is available and the grantee has scheduled a minimum of 70 percent of the seat belt shifts during the May and September campaigns. The additional seat belt details must not be scheduled during calendar-specific campaigns (impaired, distracted, speed or Move Over). Grantees using the additional 30 percent should review the County Specific Fact Sheets and schedule events during higher than average fatal and serious injury crash rates. The OTS encourages agencies to partner with local and regional groups for corridor enforcement.

Additional seat belt enforcement efforts must follow the same high-visibility requirements and coordinated with the Minnesota State Patrol to create general deterrence and ultimately change driver behavior. Because paid media and statewide media relations activity for occupant protection will only occur during the May and September Click it or Ticket campaign, grantees electing to schedule additional seat belt enforcement campaigns must implement an education plan outlined in the application (i.e., social media, news release, local electronic message boards, etc.) to compliment the enforcement. Because all enforcement activity is captured in ROAR, the OTS coordinator will review the extra seat belt efforts in the quarterly report.



## Pedestrian Enforcement

According to 2013-2017 crash facts, pedestrian deaths made up 10 percent of the overall fatalities. The contributing factors are matched at approximately 50 percent being attributed to the motorist and 50 percent being attributed to the pedestrian. In addition, 19 percent of killed pedestrians were not crossing properly and 35 percent had consumed alcohol.

To help combat pedestrian fatalities, the following counties with the highest number of pedestrian fatalities and severe injuries are eligible for additional funding for high-visibility enforcement with a focus on pedestrian and motorist behavior. Those counties include: Anoka, Dakota, Hennepin, Olmsted, Ramsey, Stearns, St. Louis and Washington. Refer to the Worst Ranked Counties for Pedestrian Fatalities and Serious Injuries: 2013-2017 document at the end of the RFP.

**Hands Free and Wireless Communication Enforcement** In addition to the national Distracted Driving campaign held in April, a Hands Free and Wireless Communication Enforcement Week has been added to the 2020 TZD Enforcement Calendar to mark the one-year anniversary of Hands Free legislation. The campaign begins with a statewide enforcement day on Aug. 1, and continues through Aug. 8, 2020.

**Application Evaluation Process** Each application will be reviewed by the enforcement coordination team at the OTS. Grant-funded enforcement performance from past grants will be evaluated (Comparative Report) and county crash data will be considered (County Population Baseline Performance Measures). The percentage of DWI arrests using eCharging for each agency will be considered in the evaluation process. The work plan, media plan and budget will also be evaluated as to how well the application addresses the area's particular crash problem. Keep in mind, all grant-funded enforcement is required to be high-visibility enforcement (HVE), so the publicity portion is very important and should be as detailed as possible.

**Funding Available and General Funding Rules** The grant will begin Oct. 1, 2019, and end Sept. 30, 2020. Grant applications must be submitted to the OTS via E-Grants by 5 p.m. Monday, May 20, 2019. Grant funds are to be used for enhanced enforcement and must ultimately increase an agency's overall budget. The grant funds are available on a reimbursement basis. As a result, applicant agencies must have "start-up" funds. The fiscal agency will submit a single invoice for all law enforcement agencies participating and reimburse partner agencies after receiving payment from the OTS.

**Reimbursement of Funds** - The majority of funds (at least 92 percent) must be used for overtime enforcement hours. Grant funding cannot be used to fund enforcement and dispatch activity that is regularly scheduled work; it must be used for additional costs to the department due to the enhanced patrolling efforts.

**Comp time** - Since there is no way of knowing when the officer will use comp time, it is not allowed for grant-funded shifts. Reimbursement for grant activities must be paid during the current federal fiscal year.

**Part-time officers** – Straight time, rather than overtime will be paid depending on the bargaining unit or contractual requirements.

**Holiday Pay** - When an officer works on a holiday and contractually receives double time and a half for each hour worked, OTS will reimburse time and a half with the remaining charges being reimbursed by the agency. Agencies cannot create special rates for working TZD grant-funded shifts; reimbursements will be based on the officer's regular rate of pay or overtime as applicable.

**Vacation time** - if an officer is being paid vacation time or other leave pay (paid for by their agency), they are not eligible to work federally-funded grant shifts.

## Dispatch, Administration and Corrections Assistance

A total of eight percent of the total enforcement grant funding can be used for the reimbursement of Dispatch and Administration to perform the duties of grant-related work. If

you are in one of the “Top 13 Counties” requesting Corrections Assistance, an additional two percent can be used for a total of 10 percent of the grant funding.

Administration – Grants that include five or more agencies, or who are in the “Top 13” for impaired driving, are eligible to receive reimbursement for administrative duties of the grant. Administrative hours must be overtime.

Dispatch - Dispatch costs must be overtime hours to be eligible for reimbursement.

Corrections Assistance for Counties in the Top 13 – Corrections assistance can be used for larger DWI enforcement details such as the Wednesday before Thanksgiving, St. Patrick’s Day, Super Bowl, fishing or hunting openers or other community festivals with a proven history with a large number of DWI arrests. Corrections assistance can be an extra jailer or driver of a transport vehicle. Corrections assistance must be overtime hours to be eligible for reimbursement.

#### Match

Expenses that are paid for with state, county, municipal and/or private funding demonstrate a vested interest and commitment to the program and should be reported. Agencies should claim matching funds such as:

Squad car mileage costs as operating expenses (the number of miles driven are reported in ROAR)

On-duty enforcement dedicated to a high-visibility event

Agency-funded administrative costs for scheduling, and paperwork for reporting and invoicing

Time to do public information and outreach

Time spent at grantee meetings with OTS

Training time related to the grant training requirements

Time spent at the TZD Conference

Fringe Rates The Office of Traffic Safety reimburses fringe rates that include the combination of:

1. PERA – 16.95% (as of Jan. 1, 2019, and 17.7% effective Jan. 1, 2020) See page 2 in the PERA Police and Fire Handbook.

2. Medicare – 1.45% (current IRS rate for all agencies) <https://www.irs.gov/taxtopics/tc751.html>

3. Worker’s Compensation – this is determined by each agency.

#### Enforcement Campaigns

Combining increased enforcement with public awareness has been found to result in long-lasting improvements in driver behavior. Paid media advertisements will focus on key messages about impaired driving, occupant protection, speed and distraction during the campaigns. OTS requests that an event be scheduled on the first day of enforcement to coincide with paid media.

The OTS requires all multiple-jurisdiction grants to be high-visibility enforcement. High-visibility enforcement is strongly encouraged to single-agency grants by working with on-duty squads and the Minnesota State Patrol. Traffic enforcement makes a bigger and more memorable impact on the public when they see more than one squad on a single roadway in close proximity. For OTS purposes, high-visibility enforcement is defined as more than one squad in relatively close proximity on a single roadway; for jurisdictions with higher populations and number of officers, OTS expects more than three squads to make up high-visibility enforcement. The fewer vehicles used, the shorter the roadway segment should be. Multiple agencies should work together in the designated area.

The OTS encourages coordination and scheduling events with the Minnesota State Patrol in each jurisdiction. The OTS encourages grantees to wear their department-issued traffic vests for safety.

Review your local crash data to determine when and where the majority of your county's fatal and serious injury crashes occur. This will help to determine your enforcement to make the biggest impact on the most people. If your county's data differs from statewide data, contact your grant coordinator to discuss changes to your work plan.

2020 TZD Enforcement Calendar

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October 2019

November 2019

December 2019

January 2020

February 2020

March 2020

April 2020

May 2020

June 2020

July 2020

August 2020

September 2020

Quarterly Invoices and Reports (Fiscal agencies only)

Oct. 1, 2019: 1st quarter events entered and agency rosters updated with training dates in ROAR

Dec. 2, 2019: 2nd quarter events entered in ROAR

Jan. 20, 2020: 1st quarter invoice and progress report in E-Grants

March 2, 2020: 3rd quarter events entered in ROAR

April 20, 2020: 2nd quarter invoice and progress report in E-Grants

June 6, 2020: 4th quarter events entered in ROAR

July 13, 2020: 3rd quarter invoice and progress report in E-Grants

Oct. 16, 2020: 4th quarter invoice, progress report in E-Grants

Oct. 30, 2020: Final Report in E-Grants

2020 Short Reports Required to be completed by each agency)

DWI (optional): Nov. 7-9; 2019 - deer hunting opener  DWI: Nov. 27, 29-30; Dec. 5-7; 12-14; 19-21, 26-28, 2019  Distracted: April 6-30, Aug. 1-8, 2020 (hands-free anniversary)  DWI (optional): May 7-9, 2020 - fishing opener  Seat belts and child restraints: May 18-31, 2020

DWI (optional): May 7-9, 2020 - fishing opener  Seat belts and child restraints: May 18-31, 2020

Jan. 3: DWI arrests, highest B.A.C., seat belt citations from Nov. 27 - Dec. 31

May 4: Hands free and wireless comm. citations, seat belt citations from April 6-30

June 5: Belt/child restraint citations from May 18-31

July 24: Speed, seat belt citations from June 22– July 19

Aug. 10: Hands free and wireless comm. citations from Aug. 1-8

Sept. 11: DWI arrests, highest B.A.C., seat belt citations from Aug. 14 - Sept. 7

Oct. 5, 2020: Seat belt/child restraint citations from Sept. 18-30

Speed: June 22—July 19, 2020

DWI: Aug. 14 - Sept. 7, 2020

Move Over (optional): Aug. 31, 2020

Seat belts and child restraints: Sept. 18 - 30, 2020

13 Counties: Oct. 31; March 14 or 17; July 3

Enforcement Dates

Campaign Announcement to Media

Enhanced Enforcement Campaign

Statewide Enforcement

Statewide Results to Media

## DWI Enforcement—13 Counties

### Optional Enforcement

#### Reporting Requirements

Short Reports are required to be completed by each agency on the following schedule:

Number of DWI arrests, highest B.A.C. and seat belt citations Nov. 27 – Dec. 31, 2020  
(due Friday, Jan. 3, 2020)

Number of Hands free, wireless communication device and seat belt citations written April 6 – 30, 2020  
(due Monday, May 4, 2020)

Number of seat belt and child restraint citations written May 18 – 31, 2020  
(due Friday, June 5, 2020)

Number of speed and seat belt citations written June 22 – July 19, 2020  
(due Friday, July 24, 2020)

Number of Hands free, wireless communication device and seat belt citations written April 1 - 8, 2020

(due Monday, Aug. 10, 2020)

Number of DWI arrests, highest B.A.C. and seat belt citations written Aug. 14 – Sept. 7, 2020

(due Friday, Sept. 11, 2020)

Number of seat belt citations and child restraint citations written Sept. 18 – 30, 2020  
(due Monday, Oct. 5, 2020)

Invoices and Progress Reports (Officer Activity Summary Reports from ROAR) are required to be submitted via E-grants to the OTS on the following schedule:

Monday, Jan. 20, 2020: All project activity between Oct. 1 and Dec. 31, 2019

Monday, April 20, 2020: All project activity between Jan. 1 and March 31, 2020

Monday, July 13, 2020: All project activity between April 1 and June 30, 2020

Friday, Oct. 16, 2020: All project activity between July 1 and Sept. 30, 2020

#### Final Report Requirement

A final Report is due Oct. 31, 2020, and should include the following:

Review of the enforcement activity

Review of the budget

Review of the performance measures

Describe successes and challenges

#### Media and Community Outreach Requirement

High-visibility enforcement, media relations, and community education are key factors in the success of the program. It is important to have a plan for public information and media

activities to ensure the plan is executed. Roadway signs, coasters, posters and electronic

message boards are some of the ways to increase the awareness of the enforcement campaign.

Collateral materials are available on the OTS Website under Law Enforcement Partners.

If there is an active Safe Roads or Safe Communities coalition in your grant's jurisdiction, the OTS encourages law enforcement to participate in coalition activities and meetings, however, time to attend meetings and activities cannot be reimbursed through the TZD Enforcement grant.

#### Training Requirements

Officers working overtime enforcement funded by this grant must have completed the following training prior to working:

NHTSA's 16-hour Standardized Field Sobriety Testing (SFST) course

NHTSA's Advanced Roadside Impaired Driving Enforcement (ARIDE) or Drugs That Impair Driving (DTID)

Minnesota's Occupant Protection Usage and Enforcement (OPUE) course

## Refreshers

Officers who last completed an SFST course of any kind before October 1, 2014, must complete an SFST Update class, the online ARIDE course and the online OPUE by Oct. 1, 2019.

**ARIDE Online – 6 POST credits** This course will instruct officers on the difference between alcohol and drug impaired drivers; how they are detected and what can be expected. Officers will learn the observable signs of seven major drug categories, medical conditions that mimic drug influence, and what they will see when they encounter drivers under the influence of specific drugs. This course may be used as ARIDE refresher.

- Course access instructions
- Frequently asked questions.

**OPUE Online** This online curriculum is only necessary for people who had the classroom training more than five years ago or have never taken OPUE at all.

### Quick Reference Guide:

#### Course Length Type

##### Standardized Field Sobriety Testing (SFST)

16 hours

classroom

Drugs That Impair Driving (DTID) - offered until Sept. 30, 2015 OR Advanced Roadside Impaired Driving Enforcement (ARIDE) replaced DTID on Oct. 1, 2015

6 or 8 hours 10 hours

classroom classroom

##### Occupant Protection Usage and Enforcement (OPUE)

3 hours

Classroom (until Oct. 1, 2015)

Effective Oct. 1, 2015, training courses are required to be refreshed within five years of their previous training date.

#### Course Length Type

##### Standardized Field Sobriety Testing (SFST)

4 hours

classroom

##### Advanced Roadside Impaired Driving Enforcement (ARIDE)

5 hours

online

##### Occupant Protection Usage and Enforcement (OPUE)

3 hours

online

To host an SFST or ARIDE course, contact:

Lt. Don Marose, SFST-DRE Coordinator

Don.marose@state.mn.us or (651) 297-7132

#### Real-Time Officer Activity Reporting (ROAR)

Enforcement events are required to be entered into ROAR according to the dates indicated on the TZD Enforcement Calendar. Agency-funded shifts during the campaign can be used as enforcement match, however, ROAR should not be used for agency only funded events.

Impaired driving and seat belt events are the only events that can be scheduled outside the TZD Enforcement Calendar unless approved by your OTS grant coordinator.

**15-Minute Rule** - If an officer backs up a law enforcement partner during a call for service, which exceeds 15 minutes, the officer must close their ROAR log. A new log must be created when the officer returns to their TZD shift. Enforcement activity not related to traffic safety is an unallowable expense.



## DWI eCharging

### Benefits:

- Law enforcement – helps to quickly and accurately complete forms required for a DWI arrest.
- Prosecutors – provides for accurate charging information that leads to successful prosecution of DWI cases.
- Driver and Vehicle Services – automatically revokes an offender's driving privileges within 24 hours of publishing the DWI information.
- Office of Traffic Safety – provides DWI arrest data that helps with problem identification and media outreach.
- Traffic Safety – provides swift certain sanctions, which is known to change behavior.

For the above reasons, the OTS requires that DWIs written by an agency in a TZD Enforcement Grant be processed using the DWI eCharging system. If you have questions regarding the system or would like to schedule training, contact Mike Asleson, DWI eCharging Deployment Manager at the Bureau of Criminal Apprehension at, (651) 793-2448; or [mike.asleson@state.mn.us](mailto:mike.asleson@state.mn.us).

### DWI Dashboard

Maps DWI's, severe and fatal crashes throughout Minnesota which helps law enforcement agencies coordinate and plan enforcement efforts. DWI Dashboard can be found on MyBCA.

### Meeting Requirement

Grantees are required to meet with their OTS grant coordinator at the beginning of the grant year. Quarterly meetings, at a minimum, provide an opportunity to review grant activity, discuss ways of improving the program and plan activity. It encourages partners to take ownership of the program and may stimulate new ideas for saving lives on Minnesota's roadways.

### Travel

The TZD Conference will be held in St. Cloud, Minnesota, on Oct. 23-24, 2019. The fiscal lead for the grant must attend, but if a conflict arises, the fiscal lead must identify an alternate. At least one person in the grant is required to attend the TZD Conference and attend the grantee session. All agencies are invited to send a representative to the conference. If you are attending as a partner agency, you also must attend the grantee session. Details about the time and location of the grantee session will be given closer to the conference date. Suggestions for topics to cover at that session are welcome and encouraged. Send suggestions to [shannon.grabow@state.mn.us](mailto:shannon.grabow@state.mn.us).

The OTS will reimburse hotel costs up to \$125 per night, and the pay for the registration fee for one person from each agency in the grant. When the officer's agency is further than 60 miles from the conference, OTS will reimburse up to two nights. When the officer's agency is between 35-60 miles from the conference, OTS will reimburse for one night. OTS will not pay for hotel costs for officers whose agency is 35 miles or less from the conference. Attendees are responsible for registering themselves for the conference and reserving their own hotel room at the conference rate. Hotel costs will be reimbursed on the first quarter invoice submitted by the fiscal lead. If an officer registers for the conference and makes a hotel reservation, but does not attend, the costs of the hotel room will not be reimbursed.

### Resolution Process

Before a grant may be executed, the lead agency mentioned in the application must provide the OTS with a resolution from the appropriate city council or county board authorizing its participation in the program. Legal signatures for a city are the Mayor and City Clerk (M.S. 412.201); for a county are the Board Chair and Clerk of County Board (M.S. 375.13); or individual(s) named in resolution approved by appropriate City Council or County Board.

The sample resolution will ensure acceptability by OTS and quicker processing of awarded grants. Including a grant dollar amount in the resolution will cause problems if the amount awarded is different than the amount requested. If your council or board requires a specific amount, have the words “or a lesser amount as awarded by the Department of Public Safety” added after the amount is specified. Including the proper name of an authorized official, rather than just a title, will cause problems if the person in that position or office changes. If your council or board requires a specific name as well as title, have the words “and (his or her) successor (on staff or in office)” added after the name is specified.

Example

#### RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that (Name of Your Agency) enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2019 through September 30, 2020.

(Title of Lead Agency Authorized Official) is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of (Name of Lead Agency) and to be the fiscal agent and administer the grant.

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

I certify that the above resolution was adopted by the (City Council or County Board) of City/County on (Date).

SIGNED:

WITNESSETH:

(Signature)

(Signature)

City Mayor\*

City Clerk\*

(Title)

(Title)

(Date)

(Date)

\*or individual(s) named in approved resolution.

Termination of a Grant

A grant may be cancelled by the OTS if any of the following occur:

- The grantee failed to have activity during a complete quarter unless approved in advance by the OTS grant coordinator (except during the second quarter where no enforcement campaigns are scheduled). The OTS understands that training needs may temporarily delay activity.
- The Financial Status Reports (invoices) were submitted one month late at least two times during the grant year unless the grantee was given prior approval from the OTS coordinator
- Two Financial Status Reports were submitted that included ineligible costs.
- Other breaches of laws, requirements, rules or procedures by the grantee.

A grantee is responsible for letting the OTS coordinator know whenever the project director will be away from work for fourteen consecutive days or more and for providing the coordinator with contact information on an interim project director during that time period.

These rules will not be in effect in the case of a grantee agency affected by an emergency or natural disaster (such as a major fire, flood or tornado). Having a critical staff person or project director quit or otherwise leave is not a natural disaster. If a critical person leaves, the grantee is responsible for notifying their OTS coordinator and working out a timeline by which duties, reports, and invoices will be resumed with him or her and obtaining that coordinator’s written approval of the plan.

## Proposal Package Checklist

The application is completed in DPS' Web-based E-Grants system and includes:

Agency Information

Grant Information and Work Plan

Enforcement Plan (attach applicable work plan)

Enforcement Work Plan A; or

Enforcement Work Plan B

Certification that the applicant agrees to the Program Guidelines, Terms and Conditions, and Federal Audit Requirements

Budget

Signature Option

Negotiations on applications may occur; clarification may be needed, hours, plans, or budgets may be modified. Applications must be submitted to the OTS via E-Grants by 5 p.m. on Monday, May 20, 2019.

Questions regarding the application and evaluation process must be directed to Shannon Grabow, shannon.grabow@state.mn.us by 4 p.m., May 13, 2019. Answers to questions that are not specific to a proposal will be posted to the OTS Website within approximately three business days.

Grant Application Instructions

Responses to the RFP will be submitted as an application through E-Grants. If you are new to the system click on the New User link, on the E-Grants log in page, fill out the form and save. Your request will be reviewed by DPS within a day or two. Instructions on how to use E-Grants are located on the E-Grants home page under Training Materials.

Complete the following sections in the application:

Agency Information - Complete the form in E-Grants

The fiscal lead of the grant is the agency that is applying to enter into the grant agreement with the OTS and is the legal applicant responsible for fiscal oversight of the project.

Grant Information and Work Plan - Complete the form and upload work plan in E-Grants

Complete the grant information such as the population of the jurisdictions served, number of eligible officers from each agency who have completed the required training or will have done so by the beginning of the grant, project director information, planned media activity, and plans for organizing meetings and briefings prior to high-visibility enforcement time periods.

The enforcement work plan will assist in creating an enforcement plan and budget. All law enforcement agencies in the grant should have input and agree to the enforcement plan prior to submitting the grant application.

Select one of the following work plans (described in detail below); once completed, upload it to E-Grants.

Enforcement Plans

Enforcement Work Plan A: This is for grantees not included in the 13 counties with the highest number of alcohol-related fatalities and severe injuries. Use the following instructions to complete the work plan:

Performance Measures Tab

Complete all tan cells as indicated in the worksheet.

Comparative Report Tab

Complete all tan cells as indicated in the worksheet.

Impaired Driving Tab

Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.

Step 2 – Enter the length of shifts, number of officers working each event and number of events.

Step 3 – Verify that the number of hours per campaign are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

Step 4 – Enter the length of shifts for DWI Hours outside the TZD Enforcement Calendar. This can be for community festivals or events. The maximum hours allowed cannot exceed 10 percent of the total DWI hours. These hours must be after 4 p.m., unless approved by the OTS enforcement coordinator.

#### Seat Belt Tab

Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.

Step 2 – Enter the length of shifts, number of officers working each event and number of events.

Step 3 – Verify that the number of hours per campaign are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

#### Speed Tab (For the eligible counties named in County Population Baseline Performance Measures)

Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.

Step 2 – Enter the length of shifts, number of officers working each event and number of events.

Step 4 – Verify that the number of hours per campaign are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

#### Distracted Tab

Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.

Step 2 – Enter the length of shifts, number of officers working each event and number of events.

Step 4 – Verify that the number of hours per campaign are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

#### Move Over Tab

Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.

Step 2 – Enter the length of shifts, number of officers working each event.

Step 4 – Verify that the number of hours per campaign are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

#### Budget Tab

The overtime enforcement funding amount and total hours of overtime enforcement will automatically calculate based on the information entered. To create the final totals, fill in the tan cells for administration and dispatch. Grant applications with five or more partner agencies are eligible to receive administration funding. The amount listed in administration and dispatch can be no more than the maximum amount listed on the budget tab (eight percent of the total enforcement budget).

Administration – Up to three percent of the requested enforcement funding can be used to reimburse overtime spent on the administration of the grant. It is important to discuss how this administration funding will be used with your grant partners.

Dispatch - The remaining amount of the eight percent can be used for dispatch. Dispatch costs must be overtime hours to be eligible for reimbursement.

Enforcement Work Plan B: This is for the 13 counties with the highest number of alcohol-related deaths and serious injuries. This option allows for planning of all enforcement campaign and year-long impaired driving enforcement. These counties include: Anoka, Cass, Dakota, Hennepin, Olmsted, Otter Tail, Ramsey, Rice, Sherburne, Stearns, St. Louis, Washington and Wright.

Applicants from these counties that apply for additional DWI funding must sustain an impaired driving enforcement effort throughout the year. These efforts must increase in months when alcohol-related fatalities and severe injuries occur more frequently. A minimum of three events must be scheduled in both the December and Labor Day campaigns. Use the following instructions to complete the work plan:

Performance Measures Tab

Complete all yellow cells as indicated in the worksheet.

Comparative Report Tab

Complete all yellow cells as indicated in the worksheet.

Impaired Driving Tab

Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working grant-funded shifts.

Step 2 – Enter the length of shifts, number of officers working each event and number of events.

Step 3 – Verify that the number of total hours are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

Seatbelt Events Tab

Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.

Step 2 – Enter the length of shifts, number of officers working each event and number of events.

Step 3 – Verify that the number of hours per campaign are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

Speed Tab (For the eligible counties named in County Population and Baseline Performance Measures)

Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.

Step 2 – Enter the length of shifts, number of officers working each event and number of events.

Step 4 – Verify that the number of hours per campaign are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

Distracted Tab

Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.

Step 2 – Enter the length of shifts, number of officers working each event and number of events.

Step 3 – Verify that the number of hours per campaign are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

Move Over Tab



Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.

Step 2 – Enter the length of shifts, number of officers working each event.

Step 3 – Verify that the number of hours per campaign are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

Pedestrian Tab (Anoka, Dakota, Hennepin, Olmsted, Ramsey, St. Louis, Stearns and Washington counties only)

Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.

Step 2 – Enter the length of shifts, number of officers working each event and number of events.

Step 4 – Verify that the number of hours per campaign are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

Budget Tab

The overtime enforcement funding amount and total hours of overtime enforcement will automatically calculate based on the information entered. To create the final totals, fill in the tan cells for administration dispatch and corrections assistance. The funding amount listed in administration, dispatch and corrections assistance can be no more than ten percent of the total enforcement budget.

Administration - Up to three percent of the requested enforcement funding can be used to reimburse overtime spent on the administration of the grant.

Dispatch - Dispatch costs must be overtime hours to be eligible for reimbursement.

Corrections Assistance – Corrections assistance can be used for larger DWI enforcement details such as the Wednesday before Thanksgiving, St. Patrick's Day, Super Bowl, fishing opener or other community festivals. Corrections assistance can be an extra jailer or driver of a transport vehicle. These dates must be specified in the work plan. Corrections assistance must be overtime hours to be eligible for reimbursement.

Certifications

The legal applicant must acknowledge that the following documents that are attached to this Request for Proposal have been read in their entirety. E-Grants does not require a signature, but by checking the box in front of each document listed, the applicant indicates they have read them and agree with the information, terms, and conditions in the documents.

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

Grant Program Guidelines (Attachment A)

Terms and Conditions (Attachment B)

Federal Audit Requirements (Attachment C)

Approved Work Plan

Approved Budget

Risk Assessment - Complete the form in E-Grants

The federal government now requires a pre-award risk assessment for all grant applications.

Budget Summary

This page is populated from the information entered into the budget in E-Grants

Budget

These budget amounts from the work plan must be entered into the budget page in E-Grants. In E-Grants, there are two amounts to enter for each budget item. One is the budgeted amount and the other is the amount for match; funding provided by local agencies for costs not covered by

the grant including mileage. Fill in a \$0.00 in the match line, but you will still be able to report match during the quarterly invoicing process.

Funding for the campaigns comes from different sections of the federal law authorizing money to be spent. As a result, impaired driving, seat belt, speed, and distracted driving enforcement funding are listed separately in the budget in E-Grants. It is important that each program area's enforcement activity is kept separate throughout the life of the grant and that invoices reflect the overtime enforcement activity that supports each program area.

#### Signature Option

The DPS allows acceptance of grant agreements and amendments using several signature options. Indicate the type of signature you will use to sign the grant agreement if funds are awarded.

#### Comparative Report

FFY 2018 data from ROAR Fiscal Lead Agency

Stops Per Hour Percent of Citations/Arrests for Seat belt and Child Restraints

Percent of Citations/Arrests are DWI Percent of Citations/Arrests are Speed

Percent of Citations/Arrests are Texting

Albert Lea

1.6 30% 3% 22% 2%

Alexandria

1.8 33%

5% 17% 1%

Austin

1.7 28%

6% 14% 1%

Becker County 1.4 15%

5% 17% 2%

Bemidji 1.2 20%

9% 7% 2%

Blue Earth County

1.8 19%

4% 26% 2%

Breckenridge 1.1 21% 2% 49%

11%

Chippewa County

1.4 11% 0% 16%

5%

Cloquet 1.5 13%

5% 21% 0%

Dodge County

2.3 35% 0% 38%

4%

Duluth

1.8 18%

6% 30%

4%

East Grand Forks 1.4 55% 2% 7% 2%

Elk River 1.4 20%

7% 32%

4%

Fillmore County 1.3 41% 1% 40%



3%  
 Glencoe  
 1.9 11% 1% 35%  
 4%  
 Goodhue County  
 2.0 26% 1% 36% 2%  
 Grand Rapids 1.1 12% 3% 27%  
 4%  
 Houston County  
 1.9 54% 1% 17% 1%  
 Hubbard County 1.3 9% 0% 11% 0%  
 Isanti  
 2.4 5% 2% 55% 2%  
 Kanabec County 1.4 16%  
 4% 21% 0%  
 Kandiyohi County 1.4 36%  
 5% 23% 2%  
 Lake City 1.4 22%  
 6% 39% 0%  
 Mille Lacs County  
 2.0 9% 2% 54% 0%  
 Moorhead  
 1.8 47% 2% 18%  
 7%  
 Morris  
 1.7 36% 2% 36% 1%  
 Morrison County  
 2.0 22% 3% 35% 1%  
 Renville County 1.4 5%  
 5% 37% 2%  
 Rice County  
 2.0 22% 3% 23%  
 7%  
 Starbuck 1.5 32%  
 6% 21%  
 3%  
 Virginia 1.2 46%  
 8% 13% 0%  
 Wadena County  
 1.5 9% 2% 30% 2%  
 White Earth Tribal 1.2 0% 0% 0% 0%  
 Winona County  
 2.5 23%  
 8% 27%  
 4%  
 Worthington 1.3 16% 3% 13%  
 3% Group Average 1.6 23% 3% 26% 3% State Average 1.6 21% 4% 28% 3%  
 Comparative Report  
 FFY 2018 data from ROAR  
 Top 13 Counties: Non-Metro Top 13 Counties Non-Metro

Stops Per Hour Percent of Citations/Arrests for Seat belt and Child Restraints  
Percent of Citations/Arrests are DWI Percent of Citations/Arrests are Speed  
Percent of Citations/Arrests are Texting

Brainerd

1.6 26%

5% 15%

5%

Cass County 1.3 13%

6% 43% 0%

Olmsted County

1.6 31% 3% 28%

8%

Otter Tail County

1.6 15% 3% 51%

3%

St. Cloud

1.8 13%

4% 26%

3%

Wright County 1.5 16%

5% 40%

3% Group Average 1.6 19% 4% 34% 4% State Average 1.6 21% 4% 28% 3%

Top 13 Counties: Metro

Metro Grants

Stops Per Hour Percent of Citations/Arrests for Seat belt and Child Restraints

Percent of Citations/Arrests are DWI Percent of Citations/Arrests are Speed

Percent of Citations/Arrests are Texting

Airport 1.4 21% 3% 31%

5%

Anoka County

1.6 17%

4% 19%

8%

Brooklyn Park

1.8 8%

5% 35%

3%

Carver County

1.8 29%

7% 24%

10%

Chisago County 1.4 23% 3% 22%

5%

Lakeville

1.9 9%

5% 20%

3%

Minneapolis 1.5 15%

7% 33%

4%

Orono 1.5 14%

4% 39%

5%

Plymouth

1.6 5% 3% 49% 2%

Ramsey County 1.5 20%

5% 23%

7%

Shakopee

1.8 24%

4% 30% 2%

Washington County 1.5 18%

8% 30%

4% Group Average 1.6 17% 5% 30% 5% State Average 1.6 21% 4% 28% 3%

County Population and Baseline Performance Measures 2013-2017 87 Counties All Fatalities and Serious Injuries Speed Related Fatalities and Serious Injuries Distraction Related Fatalities and Serious Injuries Alcohol Related Fatalities and Serious Injuries Unbelted Fatalities and Serious Injuries County Total Avg. per Year Total Avg. per Year Total Avg. per Year Total Avg. per Year Total Avg. per Year

Aitkin

53

10.6

18

3.6

5

1.0

11

2.2

13

2.6

Anoka

497 99.4

68 13.6

74 14.8

106 21.2

59 11.8

Becker

97

19.4

24 4.8

19 3.8

28 5.6

27 5.4

Beltrami

97

19.4

16

3.2

15

3.0

34 6.8  
20 4.0  
Benton  
89  
17.8  
13  
2.6  
17 3.4  
19  
3.8  
15  
3.0  
Big Stone  
10  
2.0  
2  
0.4  
1  
0.2  
3  
0.6  
4  
0.8  
Blue Earth  
119 23.8  
21  
4.2  
23 4.6  
31 6.2  
23 4.6  
Brown  
43  
8.6  
20  
4.0  
9  
1.8  
11  
2.2  
10  
2.0  
Carlton  
90  
18.0  
24 4.8  
9  
1.8  
14  
2.8  
13

2.6  
Carver  
122 24.4  
28 5.6  
20 4.0  
28 5.6  
18 3.6  
Cass  
107 21.4  
32 6.4  
17 3.4  
35 7.0  
27 5.4  
Chippewa  
39  
7.8  
10  
2.0  
4  
0.8  
9  
1.8  
13  
2.6  
Chisago  
104  
20.8  
19  
3.8  
21 4.2  
25 5.0  
22 4.4  
Clay  
80  
16.0  
22 4.4  
10  
2.0  
20  
4.0  
19 3.8  
Clearwater  
21  
4.2  
6  
1.2  
3  
0.6  
7  
1.4

4  
0.8  
Cook  
20  
4.0  
8  
1.6  
3  
0.6  
8  
1.6  
5  
1.0  
Cottonwood  
29  
5.8  
1  
0.2  
6  
1.2  
10  
2.0  
8  
1.6  
Crow Wing  
138 27.6  
26 5.2  
25 5.0  
29 5.8  
22 4.4  
Dakota  
524 104.8  
91 18.2  
80 16.0  
85 17.0  
57 11.4  
Dodge  
25  
5.0  
8  
1.6  
2  
0.4  
5  
1.0  
7  
1.4  
Douglas  
82  
16.4

14  
2.8  
9  
1.8  
19  
3.8  
21 4.2  
Faribault  
40  
8.0  
18  
3.6  
7  
1.4  
10  
2.0  
19 3.8  
Fillmore  
44  
8.8  
1  
0.2  
8  
1.6  
16  
3.2  
7  
1.4  
Freeborn  
71  
14.2  
16  
3.2  
4  
0.8  
18  
3.6  
15  
3.0  
Goodhue  
133 26.6  
28 5.6  
20 4.0  
22  
4.4  
22 4.4  
Grant  
17  
3.4  
3



0.6  
2  
0.4  
4  
0.8  
6  
1.2  
Hennepin  
1,639 327.8  
297 59.4  
218 43.6  
337 67.4  
140 28.0  
Houston  
30  
6.0  
8  
1.6  
6  
1.2  
4  
0.8  
4  
0.8  
Hubbard  
62  
12.4  
18  
3.6  
10  
2.0  
20  
4.0  
11  
2.2  
Isanti  
97  
19.4  
15  
3.0  
16 3.2  
22  
4.4  
21 4.2  
Itasca  
110 22.0  
25 5.0  
24 4.8  
30 6.0  
24 4.8

Jackson

40

8.0

8

1.6

5

1.0

6

1.2

11

2.2

Kanabec

36

7.2

4

0.8

8

1.6

9

1.8

8

1.6

Kandiyohi

99

19.8

21

4.2

24 4.8

21

4.2

21 4.2

Kittson

12

2.4

2

0.4

4

0.8

6

1.2

4

0.8

Koochiching

22

4.4

8

1.6

2

0.4

5

1.0  
5  
1.0  
Lac Qui Parle  
13  
2.6  
2  
0.4  
3  
0.6  
4  
0.8  
1  
0.2  
Lake  
46  
9.2  
16  
3.2  
10  
2.0  
11  
2.2  
8  
1.6  
Lake of Woods  
7  
1.4  
1  
0.2  
2  
0.4  
3  
0.6  
1  
0.2  
Le Sueur  
59  
11.8  
13  
2.6  
15  
3.0  
19  
3.8  
18 3.6  
Lincoln  
16  
3.2  
6

1.2

3

0.6

4

0.8

2

0.4

Lyon

60

12.0

11

2.2

6

1.2

17

3.4

12

2.4

McLeod

76

15.2

12

2.4

18 3.6

16

3.2

11

2.2

Mahnomen

23

4.6

2

0.4

2

0.4

9

1.8

10

2.0

County Population and Baseline Performance Measures 2013-2017 87 Counties All Fatalities and Serious Injuries Speed Related Fatalities and Serious Injuries Distraction Related Fatalities and Serious Injuries Alcohol Related Fatalities and Serious Injuries Unbelted Fatalities and Serious Injuries County Total Avg. per Year Total Avg. per Year Total Avg. per Year Total Avg. per Year Total Avg per. Year

Marshall

14

2.8

4

0.8

4

0.8  
4  
0.8  
3  
0.6  
Martin  
59  
11.8  
12  
2.4  
9  
1.8  
17  
3.4  
14  
2.8  
Meeker  
57  
11.4  
12  
2.4  
5  
1.0  
20  
4.0  
13  
2.6  
Mille Lacs  
75  
15.0  
15  
3.0  
15  
3.0  
15  
3.0  
17  
3.4  
Morrison  
101  
20.2  
20  
4.0  
11  
2.2  
32 6.4  
23 4.6  
Mower  
44  
8.8

6  
1.2  
8  
1.6  
6  
1.2  
6  
1.2  
Murray  
26  
5.2  
2  
0.4  
0  
0.0  
3  
0.6  
7  
1.4  
Nicollet  
57  
11.4  
13  
2.6  
15  
3.0  
13  
2.6  
11  
2.2  
Nobles  
39  
7.8  
8  
1.6  
3  
0.6  
9  
1.8  
11  
2.2  
Norman  
19  
3.8  
2  
0.4  
2  
0.4  
5  
1.0

2  
0.4  
Olmsted  
236 47.2  
42 8.4  
28 5.6  
47 9.4  
41 8.2  
Otter Tail  
140 28.0  
27 5.4  
14  
2.8  
38 7.6  
36 7.2  
Pennington  
30  
6.0  
8  
1.6  
1  
0.2  
8  
1.6  
9  
1.8  
Pine  
111 22.2  
32 6.4  
12  
2.4  
33 6.6  
20 4.0  
Pipestone  
21  
4.2  
4  
0.8  
0  
0.0  
8  
1.6  
4  
0.8  
Polk  
70  
14.0  
8  
1.6  
13

2.6  
12  
2.4  
19 3.8  
Pope  
27  
5.4  
7  
1.4  
5  
1.0  
10  
2.0  
7  
1.4  
Ramsey  
613 122.6  
149 29.8  
68 13.6  
131 26.2  
52 10.4  
Red Lake  
9  
1.8  
3  
0.6  
0  
0.0  
3  
0.6  
0  
0.0  
Redwood  
48  
9.6  
13  
2.6  
9  
1.8  
10  
2.0  
16  
3.2  
Renville  
47  
9.4  
13  
2.6  
12  
2.4



10  
2.0  
17  
3.4  
Rice  
115 23.0  
17  
3.4  
16 3.2  
35 7.0  
20 4.0  
Rock  
27  
5.4  
5  
1.0  
3  
0.6  
6  
1.2  
7  
1.4  
Roseau  
28  
5.6  
3  
0.6  
9  
1.8  
5  
1.0  
9  
1.8  
St. Louis  
340 68.0  
79 15.8  
54 10.8  
93 18.6  
70 14.0  
Scott  
190 38.0  
40 8.0  
21 4.2  
37 7.4  
24 4.8  
Sherburne  
177 35.4  
32 6.4  
32 6.4  
50 10.0

15

3.0

Sibley

63

12.6

20

4.0

13

2.6

9

1.8

15

3.0

Stearns

248 49.6

56 11.2

46 9.2

60 12.0

42 8.4

Steele

70

14.0

14

2.8

13

2.6

11

2.2

13

2.6

Stevens

15

3.0

2

0.4

3

0.6

2

0.4

4

0.8

Swift

29

5.8

8

1.6

3

0.6

15

3.0

9  
1.8  
Todd  
73  
14.6  
16  
3.2  
13  
2.6  
31 6.2  
23 4.6  
Traverse  
4  
0.8  
0  
0.0  
0  
0.0  
1  
0.2  
1  
0.2  
Wabasha  
52  
10.4  
11  
2.2  
9  
1.8  
10  
2.0  
6  
1.2  
Wadena  
34  
6.8  
9  
1.8  
3  
0.6  
9  
1.8  
10  
2.0  
Waseca  
35  
7.0  
7  
1.4  
11

2.2  
10  
2.0  
8  
1.6  
Washington  
238 47.6  
48 9.6  
46 9.2  
61 12.2  
30 6.0  
Watonwan  
32  
6.4  
5  
1.0  
9  
1.8  
4  
0.8  
5  
1.0  
Wilkin  
16  
3.2  
9  
1.8  
3  
0.6  
9  
1.8  
7  
1.4  
Winona  
106 21.2  
33 6.6  
12  
2.4  
26 5.2  
21 4.2  
Wright  
237 47.4  
36 7.2  
27 5.4  
44 8.8  
36 7.2  
Yellow Medicine  
27  
5.4  
6

1.2  
3  
0.6  
6  
1.2  
11  
2.2  
State Avg.

9,137

21.0

1,862

4.3

1,372

3.2

2,118

4.9

1,502

3.5

Worst Alcohol-Related Counties, 2013-2017 Rank County All Deaths Drunk Driving-Related Deaths All Suspected Serious Injuries Alcohol-Related Suspected Serious Injuries All Deaths & Suspected Serious Injuries All Drunk Driving-Related Deaths & Alcohol-Related Suspected Serious Injuries

1

Hennepin

199

52

1,440

255

1,639

307

2

Ramsey

76

17

537

104

613

121

3

Anoka

76

12

421

79

497

91

4

St. Louis

78

15

262

70

340

85

5

Dakota

79

13

445

65

524

78

6

Stearns

45

7

203

50

248

57

7

Washington

50

9

188

46

238

55

8

Sherburne

33

5

144

43

177

48

9

Olmsted

52

7

184

35

236

42

10

Wright

55

13

182

28

237

41

11

Otter Tail

29

4

111

34

140

38

12

Cass

31

12

76

21

107

33

13

Rice

26

5

89

28

115

33 5-year, 13-County Totals 829 171 4,282 858 5,111 1,029 % of 5-year MN Totals 43% 42%

59% 56% 56% 53%

14

Scott

39

7

151

23

190

30

15

Beltrami

25

6

72

23

97

29

16

Blue Earth

32

4

87

25

119

29

17

Itasca

22

9

88

20

110

29

18

Morrison

32

7

69

22

101

29

19

Todd

16

5

57

23

73

28

20

Crow Wing

35

5

103

22

138

27

21

Pine

39

12

72

15

111

27

22

Winona

20

7

86

19

106

26

23



Becker

21

6

76

18

97

24

24

Carver

25

6

97

18

122

24

25

Chisago

32

4

72

18

104

22

26

Goodhue

34

5

99

14

133

19

27

Isanti

38

8

59

11

97

19

28

Kandiyohi

27

5

72

14

99

19

29

Clay

18

4

62

14

80

18

30

Douglas

22

7

60

11

82

18

31

Freeborn

14

3

57

15

71

18

32

Hubbard

17

7

45

11

62

18

33

Le Sueur

20

8

39

10

59

18

34

Meeker

18

4

39

14

57

18

35

Martin

8

2

51

15

59

17

36

Benton

27

6

62

10

89

16

37

Lyon

15

2

45

14

60

16

38

Fillmore

9

1

35

14

44

15

39

McLeod

14

4

62

11

76

15

40

Mille Lacs

26

7

49

7

75

14

Worst Alcohol-Related Counties, 2013-2017 Rank County All Deaths Drunk Driving-Related Deaths All Suspected Serious Injuries Alcohol-Related Suspected Serious Injuries All Deaths & Suspected Serious Injuries All Drunk Driving-Related Deaths & Alcohol-Related Suspected Serious Injuries

41

Carlton

22

7  
68  
6  
90  
13  
42  
Nicollet  
12  
2  
45  
11  
57  
13  
43  
Polk  
22  
5  
48  
7  
70  
12  
44  
Swift  
13  
5  
16  
7  
29  
12  
45  
Aitkin  
21  
4  
32  
7  
53  
11  
46  
Faribault  
14  
1  
26  
9  
40  
10  
47  
Lake  
12  
5  
34

5

46

10

48

Pope

3

0

24

10

27

10

49

Redwood

17

3

31

7

48

10

50

Waseca

8

3

27

7

35

10

51

Brown

13

0

30

9

43

9

52

Cottonwood

13

6

16

3

29

9

53

Mahnomen

4

2

19

7

23

9

54

Steele

17

0

53

9

70

9

55

Wabasha

17

5

35

4

52

9

56

Wilkin

0

0

16

9

16

9

57

Nobles

13

5

26

3

39

8

58

Pennington

11

1

19

7

30

8

59

Renville

13

0

34

8

47

8

60

Sibley

14

1

49

7

63

8

61

Wadena

11

2

23

6

34

8

62

Chippewa

14

0

25

7

39

7

63

Kanabec

7

1

29

6

36

7

64

Pipestone

7

2

14

5

21

7

65

Cook

2

0

18

6

20

6

66

Kittson

2

2

10

4

12

6

67

Mower

10

1

34

5

44

6

68

Rock

10

0

17

6

27

6

69

Clearwater

8

3

13

2

21

5

70

Dodge

7

2

18

3

25

5

71

Jackson

13

2

27

3

40

5

72

Koochiching

7

1

15



4

22

5

73

Roseau

10

3

18

2

28

5

74

Yellow Medicine

10

2

17

3

27

5

75

Grant

6

1

11

3

17

4

76

Lac Qui Parle

3

2

10

2

13

4

77

Lincoln

3

1

13

3

16

4

78

Watonwan

4

1

28

3

32

4

79

Houston

10

0

20

3

30

3

80

Marshall

6

2

8

1

14

3

Worst Alcohol-Related Counties, 2013-2017 Rank County All Deaths Drunk Driving-Related Deaths All Suspected Serious Injuries Alcohol-Related Suspected Serious Injuries All Deaths & Suspected Serious Injuries All Drunk Driving-Related Deaths & Alcohol-Related Suspected Serious Injuries

81

Murray

5

1

21

2

26

3

82

Norman

8

2

11

1

19

3

83

Red Lake

0

0

9

3

9

3

84

Big Stone

4

0

6

2  
10  
2  
85  
Lake of Woods  
4  
1  
3  
1  
7  
2  
86  
Stevens  
4  
0  
11  
2  
15  
2  
87  
Traverse  
1  
0  
3  
0  
4  
0 2013-2017 total 1,909 409 7,228 1,519 9,137 1,928  
Rank  
County  
Fatalities  
Serious Injuries  
Total  
1  
Hennepin  
55  
277  
332  
2  
Ramsey  
23  
124  
147  
3  
Anoka  
10  
39  
49  
4  
Dakota  
9

39

48

5

St. Louis

9

24

33

6

Washington

4

22

26

7

Olmsted

7

15

22

8

Stearns

4

18

22

9

Wright

4

13

17

10

Sherburne

2

11

13

11

Blue Earth

1

11

12

12

Scott

5

7

12

13

Becker

2

9

11

14

Benton

6

5

11

15

Carver

2

8

10

16

Steele

1

9

10

17

Beltrami

3

5

8

18

Goodhue

2

5

7

19

Rice

2

5

7

20

Pine

5

1

6

21

Todd

2

4

6

22

Winona

0

6

6

23

Carlton

1

4

5

24

Itasca

1

4

5

25

Polk

0

5

5

26

Cass

2

2

4

27

Chisago

3

1

4

28

Clay

0

4

4

29

Isanti

3

1

4

30

Kandiyohi

1

3

4

31

Clearwater

3

0

3

32

Crow Wing

0

3

3

33

Douglas

0

3

3

34

Freeborn

2

1

3

35

McLeod

0

3

3

36

Mille Lacs

2

1

3

37

Otter Tail

1

2

3

38

Rock

1

2

3

39

Wadena

1

2

3

40

Waseca

0

3

3

41

Aitkin

2

0

2

42

Cottonwood

0

2

2

43

Fillmore

0

2

2

44

Houston

1

1  
2  
Rank  
County  
Fatalities  
Serious Injuries  
Total  
45  
Hubbard  
1  
1  
2  
46  
Le Sueur  
1  
1  
2  
47  
Meeker  
0  
2  
2  
48  
Morrison  
0  
2  
2  
49  
Mower  
1  
1  
2  
50  
Nobles  
1  
1  
2  
51  
Brown  
1  
0  
1  
52  
Chippewa  
1  
0  
1  
53  
Dodge  
0



1  
1  
54  
Faribault  
0  
1  
1  
55  
Jackson  
1  
0  
1  
56  
Koochiching  
1  
0  
1  
57  
Lake of Woods  
1  
0  
1  
58  
Lyon  
0  
1  
1  
59  
Martin  
0  
1  
1  
60  
Nicollet  
0  
1  
1  
61  
Pennington  
1  
0  
1  
62  
Pipestone  
1  
0  
1  
63  
Pope  
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1  
1  
64  
Red Lake  
0  
1  
1  
65  
Renville  
1  
0  
1  
66  
Roseau  
0  
1  
1  
67  
Sibley  
0  
1  
1  
68  
Swift  
1  
0  
1  
69  
Watonwan  
0  
1  
1  
70  
Yellow Medicine  
0  
1  
1  
71  
Big Stone  
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0  
71  
Cook  
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0  
71  
Grant  
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Kanabec

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Kittson

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Lac Qui Parle

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Lake

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Lincoln

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Marshall

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Murray

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Norman

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Redwood

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71  
Stevens  
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0  
71  
Traverse  
0  
0  
0  
71  
Wabasha  
0  
0  
0  
71  
Wilkin  
0  
0  
0  
Total  
195  
725  
920

Worst Ranked Counties for Pedestrian Fatalities and Serious Injuries: 2013-2017  
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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; 16. Data Disclosure; and 17 Intellectual Property Rights.

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

#### 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. The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

##### 5.1 Contract and Bidding Requirements – Municipal grantees

Per Minn. Stat. §471.345, grantees that are municipalities must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property

(a) If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice.

Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor

Terms and Conditions for Grantees that are Non-State Agencies Page 2 of 8  
non-state (6/17)

offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2)

(b) If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).

(c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2)

(d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

(e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

##### 5.2 Contract and Bidding Requirements – Non-governmental grantees

A nongovernmental organization is an organization that is a nonprofit, also known as a charitable organization, that is formed for the purpose of fulfilling a mission to improve the

common good of society rather than to acquire and distribute profits. The organization meets the definition in Minn. Stat. 309.50 Subd. 4 and meets the definitions defined in the Internal Revenue Service code, with the most common type being a 501 (c) (3).

(f) Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.

(g) Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.

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non-state (6/17)

(h) Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

(i) The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

a. State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List

b. Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program

c. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program

(j) The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

(k) The grantee must maintain support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

(l) Notwithstanding (a) - (d) above, the State may waive bidding process requirements when:

Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant

It is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.

(m) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

(n) The grantee must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

## 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.

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non-state (6/17)

## 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 (known as the "subrecipient" in the Code of Federal Regulations) receives federal assistance from the State of Minnesota, it will comply with the Single Audit Act Amendments of 1996 and the Office of Management and Budget's Uniform Guidance: Cost Principles, Audit, & Administrative Requirements for Federal Awards, Subpart F (2 CFR 200) ; and, required audit reports must be filed with the State Auditor's Office, Single Audit Division,

Terms and Conditions for Grantees that are Non-State Agencies Page 5 of 8  
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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. The Grantee's response to the request shall comply with the applicable law.

#### 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. 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. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the grantee's website when practicable.

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 terminate 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 satisfactorily and agrees to return any unused funds to the State.

Terms and Conditions for Grantees that are Non-State Agencies Page 6 of 8  
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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 terminate 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, 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, or pay other state liabilities.

#### 17. Intellectual Property Rights (if applicable)

(A) Intellectual Property Rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this contract. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this contract. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers

Terms and Conditions for Grantees that are Non-State Agencies Page 7 of 8  
non-state (6/17)

and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

#### (B) Obligations

(1) Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this contract, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

(2) Representation. The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the 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 Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

18. 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;

Terms and Conditions for Grantees that are Non-State Agencies Page 8 of 8  
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Agreement to Acknowledge the Terms and Conditions are Incorporated Into the Grant Agreement:

By submitting this application, the authorized Representative for the Grant Applicant, acknowledges that they 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, they will submit the required documents and certification on behalf of the Applicant Organization.

Attachment A

Program Guidelines

Office of Traffic Safety Grant Program Guidelines

Financial Requirements:

Payments under this grant agreement will be made from federal funds obtained by the State under the U. S. Department of Transportation's State and Community Highway Safety Program, Catalog of Federal Domestic Assistance (CFDA) Number 20.600, 20.608, 20.616. The grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any consequences imposed by the grantee's failure to comply with federal requirements.

Reimbursement of Funds

Only costs associated with approved activities on this project can be claimed for federal reimbursement. The grantee will report on all expenditures and program income pertaining to this grant agreement. Claims shall be supported by written documentation including receipts, invoices, and personnel time reports. All costs reimbursed with these federal funds must be actual costs to the billing agency. Federal grant funding cannot be used to supplant any personnel, programs, or activities currently funded by another source.

The State has an obligation to determine if fringe benefit costs to be reimbursed by this grant contract are reasonable. If requested, the grantee must furnish an explanation of the basis for

such rates. Fringe benefits must be accounted for separately from salary costs on back-up documentation of invoices.

Expenditures for each state fiscal year of this grant contract must be for services performed within applicable state fiscal years. Every state fiscal year begins on July 1 and ends on June 30. NHTSA federally funded projects run on the federal fiscal year, beginning on October 1 and ending on September 30. The final claim for reimbursement for the project for costs incurred through June 30, 2020 (the first state fiscal year) must be received by July 31, 2020. The final claim for reimbursement for the project for costs incurred through September 30, 2020 must be received no later than October 31, 2020.

#### Reporting Requirement

Reporting requirements are those agreed upon terms in the Work Plan that was approved by OTS. All projects require a final report as described in the Work Plan that was approved by OTS.

Monthly Invoices and Progress Reports are required to be submitted to the OTS on the 15th of the month following the date of activity (unless otherwise stated within grant documentation).

Quarterly Invoices and Progress Reports are required to be submitted to the OTS on the following schedule (unless otherwise stated within grant documentation): Monday, Jan. 20, 2020: All project activity between Oct. 1 and Dec. 31, 2019 □ Monday, April 20, 2020: All project activity between Jan. 1 and March 31, 2020 □ Monday, July 20, 2020: All project activity between April 1 and June 30, 2020 □ Monday, Oct. 19, 2020: All project activity between July 1 and Sept. 30, 2020 □

#### Final Report Requirement

A final Report is due Oct 31, 2020, unless otherwise stated within grant documentation.

#### Match

Matching funds are not a requirement for the grant, however, expenses related to the project that are paid for with state, county, municipal and/or private funding clearly demonstrate a vested interest and real commitment to the project. Appropriate matching funds must be reported on the invoice and documentation for them included with the invoice.

#### Attachment A

##### Program Guidelines

**Budget Revision** The grantee shall submit a written budget revision request and obtain written approval from the OTS Authorized Representative before any expenditure may be made based on a revised budget. **Record Retention** Under Minn. Stat. 16B.98, subd. 8, the grantee shall retain all financial records for a minimum of six years after the expiration of the grant agreement or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and DPS, whichever is later. **Program Income** Is any revenue/cash received for an activity funded by the grant or contract? Program income would include a fee for services (such as a registration fee for a conference or class in full or in part subsidized with federal funds) or fees from the sale of commodities or items made with grant funds. The grantee is responsible for tracking all program income with the same level of detail as federal funds and reporting earned income to OTS along with invoices. Program Income can be either deducted from the costs of the project to OTS or can be an addition to the project budget provided by OTS; which option must be specified and detailed in the budget and work plan. It must be expended during the Federal Fiscal year it was earned. Income approved and specified in the work plan and budget is to be used as an addition to the project and can only be used for purchases that would be considered allowable expenses. **Resolutions:** A Resolution from a city council or county board is required from the applicant agency. This resolution authorizing the agency to apply for and accept the grant funding is needed before the project begins. Information and an example of a resolution can be found in Attachment D. Deviations from the example (such as including a specific dollar amount or an individual's name rather

than title, or changing the date) will likely cause delays in processing grants and may not be acceptable. The OTS is unable to enter into an agreement until the resolution has been passed and a copy has been received by the state's authorized representative. Equipment: Because of the strict timelines for final claims for reimbursement, it is usually not possible to order, receive and pay for equipment during the last quarter. Any piece of equipment that costs more than \$5,000 (including taxes, shipping and installation), is subject to the Buy America Act. Whether the NHTSA funds are used for the entire purchase or any portion of the purchase, it must be approved in writing by the NHTSA before it is ordered. Contact the OTS authorized representative to request that approval. Any equipment requested to be purchased, either entirely or partially with grant funding, must be used to support the traffic safety program and pre-approved in writing by the OTS. Further, it shall be used primarily for grant-related purposes during the life of the equipment. The grantee may not deviate from this requirement. The grantee shall be responsible for all operating, maintenance, and repair costs of equipment purchased under this grant contract unless otherwise specified. Title to equipment acquired under this grant contract shall vest upon the grantee. Grantee must obtain prior written approval from OTS of any plan to trade-in, sell, surplus, or otherwise dispose of any piece of equipment purchased in whole or in part through this agreement. Training Requirements The grantee shall attend meetings and training as required by OTS. Travel Travel costs must be planned on a separate line in the budget and discussed in the work plan. When approved, reimbursement for travel and subsistence expenses actually and necessarily incurred by the

Attachment A

#### Program Guidelines

Grantee as a result of this grant contract will be paid in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the commissioner of Employee Relations which is incorporated into this grant contract by reference. Out of state travel must have prior written approval by the OTS authorized representative.

#### Approval of Subcontracts

All sub-contracts must be reviewed and approved in writing by the OTS authorized representative before the sub-contracting process begins. The OTS Coordinator must be provided with a copy of the sub- contract.

Invoices from a sub-contract not approved by the OTS Coordinator may not be eligible for federal reimbursement.

#### Evaluation and Monitoring

OTS shall have the authority to evaluate and monitor the performance and financial records of the grantee.

#### Risk Assessment:

The federal government requires a pre-award risk assessment for all grant applications. The Office of Traffic Safety has a section within the E-grants application to provide the information needed from applying agencies, in order to complete the risk assessment.

#### Federal and State Provisions

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

#### Attachment A

#### Program Guidelines

Common Rule: 49 CFR Part 18.37 specifically (2) SUBGRANTS

#### §18.37 Subgrants.

a) States. States shall follow state law and procedures when awarding and administering subgrants (whether on a cost reimbursement or fixed amount basis) of financial assistance to local and Indian tribal governments. States shall:

1. Ensure that every subgrant includes any clauses required by Federal statute and executive orders and their implementing regulations;
2. Ensure that subgrantees are aware of requirements imposed upon them by Federal statute and regulation;

While the subgrantees signs the certifications and assurances, the need to include the language from the original certifications and assurances that is listed under Appendix A to Part 1300— Certification and Assurances for Highway Safety Grants (23 U.S.C. Chapter 4) applicable to the subrecipients is important. This way the grantee or contractor will have the whole language and an idea of what they are signing before and thus OTS is doing all it can to make sure the grantee or contractor are aware of the requirement imposed upon them by Federal statute and regulation

### NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:  Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;  The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);  Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);  Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;  The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);  The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally- funded or not);  Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;  Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low- income populations); and

Attachment A

Program Guidelines

Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100)).

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The State will provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;



- b) Establishing a drug-free awareness program to inform employees about:
  - o The dangers of drug abuse in the workplace.
  - o The grantee's policy of maintaining a drug-free workplace.
  - o Any available drug counseling, rehabilitation, and employee assistance programs.
  - o The penalties that may be imposed upon employees for drug violations occurring in the workplace.
  - o Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- c) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
  - o Abide by the terms of the statement.
  - o Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- d) Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction.
- e) Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted –
  - o Taking appropriate personnel action against such an employee, up to and including termination.
  - o Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- f) Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

#### **POLITICAL ACTIVITY (HATCH ACT)**

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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#### **CERTIFICATION REGARDING FEDERAL LOBBYING**

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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 Form to Report Lobbying," 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-award at all tiers (including subcontracts, subgrants, and contracts under

grant, loans, and cooperative agreements) and that all subrecipients 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.

#### RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

#### CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

Instructions for Primary Certification (States)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall

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disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and coverage sections of 2 CFR Part 180 and 1300. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations. (should it be 1300-ask Kaci)
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart

9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300 (should it be 1300-ask Kaci).

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. Each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

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1. The prospective primary participant certifies to the best of its knowledge and belief, that its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification



1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300(should it be 1300-ask Kaci).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 2 CFR Part 180 and 1300 (should it be 1300-ask Kaci). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300(should it be 1300-ask Kaci)..

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7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
  8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
  9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion --Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### **BUY AMERICA ACT**

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase only steel, iron and manufactured products produced in the United States with Federal funds, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation.

#### **PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

#### **POLICY ON SEAT BELT USE**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's website at [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov). Additional resources are available from the Network of

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Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, D.C. metropolitan area, and dedicated to improving the traffic safety practices of employers and employees.

NETS is prepared to provide technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit its website at [www.trafficsafety.org](http://www.trafficsafety.org).

#### **POLICY ON BANNING TEXT MESSAGING WHILE DRIVING**

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or -rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation

of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

#### POLICY ON VEHICULAR PURSUITS

If Grantee is a law enforcement agency, the Grantee certifies that the Grantee has in place or is currently working on a policy for vehicular pursuits taking into account the model guidelines issued by the International Association of Chiefs of Police.

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#### FEDERAL AUDIT REQUIREMENTS

1. A non-Federal entity that expends \$750,000 or more in Federal awards during the non-Federal entity's fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of Subpart F of OMB's Uniform Guidance: Cost Principles, Audit, & Administrative Requirements for Federal Awards (2 CFR Part 200).

Audits must be performed annually, except when:

(a) A state, local government, or Indian tribe that is required by constitution or statute, in effect on January 1, 1987, to undergo its audits less frequently than annually, is permitted to undergo its audits biennially

(b) Any nonprofit organization that had biennial audits for all biennial periods ending between July 1, 1992, and January 1, 1995, is permitted to undergo its audits biennially.

Any biennial audit must cover both years within the biennial period.

2. An auditor is defined in Title 2 CFR 200.7 - Auditor means a public accountant or a Federal, state, local government, or Indian tribe audit organization, which meets the general standards specified for external auditors in generally accepted government auditing standards (GAGAS) by the U.S. Government Accountability Office. The term auditor does not include internal auditors of nonprofit organizations. [79 FR 75880, Dec. 19, 2014]

3. The subrecipient agrees that the pass-through entity, the Legislative Auditor, the State Auditor, and any independent auditor designated by the pass-through entity will have access to the subrecipient's personnel, accounts, books, records, supporting documentation, and other information as needed in order to comply with the Single Audit Act Amendments of 1996 and OMB's Uniform Guidance: Cost Principles, Audit, & Administrative Requirements for Federal Awards, (2 CFR 200.508 Auditees responsibilities).

4. The auditee must prepare appropriate financial statements, including the schedule of expenditures of Federal awards in accordance with Section 200.510 Financial Statements. Auditees must adhere to the Report retention requirements in Section 200.512(f) for three years from date of submission to the Federal Audit Clearinghouse (FAC). Minnesota Statute §16B.98, subdivision 8 includes retention requirements of 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.

5. The auditor's report(s) must state the audit was conducted in accordance with OMB's Uniform Guidance: Cost Principles, Audit, & Administrative Requirements for Federal Awards, Subpart F (2 CFR 200.515 Audit Reporting) and include the following:

(a) An opinion (or disclaimer of an opinion) as to whether the financial statements are presented fairly in all material respects in accordance with generally accepted accounting principles and an opinion (or disclaimer of opinion) as to whether the schedule of expenditures of Federal awards is fairly stated in all material respects in relation to the financial statements as a whole

(b) A report on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements. This report must describe the scope of testing of internal control

and compliance and the results of the tests, and, where applicable, it will refer to the separate schedule of findings and questioned costs described in this section

(c) A report on compliance for each major program and a report on internal control over compliance. This report must describe the scope of testing of internal control over compliance, include an opinion or disclaimer of opinion as to whether the auditee complied with Federal statutes, regulations, and the terms and conditions of Federal awards which could have a direct and material effect on each major program and refer to the separate schedule of findings and questioned costs described in this section.

(d) A schedule of findings and questioned costs that includes a summary of the auditor's results in a format consistent with Section 200.515 Audit Reporting, paragraph (d)(1); findings relating to the financial statements which are required to be reported in accordance with GAGAS; and findings and questioned costs for Federal awards consistent with the requirements of Section 200.515 Audit Reporting, paragraph (d)(3).

6. The auditee is responsible for follow-up and corrective action on all audit findings. As part of this responsibility, the auditee must prepare a summary schedule of prior audit findings. The auditee must also prepare a corrective action plan for current year audit findings. The summary schedule of prior audit findings and the corrective action plan must include the reference numbers the auditor assigns to audit findings under Section 200.516 Audit findings, paragraph (c). Since the summary schedule may include audit findings from multiple years, it must include the fiscal year in which the finding initially occurred. The corrective action plan and summary schedule of prior audit findings must include findings relating to the financial statements which are required to be reported in accordance with GAGAS. (2 CFR 200.511 Audit findings follow up)

7. Subrecipients and Contractors – An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or subrecipient are subject to audit under this part. The payments received for goods and services provided as a contractor are not Federal awards. Section 200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor. (2 CFR 200.501(f))

8. The FAC is the repository of record for Subpart F – Audit Requirements. The auditee must electronically submit to the FAC the data collection form described in 200.512(b) and the reporting package described in 200.512(c) within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. (2 CFR 200.512)

9. Auditees must file their single audit report(s) with the State Auditor's Office, Single Audit Division, by sending a copy to [singleaudit@osa.state.mn.us](mailto:singleaudit@osa.state.mn.us), and the program grant manager at the Department of Public Safety within nine months of the fiscal year end.