

STATE OF MINNESOTA  
GRANT CONTRACT

123805

This grant contract is between the State of Minnesota, acting through its Commissioner of Commerce ("State") and the Saint Paul Police Department, 367 Grove Street, Saint Paul, MN 55101 ("Grantee").

**Recitals**

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

**Grant Contract**

**1 Term of Grant Contract**

- 1.1 **Effective date:** July 1, 2017, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.  
**The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**
- 1.2 **Expiration date:** June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

**2 Grantee's Duties**

- 2.1 **Activities.** The Grantee, who is not a state employee, will perform project activities in accordance with the specified tasks and line-item budget approved by the State, which is attached and incorporated into this contract as Exhibit A, and will comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4(a)(1).
- 2.2 **Reporting Requirements.** Grantee shall report to the State as specified in the Grant Manual of the Office of Justice Program, which is posted online at [https://dps.mn.gov/divisions/ojp/grants/Documents/Grant\\_Manual.pdf](https://dps.mn.gov/divisions/ojp/grants/Documents/Grant_Manual.pdf) and is incorporated by reference into this grant contract.
  - (1) **Financial Reporting.** Grantee shall submit a financial reporting form to the State's Authorized Representative utilizing the format identified by the State within 30 days after the end of the reporting period.
  - (2) **Progress Reporting.** Grantee shall use forms prescribed by the State to submit a quarterly progress detailing progress achieved towards the accomplishment of the program goals and objectives within 30 days after the end of the reporting period.
  - (3) **Other Requirements.** Grantee shall submit such other reports and attend meetings and training as State shall reasonably request.
  - (4) **Evaluation.** The State shall have the authority, during the course of this grant period, to conduct evaluations of the performance of the Grantee.
  - (5) **Requirement Changes.** The State may modify or change all reporting forms at its discretion during the grant period.
  - (6) **Special Requirements.** The State reserves the right to include in the grant, at any time during the term of the grant, special administrative requirements deemed necessary to assure the Grantee's successful implementation of the program. The State will notify the Grantee in writing of any special administrative requirements.

### 3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

### 4 Consideration and Payment

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

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

(1) \$217,639.00 is available for fiscal year 2018

(2) \$281,900.00 is available for fiscal year 2019

Grant funds available for fiscal year 2018 are permitted to be carried forward into fiscal year 2019 only upon written request and with written approval in advance by the State's Authorized Representative.

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

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

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

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

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

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

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

(d) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$499,539.00.

#### 4.2 Payment

(a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely upon completion of services, but not more often than monthly. The state fiscal year is July 1 to June 30 of each year. Amounts submitted on each invoice must reflect goods ordered and services rendered prior to June 30 of each fiscal year. The final invoice pertaining to each state fiscal year of this grant contract must be received by the close of business on July 31 following the end of the fiscal year.

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

4.3 **Contracting and Bidding Requirements.** Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 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 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 **Conditions of Payment**

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

## 6 **Authorized Representative**

The State's Authorized Representative is Brandon Johnson, Grant Manager, 85-7<sup>th</sup> Place E, St. Paul, MN, 651-539-1611, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Todd Axtell, 367 Grove Street, Saint Paul, MN 55101, 651-291-1111. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

**7 Assignment, Amendments, Waiver, and Grant Contract Complete**

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

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

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

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

**8 Liability**

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

**9 State Audits**

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

**10 Government Data Practices and Intellectual Property**

10.1. **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

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

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

**11 Workers' Compensation**

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

**12 Publicity and Endorsement**

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

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

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

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

**14 Termination**

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

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

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:

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

**15 Data Disclosure**

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

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

Date: 9/18/17

SWIFT Contract/PO No(s): 123805

*Future FY18 Encumbrance*

**2. GRANTEE**

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

<b>Saint Paul Police Department</b>			
	<b>Approved FY 2018</b>	<b>Approved FY 2019</b>	<b>Total Approved</b>
<b>Personnel</b>			
Auto Theft Investigator Coordinator	\$ 99,503.00	\$ 99,503.00	\$ 199,006.00
Office Assistant <i>overtime</i>	\$ 1,426.00	\$ 1,426.00	\$ 2,852.00
Bait Car Overtime	\$ 9,450.00	\$ 9,450.00	\$ 18,900.00
LPR Overtime	\$ 6,100.00	\$ 6,100.00	\$ 12,200.00
<b>Payroll Taxes &amp; Fringe</b>			
Auto Theft Investigator Coordinator	\$ 40,283.00	\$ 40,283.00	\$ 80,566.00
Office Assistant	\$ 252.00	\$ 252.00	\$ 504.00
Bait Car Overtime	\$ 1,668.00	\$ 1,668.00	\$ 3,336.00
LPR Overtime	\$ 1,077.00	\$ 1,077.00	\$ 2,154.00
<b>Contract Services</b>			
LPR Software License		\$ 3,000.00	\$ 3,000.00
<b>Travel</b>			
NCRS Conference (Air, Hotel, Transport)		\$ 2,726.00	\$ 2,726.00
<b>Training</b>			
AVCAM		\$ 120.00	\$ 120.00
IAATI		\$ 160.00	\$ 160.00
NCRS		\$ 560.00	\$ 560.00
<b>Office Expenses</b>			
General Supplies	\$ 500.00	\$ 500.00	\$ 1,000.00
Bait Car Garage Phone & Internet	\$ 600.00	\$ 600.00	\$ 1,200.00
<b>Program Expenses</b>			
Bait Car Repair & Maintenance	\$ 6,000.00	\$ 6,000.00	\$ 12,000.00
Bait Car Cellular Service	\$ 3,456.00	\$ 3,456.00	\$ 6,912.00
LPR Cellular Service	\$ 480.00	\$ 480.00	\$ 960.00
V-Stream Service	\$ 5,760.00	\$ 5,760.00	\$ 11,520.00
Public Awareness Materials	\$ 500.00	\$ 500.00	\$ 1,000.00
Bait Car Garage Rental	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
Bait Car & LPR Computers	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00
Bait Car Accessories	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
Pole Camera Service	\$ 864.00	\$ 864.00	\$ 1,728.00
Covert Track GPS Service	\$ 4,800.00	\$ 4,800.00	\$ 9,600.00
Dispatch Center Line	\$ 1,320.00	\$ 1,320.00	\$ 2,640.00
IPAD Trailer Equipment	\$ 2,100.00	\$ 2,100.00	\$ 4,200.00
<b>Equipment Over \$5,000 Per Unit</b>			
2 Bait Vehicles	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
Automated License Plate Reader		\$ 57,695.00	\$ 57,695.00
<b>Other Expenses</b>			
Confidential Informant Fund	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
<b>Total</b>	<b>\$ 217,639.00</b>	<b>\$ 281,900.00</b>	<b>\$ 499,539.00</b>



**MINNESOTA DEPARTMENT OF COMMERCE  
Fraud Bureau**

**Project Information Sheet  
(Form 1)**

**1. AGENCY**

Legal name: Saint Paul Police Department (SPPD) Address: 367 Grove Street City/Zip: Saint Paul, MN 55101	Phone: 651-291-1111 Fax:
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**2. AUTHORIZED REPRESENTATIVE**

Name/Title: Todd Axtell; Chief of Police Address: 367 Grove Street City/Zip: Saint Paul, MN 55101	Phone: 651-255-5503 Fax: 651-266-5542
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**3. OPERATING AGENCY (IF DIFFERENT FROM #1)**

Name/Title: Not applicable Address: City/Zip:	Phone: Fax:
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**4. PROGRAM CONTACT**

Name/Title: Richard Straka, Commander Address: 367 Grove Street City/Zip: Saint Paul, MN 55101	Phone: 651-266-5561 Fax: 651-266-5906 E-mail: Richard.straka@ci.stpaul.mn.us
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**5. FISCAL CONTACT**

Name/Title: Carol Gronfor, Grant Specialist Address: 367 Grove Street City/Zip: Saint Paul, MN 55101	Phone: 651-266-5544 Fax: 651-266-5906 E-mail: carol.gronfor@ci.stpaul.mn.us
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**6. PROJECT INFORMATION:**

Project Name: SPPD Auto Theft Project		Project Funds Requested: \$679,559
Project Start Date: July 1, 2017		Project End Date: June 30, 2019
Service Area—City(ies) and/or County(ies): City of Saint Paul	Judicial District: Ramsey County	Match Provided: SPPD provides in-kind 2 investigators and part-time crime analysts to auto theft unit
		Minnesota Tax ID #: 008025095
		Federal ID #: 41-6005521



## PROJECT OVERVIEW

The Saint Paul Police Department (SPPD) requests \$679,599 in renewed support for our Auto Theft Prevention program, which would allow the department to continue to serve as one of the leading law enforcement agencies combating auto theft in Minnesota. Through support from the Minnesota Department of Commerce, SPPD conducts investigations and specialized details designed to curb auto thefts focused in Saint Paul and secondarily supporting surrounding metro suburban jurisdictions. The program has consistently documented success, and in the last three years SPPD's work has resulted in 4836 recovered vehicles, and 641 auto thefts cleared by arrest.

SPPD's program recovers close to 80% of all vehicles in Ramsey County<sup>i</sup>, representing over \$14 million<sup>ii</sup> in returned property over the last three years. The sheer volume of recovered vehicles in Saint Paul requires a regional and multi-jurisdictional approach to combating auto theft. The perpetrators are frequently residents of Saint Paul, yet may travel to suburban communities to commit the act of auto theft, and then return to the city to gut and abandon the vehicle. Further, Saint Paul is home to several organized auto theft rings operating 'chop shops.' To combat the problem, SPPD will coordinate activities designed to deter, detect, and prosecute auto theft-- regardless of the geographic location of the initial crime.

### ***Expected Results: Program Outcomes and Activities***

Through this application SPPD will continue to dedicate a full time position to coordinate the Auto Theft Program. The Auto Theft Coordinator, a Sergeant in the Auto Theft Unit, oversees bait vehicle deployments, License Plate Reader (LPR) tracking, and is responsible for the scheduling of auto theft prevention details. Additionally, the request allows SPPD to purchase state of the art technology for bait car monitoring and LPRs. Major investments in equipment upgrades allows SPPD to continue to conduct high quality investigations and details, while strengthening the capacity to partner with local jurisdictions to place and monitor bait cars.

A brief summary of SPPD's program goals and related activities are as follows:

#### *1. Support multi-jurisdictional projects combining the resources of different agencies.*

SPPD is the second largest law enforcement agency in the State (behind Minneapolis), and as such frequently leads multi-jurisdictional investigations and provides technical support for smaller suburban law enforcement agencies. SPPD believes that the sharing of resources and the ability to develop proactive details across jurisdictional lines results in more apprehensions. This includes hosting quarterly meetings to discuss trends and challenges in the regions with invitations extended to Roseville PD, Maplewood PD, Woodbury PD, Oakdale PD, University of Minnesota PD, Bloomington PD, Brooklyn Center PD, Minneapolis PD and Brooklyn Park PD. Ongoing meetings with the County Attorney's office will be held to discuss cases and build evidence for use in prosecution. Further, quarterly lists of suspects and trend analysis will be conducted and distributed to smaller agencies to help guide their own activities.

#### *2. Reduce automobile theft incidents in the City of St. Paul.*

The Auto Theft Coordinator will schedule ongoing details throughout the city and coordinate the maintenance and training for LPR within the department. As officers frequently rotate patrol cars, trainings will be conducted at Roll Calls to ensure that all officers know how to effectively operate, respond and document recovered vehicles identified by the readers. Further, SPPD will distribute public education materials in multiple languages at large events like Safe Summer Nights, and within key neighborhoods, to reduce the number of repeat victims of auto theft.

#### *3. Support protracted or complex investigations or programs that target repeat offenders.*

The Auto Theft Coordinator will link the efforts of crime analysts, three (3) auto theft investigators, and the LPR and bait car evidence gathering to build coordinated cases.

- The Auto Theft Coordinator will work with crime analysts to gather abandoned vehicle data to be used to identify and analyze patterns and trends, help investigators identify hot spots for details, and identify and help locate suspects.
- The Auto Theft Coordinator will lead the writing and filing of search warrants, writing of reports, and evidence gathering, documenting the crime and timeline of activity. This work will be conducted in coordination with the County Attorney's office to ensure strong cases for prosecution.

*4. Increase the availability of specialized equipment.*

SPPD will maintain a full complement of surveillance and bait car equipment through this grant.

- Two American model bait cars will be purchased to increase SPPD's existing fleet which consists of Toyotas and Hondas. The goal is to maintain eight bait cars and a fully functional garage.
- A total of eight Covert tracking devices, which will be connected to iPhones and iPads, will be placed in bait cars to view the activation of the bait car, quickly and safely gather evidence, and rapidly deactivate the bait car.
- Mobile pole cameras will be used for intelligence gathering in hot spots for auto theft activity and surveillance on chop shops.
- Finally, three additional mobile LPRs will be purchased for placement in squads, providing greater coverage of Saint Paul's large patrol area and enabling a higher saturation of enforcement in high-crime grids.

### **NEEDS ASSESSMENT/PLANNING PROCESS**

The Saint Paul Police Department uses a combination of data analysis and intelligence gathering from informants to design program activities. The proposal continues to focus on the use of technology and evidence gathering to support a strong multi-jurisdictional approach to investigations. In addition to crimes of opportunity, the SPPD program responds to three interrelated trends:

*Street Car Racing:* Drivers from across the Twin Cities are meeting up in Saint Paul for large organized street car races. The rising popularity in street car racing is driving an illegitimate market, with drivers seeking cheap vehicle parts to address damage caused by racing. Pole cameras and bait cars become critical tools in gathering evidence. For example, SPPD once placed bait cars in hot spots for racing. SPPD used the tracking system to identify the routes and meet up locations for drivers. Street car racing spikes in the Spring, Summer and Fall, therefore details will be scheduled during these time frames.

*Chop Shops:* Car thieves are fueling inventory for chop shops, most often run by gangs. The gang leadership trains youth how to steal certain models. From reviewing annual data, SPPD is witnessing a growing number of stolen American made vehicles that don't include a chip reader. This is in addition to the continued theft of 1990s Toyotas and Hondas. Pole cameras will be used for surveillance and evidence gathering on chop shop operations.

*Increased drug use:* Auto thefts are increasingly being linked to a spike in methamphetamine abuse in Ramsey County.<sup>iii</sup> The emphasis on LPRs to increase auto theft recoveries addresses the more random behavior of drug abusers who frequently steal a car for small parts and then abandon the vehicle. Parts are then sold at local pawn shops to pay for drug habits. Further, the abusers are often aware of chop shops and become a secondary supplier of parts.

***Describe the service area /What is the population of the service area?***

SPPD operates as a division of the City of Saint Paul, a unit of local government. Saint Paul is one of two inner core cities that comprise the seven county metropolitan areas, and serves as a business and cultural hub for the east metro. Saint Paul is the county seat of Ramsey County, the smallest and most densely populated county in Minnesota. As the capital city, it houses multiple state and local municipal agencies.

The estimated city's population was 300,851 in 2015.<sup>iv</sup> Further, the city is home to several sporting arenas and hosts large events (ex. State Fair, Crashed Ice), with the city swelling in population on a constant basis, at times by hundreds of thousands of people (increasing traffic and likelihood of auto thefts).

Saint Paul is extremely diverse, with 40% of residents and 78% of the Saint Paul Public Schools representing a community of color<sup>v</sup>. Also, the Twin Cities is one of the wealthiest areas in the nation; yet stark income and racial disparities exist,<sup>vi</sup> with poverty and crime concentrated in the inner core. Minnesota has the highest high school dropout rate for students of color in the nation.<sup>vii</sup> This has resulted in high unemployment and exaggerated rates of homelessness. The inability to meet basic needs through the mainstream economy has created a cycle of illicit activity. SPPD's program provides coverage across the city, however the vast majority of resources are dedicated to areas that are experiencing a higher volume of auto theft. The highest crime grids in Saint Paul are primarily located in the Frog Town neighborhood, and on the East Side. According to recent data, approximately 32.5% of residents on the East Side, and more than 33% of Frog Town lives at or below the federal poverty level, compared to 11.9% overall for Minnesota. The unemployment rate on the East Side is five times higher than the state average.

***What was the number of reported auto thefts/auto thefts per capita?***

SPPD is proud that the auto theft crime rate is showing a small but steady downward trend. However, as defined above, significant challenges still exist in combatting the crime. The motor vehicle crime rate in Saint Paul is over four times the State rate (compared to BCA reported state wide data of 151 per 100,000 population in 2014 and 142 per 100,000 population in 2015).

	2014	2015	2016	3 year Total
# of reported auto thefts	2008	1748	1874	5630
auto thefts per capita	669	582	624	
	per 100,000	per 100,000	per 100,000	

***Collaborative effort between two or more agencies?***

As described earlier, SPPD works collaboratively with multiple partners and is proposing to continue to host quarterly working groups. Further, partnerships with individual agencies are expanded or reduced in intensity based on need. Major program partners include:

- *Minneapolis Police Department:* A notable number of recovered vehicles in Saint Paul were originally stolen in Minneapolis and vice versa. As a result, investigators meet frequently to share information and collaborate on investigative strategies.
- *Ramsey County Attorney's Office:* SPPD investigators meet regularly with lead prosecutors to build investigative strategies that support successful prosecutions. Information sharing to identify repeat offenders will be enhanced over the next year.
- *Smaller Jurisdictions:* SPPD frequently serves as a technical assistance provider for smaller jurisdictions. For example, SPPD recently worked with the UMN Campus Police to plan an eight week detail placing bait cars to help deal with a recent rash of auto thefts on their campus.

***Address your need for grant funds based upon automobile theft issues?***

With grant funds, SPPD will make major investments in technology upgrades to surveillance and bait car equipment. The equipment to be purchased with grant funds has been detailed on page 2 of this proposal including Pole cameras, Covert Tracking devices, and new LPRs. Several factors contribute to this need.

SPPD patrol fleet has increasingly been transferring to SUVs. The existing LPRs do not fit in these vehicles and therefore must be replaced. In the last three years, SPPD has recovered 515 vehicles and license plates through LPR readers, generating a \$1.5 million estimated returned property value.

SPPD's former vendor for GPS and surveillance equipment no longer supports the software. This means equipment critical to evidence building for cases is now obsolete. SPPD requests grant funds to purchase Covert Tracking equipment which will make the program more efficient and safe. In addition, the new equipment will strengthen the ability to collaborate with other agencies. SPPD will establish a loaner program, placing bait cars in jurisdictions unable to maintain equipment of their own, and will train their officers on how to monitor the equipment and connect them with the Ramsey County Communications Center. As the Covert Tracking program is more commonly used, the new equipment will also allow SPPD to make swaps of bait cars with agencies like Bloomington PD, reducing the likelihood that offenders will recognize the vehicles.

### DEMONSTRATED RESULTS

SPPD will measure and report the following annual outcomes to the board at the Department of Commerce:

- Reduction in verifiable auto thefts reported in the city based on previous year comparisons.
- Recovered vehicle rate of 85% or better.
- Increased clearance by arrest rate based on previous year comparisons.

SPPD's program currently uses a combination of tools to track program results. The department is investing in a new Records Management System (RMS) with Zuercher Technology, which will bring these methods into one system in the fall of 2017. The number of stolen vehicles is tracked through SPPD's current RMS, based on open cases. The unit Commander receives monthly reports from SPPD's evaluation unit with previous year data comparisons to assess performance. Vehicle recovery rates, LPR data, and bait car deployment is currently tracked manually with monthly reports, with year to year comparisons for the same time frame provided to the Commander for performance review. The Ramsey County Communications Center sends National Crime Information Center (NCIC) vehicle recovery reports to SPPD immediately. A data specialist for the unit tracks these reports in a spreadsheet. Deployment logs for bait cars are maintained by the Auto Theft Coordinator. LPR data will be pulled from the vendor's online system weekly by SPPD's data specialist.

#### ***Demonstrated results through data from previous grants***

SPPD has documented significant success. As described earlier, SPPD recovers close to 80% of Ramsey County's vehicles. SPPD has experienced a steady increase in the rate of clearance by arrest for auto theft. Compared to a clearance rate of 5% in 2011, the agency has steadily climbed to a 10.8% clearance rate in 2015. SPPD aims to continue this upward trend. Results from previous grants are as follows:

#### ***Program Results***


	2014	2015	2016	3 Yr Total
Vehicles recovered in Saint Paul**	2,152	1,452	1,232	<b>4,836</b>
# of Investigations Assigned	2,735	2,572	2,890	<b>8,197</b>
# of Auto Theft Cases Cleared by Arrest	166	201	274	<b>641</b>

(\*\*Vehicles recovered data is a count of Ramsey County Communication Center CN reports submitted to SPPD).


#### ***Bait Car Specific Activity:***

	2014	2015	2016	3 Yr Total
Days deployed**	880	1011	431	<b>2325</b>
Activations	34	45	21	<b>70</b>
Stolen Vehicles	10	14	7	<b>31</b>
Arrests	17	19	10	<b>46</b>


(\*\* deployment was low in 2016 due to two factors: equipment problems, and summer protests that pulled off all SPPD from other overtime details. SPPD anticipates future deployment rates to return to previous levels).

	<p><b>MINNESOTA DEPARTMENT OF COMMERCE</b>  <b>Division of Insurance Fraud Prevention</b></p> <p style="margin-top: 20px;"><b>Work Plan</b>  <b>(Form 2)</b></p>
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Objective Number	What Do You Intend To Achieve? (The immediate or direct effects your program intends to achieve)		
1.	Support multi-jurisdictional projects combining the resources of different agencies in a task force approach to prevent, investigate, and prosecute auto theft.		
How Will You Achieve It? (List your strategies to achieve your objective, including steps, activities, and tasks you will use)	Frequency of Activity	Time Frame	Person or Position Responsible
1. Coordinate a quarterly auto theft roundtable at SPPD HQ to share current information and trends among metro law enforcement, to include: RCSO, Roseville PD, Maplewood PD, Woodbury PD, Oakdale PD, Brooklyn Center PD, Minneapolis PD and Brooklyn Park PD; but open to all agencies.	1. On-going	1. Duration of Grant	1. Auto Theft Unit Investigators
2. Maintain, update and distribute intelligence on SPPD's current list of active auto thieves. Creation and sharing of lists, as well as opening lines of communication between various law enforcement and prosecutorial agencies will be encouraged.	2. Quarterly	2. Duration of Grant	2. Cdr. Rich Straka
3. Work with other police agencies to gather intelligence, conduct surveillance, execute search warrants, follow up on leads, collect evidence and identify suspects for charging.	3. Quarterly	3. Duration of Grant	3. Cdr. Rich Straka
4. Continue partnership with NICB to ensure accurate identification of stripped vehicles and coordinate a timely return to auto theft victims.	4. On-going	4. Duration of Grant	4. Cdr. Rich Straka
5. Collaborate with RCAO in order to minimize the disruption in the lives of auto theft victims by maintaining contact and proactively providing investigative updates of their cases.	5. Average weekly meetings	5. Duration of Grant	5. Auto Theft Unit Investigators
If Successful, What Results Will You Achieve? (As a result of your programming what will be different?)	How Will You Know If You Are Successful? (Describe what you will use to measure your success)		
With information sharing across various law enforcement disciplines, we will identify and target the most active auto thieves. Continuous relationships developed with RCAO and metro law enforcement will ensure quality investigations and hard line prosecution of repeat offenders.	Based on the current list of active auto thieves, we will track the arrests and prosecutions on a quarterly basis. Accumulation of conviction scores will justify longer periods of incarceration of recidivists. Identification, apprehension and prosecution of organized auto theft rings will disrupt current auto theft patterns.		
Person Responsible For Evaluation (name, title, organization)	Rich Straka, Commander, St. Paul PD Auto Theft Unit		

	<b>MINNESOTA DEPARTMENT OF COMMERCE</b> <b>Division of Insurance Fraud Prevention</b>  <b>Work Plan</b>  <b>(Form 2)</b>
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Objective Number	What Do You Intend To Achieve? (The immediate or direct effects your program intends to achieve)		
2.	Reduce the incidents of automobile thefts in the City of St. Paul		
How Will You Achieve It? (List your strategies to achieve your objective, including steps, activities, and tasks you will use)	Frequency of Activity	Time Frame	Person or Position Responsible
<p>1. Utilize 400 hours of investigator overtime (Auto Theft, Juvenile Unit, and other Units as needed) to:</p> <p style="margin-left: 20px;">a.) increase deployments of bait vehicles.                      b.) train LPR operators.                      c.) thorough follow-up investigations that extend past normal work hours.                      d.) special details when the activities required have to be scheduled outside the normal work day or work week.                      e.) investigators will regularly attend roll calls to increase the flow and quality of information from patrol officers</p> <p>2. Conduct special police details in areas experiencing an increased number of auto thefts, including juvenile-related instances, or areas of unusual activity such as scrap yards, motorcycle parking, auto repair shops, or public parking areas.</p> <p>3. Operate "Sting" auto theft details by utilizing bait cars left running and unattended.</p> <p>4. Increase detection of auto theft rings based on informant development created with successful interrogations of apprehended auto thieves and professional contacts.</p> <p>5. Increase public awareness and reduce the number of repeat victims of auto theft. Recognizing that stripped and abandoned stolen vehicles negatively impact communities within St. Paul.</p>	<p>1a.) Weekly 1b.) Quarterly and on case-by-case basis as needed 1c.) Monthly and on case-by-case basis as needed 1d.) Monthly and on case-by-case basis 1e.) Monthly and on case-by-case basis</p> <p>2. Monthly and on case-by-case basis as needed</p> <p>3. Daily</p> <p>4. On-going</p> <p>5. On-going</p>	<p>1. Duration of Grant</p> <p>2. Duration of Grant</p> <p>3. Duration of Grant</p> <p>4. Duration of Grant</p> <p>5. Duration of Grant</p>	<p>1a.) Sgt. Jason Brubaker 1b.) Sgt. Jason Brubaker 1c.) Cdr. Rich Straka 1d.) Cdr. Rich Straka 1e.) Auto Theft Unit Investigators</p> <p>2. Cdr. Rich Straka</p> <p>3. Sgt. Jason Brubaker</p> <p>4. Auto Theft Unit Investigators</p> <p>5. Auto Theft Unit Investigators</p>
If Successful, What Results Will You Achieve? (As a result of your programming what will be different?)	How Will You Know If You Are Successful? (Describe what you will use to measure your success)		
There will be a reduction in the number of motor vehicle thefts reported in the City of St. Paul.	Monthly and quarterly tracking of the number of motor vehicle thefts reported, and report the quarterly and annual percentage decrease/increase. Tracking bait car deployment logs and successful activations that result in auto theft arrests and prosecutions.		
Person Responsible For Evaluation (name, title, organization)	Rich Straka, Commander, St. Paul PD Auto Theft Unit		

	<p><b>MINNESOTA DEPARTMENT OF COMMERCE</b>  <b>Division of Insurance Fraud Prevention</b></p> <p style="margin-top: 20px;"><b>Work Plan</b>  <b>(Form 2)</b></p>
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Objective Number	What Do You Intend To Achieve? (The immediate or direct effects your program intends to achieve)		
3.	Support protracted or complex investigations or programs that target repeat offenders.		
How Will You Achieve It? (List your strategies to achieve your objective, including steps, activities, and tasks you will use)	Frequency of Activity	Time Frame	Person or Position Responsible
1. Provide training to police personnel to use the bait car, follow appropriate policies, gather information, collect evidence and identify suspects for charging.	1. Daily	1. Duration of Grant	1. Sgt. Jason Brubaker
2. Conduct surveillance, execute search warrants, work with other police agencies in gathering information, following up on leads, collecting evidence and identifying suspects for charging.	2. Monthly and on an on-going basis as necessary	2. Duration of Grant	2. Sgt. Jason Brubaker
3. Increase communication and collaboration with patrol officers to improve initial response, investigative effort, and crime scene processing in order to build a stronger case foundation for charging purposes.	3. On-going	3. Duration of Grant	3. Auto Theft Unit Investigators
4. Provide training and certification to LPR operators to use the system, follow appropriate policies and protocols, gather information, collect evidence, and identify suspects for charging.	4. Annually, as scheduled	4. Duration of Grant	4. Auto Theft Unit Investigators
5. Attend training specific to protracted and complex investigations for investigators.	5. Quarterly	5. Duration of Grant	5. Sgt. Jason Brubaker
If Successful, What Results Will You Achieve? (As a result of your programming what will be different?)	How Will You Know If You Are Successful? (Describe what you will use to measure your success)		
The number and quality of cases referred for prosecution will increase and improve, and the number of cases cleared by arrest and charged will increase.	Track the number of motor vehicle theft arrests by repeat offenders. Track how many operations and search warrants are enacted. Track the number of License Plate Reader hits that are made. Track the number of assigned cases, the number of cleared by arrest cases, and the number of cases that are declined prosecution. Report number of cases cleared by arrest and number of cases declined prosecution as a percentage of cases assigned on a quarterly basis through duration of the grant.		
Person Responsible For Evaluation (name, title, organization)	Rich Straka, Commander, St. Paul PD Auto Theft Unit		

	<p><b>MINNESOTA DEPARTMENT OF COMMERCE</b>  <b>Division of Insurance Fraud Prevention</b></p> <p><b>Work Plan</b>  <b>(Form 2)</b></p>
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Objective Number	What Do You Intend To Achieve? (The immediate or direct effects your program intends to achieve)		
4.	Increase the availability of specialized equipment including, but not limited to: locks, alarms, tracking/surveillance devices, and specialty tools intended to prevent or deter auto theft.		
How Will You Achieve It? (List your strategies to achieve your objective, including steps, activities, and tasks you will use)	Frequency of Activity	Time Frame	Person or Position Responsible
1. Maintain a fleet of eight bait vehicles - Deployment of four daily	1. Weekly	1. Duration of the Grant	1. Cdr. Rich Straka
2. Organize directed patrols with LPR equipped squads to proactively look for stolen vehicles.	2. Regularly	2. Duration of the Grant	2. Auto Theft Unit Investigators
3. Provide active follow-up investigations based on tips received from patrol officers, the community or outside agencies.	3. As tips are received	3. Duration of the Grant	3. Auto Theft Unit Investigators
4. Utilize OT details to conduct regular and proactive patrol saturation operations focusing on locations where stolen vehicles are typically taken and abandoned.	4. Weekly	4. Duration of the Grant	4. Cdr. Rich Straka
5. Utilize pole cameras, tracking devices, bait cars and License Plate Readers in order to prevent and deter auto theft.	5. Continuous basis	5. Duration of the Grant	5. Auto Theft Unit Investigators
If Successful, What Results Will You Achieve? (As a result of your programming what will be different?)	How Will You Know If You Are Successful? (Describe what you will use to measure your success)		
The early recovery of stolen vehicles will minimize disruption in the lives of victims, and assist the insurance community in managing expensive claims. Because stolen vehicles are typically used to facilitate other crimes such as mail theft and burglary, timely recovery of stolen vehicles will demonstrate SPPD's commitment to aggressive investigations of crimes which negatively impact our communities.	Bait car deployment, recovery rates and percentages can be tracked with auto theft statistics. Information developed from the arrests and interrogations of auto thieves will increase the detection of additional offenders and auto theft rings. Increased awareness in communities of SPPD's auto theft investigative efforts should foster confidence in our commitment to protect their property. This in turn will stimulate trust and provide further, detailed and relevant information from citizens regarding criminal activity in the community.		
Person Responsible For Evaluation (name, title, organization)	Rich Straka, Commander, St. Paul PD Auto Theft Unit		



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<sup>i</sup> <https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/2015-Minnesota-Uniform-Crime-Report.pdf>

<sup>ii</sup> Based on Kelly Blue Book value of \$3,000 for one of the most common stolen vehicles recovered by SPPD.

<sup>iii</sup> [http://www.drugabusedialogues.com/drug\\_abuse\\_trends\\_reports/2016\\_April.pdf](http://www.drugabusedialogues.com/drug_abuse_trends_reports/2016_April.pdf)

<sup>iv</sup> <https://www.census.gov/quickfacts/table/RHI105210/2758000>

<sup>v</sup> <http://www.spps.org/aboutspps>

<sup>vi</sup> <http://minnesotabudgetbites.org/2011/09/22/racial-disparities-grow-in-minnesota-as-poverty-increases-household-income-declines/#.VyPBfPkrKUK>

<sup>vii</sup> <http://www.mprnews.org/story/2015/02/18/graduation-rates>



**MINNESOTA DEPARTMENT OF COMMERCE  
Fraud Bureau**

**Detailed Budget Worksheet  
(Form 3)**

Organization: Saint Paul Police Department (SPPD)  
 Program: SPPD Auto Theft Prevention Program  
 Budget Period: from July 1, 2017 through June 30, 2019

<b>Personnel</b>		
<i>For staff supported by this grant request, list the position title(s). Show the annual salary rate and the percentage of time devoted to the program for the grant period.</i>		
<b>Example: Coordinator \$30,000/yr x .8 FTE x 2 years = \$48,000</b>		
Line Item Detail	Grant Funds FY18	Grant Funds FY19
Auto Theft Investigative Coordinator -Sergeant: \$99,503/yr. x 1 FTE x 2 years	\$99,503	\$99,503
Auto Theft Investigators OT - 300 hrs. x \$67.55 x 2 years	\$20,265	\$20,265
Auto Theft Investigative Commander OT - 100 hrs. x \$79.34 x 2 years	\$7,934	\$7,934
Office Assistant IV OT- 40 hrs. x \$35.66 x 2 years	\$1,426	\$1,426
Police Officer Bait Car OT - 150 hrs. x \$63.00 x 2 years	\$9,450	\$9,450
Police Officer LPR OT- 100 hrs. x \$61.00 x 2 years	\$6,100	\$6,100
IT Technical Support OT- 80 hrs. x \$55.14 x 2 years	\$4,411	\$4,411
Radio Shop Technical Support OT- 40 hrs. x \$54.60 x 2 years	\$2,184	\$2,184
Part-time vehicle mechanic & installation specialist 450 hrs. x \$22.50 x 2 years	\$10,125	\$10,125
TOTAL	\$161,399	\$161,399

<b>Payroll Taxes &amp; Fringe</b>		
<i>Include fringe benefits should be based on actual employer costs for the personnel listed in the 'Personnel' category and only for the FTE budgeted to the project. Explain what is included in the fringe category and the total percentage you are estimating.</i>		
<b>Example: R. Smith (Health/life insurance, UC, WC, pension, FICA) @ 28.5% of salary = \$6,840</b>		
Line Item Detail	Grant Funds FY18	Grant Funds FY19
Health Insurance Auto Theft Coordinator @ \$18,004 x 2 years	\$18,004	\$18,004
Auto Theft Program Coordinator base salary x 22.39% x 2 years	\$22,279	\$22,279
Auto Theft Investigator OT over time earnings x 17.65% x 2 years	\$3,577	\$3,577
Auto Theft Commander OT overtime earnings x 17.65% x 2 years	\$1,400	\$1,400
Office Assistant IV OT overtime earnings x 17.65% x 2 years	\$252	\$252
Police Officer rate- Bait Car OT overtime earnings x 17.65% x 2 years	\$1,668	\$1,668
Police Officer rate-LPR OT overtime earnings x 17.65% x 2 years	\$1,077	\$1,077
IT Technical support OT overtime earnings x 17.65% x 2 years	\$779	\$779
Radio Shop Technical Support OT overtime earnings x 17.65% x 2 years	\$385	\$385
Vehicle Mechanic and Installation overtime earnings x 17.65% x 2 years	\$1,787	\$1,787
TOTAL	\$51,207	\$51,207



## MINNESOTA DEPARTMENT OF COMMERCE Fraud Bureau

### Detailed Budget Worksheet (Form 3)

#### Contract Services

*If professional or technical consultants or subcontractors are required, include the name of the consultant, services provided, hourly or daily fees, expenses, and estimated time on the program. Examples of consultants may include evaluators, trainers, or strategic planners. Examples of contracted services may include vehicle lease, maintenance agreements, security services, translation services, or subcontracts with outside agencies.*

Line Item Detail	Grant Funds FY18	Grant Funds FY19
Annual Software Licensing Fee for License Plate Reader – ELSAG	N/A	\$3,000
TOTAL		\$3,000

#### Travel

*Itemize travel expenses for program personnel and program participants by purpose (e.g., participant field trip costs, staff mileage between sites, participant cab fare, etc.). Mileage reimbursement may not exceed \$.50 per mile (\*10 rate).*

Line Item Detail	Grant Funds FY18	Grant Funds FY19
	N/A	N/A
TOTAL		

#### Training

*Itemize training planned for staff, volunteers, and program participants. Estimate the nature of the training, location, registration fee, travel, and subsistence for the trainee(s).*

Line Item Detail	Grant Funds FY18	Grant Funds FY19
AVCAM conference attended annually by 4 investigators \$30 x 4 x 2 years	\$120	\$120
IAATI Dues and Registration \$40 x 4 Officers x 2 years	\$160	\$160
NCRS Dues and Registration \$40 x 4 Officers x 2 years	\$160	\$160
NCRS Midwest Conference Expenses		
Airfare \$400 x 2 x 2 years	\$800	\$800
Hotel \$222 night x 3 nights x 2 Officers x 2 Years	\$1,332	\$1,332
Registration \$200 x 2 officers x 2 years	\$400	\$400
Per diem \$74 x 3 days x 2 officers x 2 years	\$444	\$444
Taxi \$75 x 2 trips (to and from airport) x 2 years	\$150	\$150
TOTAL	\$3,446	\$3,446

<b>Office Expenses</b>		
<i>If the program requires the set up of an additional site or needs office supplies, office equipment, or services not already paid for by the agency, estimate the expenses below. Examples include postage, telephone service, Internet service subscription, or copying.</i>		
Line Item Detail	Grant Funds FY18	Grant Funds FY19
General office supplies \$500 annually	\$500	\$500
Bait Car Garage Phone and Internet Service \$50 x 12 months x 2 years	\$600	\$600
TOTAL	\$1,100	\$1,100

<b>Program Expenses</b>		
<i>Examples of program expenses include the purchase of materials such as books, software, curriculum, craft supplies, and cameras; computers; publicity; costs of convening community meetings; activity fees, etc.</i>		
Line Item Detail	Grant Funds FY18	Grant Funds FY19
Bait car repair and Vehicle maintenance \$750 average per car x 8 cars x 2 years	\$6,000	\$6,000
Verizon Bait Car Cellular Service \$36 x 12 months x 8 cars x 2 years	\$3,456	\$3,456
Verizon LPR Service \$40 x 12 months x 2 years	\$480	\$480
Bait car V-Stream cell service \$60 x 12 months x 8 cars x 2 years	\$5,760	\$5,760
Public awareness materials general @ \$500 annually	\$500	\$500
Bait Car Garage rental \$3,500 month x 12 months x 2 years	\$42,000	\$42,000
Computers to control bait car and LPR software \$3,000 annually x 2 years	\$3,000	\$3,000
Accessories for bait vehicles to modify appearance \$1500 annually x 2 years	\$1500	\$1500
Pole camera service \$36 x 12 months x 2 years	\$864	\$864
Covert Track GPS cell service \$600 x 1 year x 8 cars	\$4,800	\$4,800
Dispatch center line \$110 x 12 months x 2 years	\$1,320	\$1,320
I Pad trailer equipment \$35 x 12 months x 5 I-Pads	\$2,100	\$2,100
Purchase of Covert Track GPS and Tracking Systems \$4,500 x 6 systems	\$27,000	
TOTAL	\$98,780	\$71,780

<b>Equipment over \$5,000 per unit</b>		
<i>Include only items that have an acquisition cost of \$5,000 or more per unit and have a useful life of one-year or longer. Purchases under \$5,000 per unit should be included in either the Program Expenses or Office Expenses line items. Examples: Communications system, recreational apparatus, etc.</i>		
Line Item Detail	Grant Funds FY18	Grant Funds FY19
Acquire two bait vehicles. 1 per year. Price estimated at \$5,000 each.	\$5,000	\$5,000
LPR reader. Purchase of 3 readers and associated equipment with vendor bid for \$57,695	\$57,695	
TOTAL	\$62,695	\$5,000

<b>Other Expenses (itemize)</b>		
<i>Itemize other program costs that do not fit into budget line items above such as overhead, building occupancy costs, rent, confidential funds, etc.</i>		
Line Item Detail	Grant Funds FY18	Grant Funds FY19
Confidential Informant Fund	\$2,000	\$2,000
TOTAL	\$2,000	\$2,000

<b>Total Grant Funds PROPOSED</b>	<b>\$679,559</b>
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