



Minnesota Department of Public Safety ("State") Minnesota Bureau of Criminal Apprehension Provider Org 1430 Maryland Ave E St. Paul, Minnesota 55106	Grant Program: 2027-2029 Auto Theft Prevention Program Dedicated Investigator Grant Grant Contract Agreement No.: A-ATPP-2027-STPAULCI-001
Grantee: Saint Paul, City of 15 Kellogg Blvd W Saint Paul, Minnesota 55102-1613	Grant Contract Agreement Term: Effective Date: 7/1/2026 Expiration Date: 6/30/2029
Grantee's Authorized Representative: Saint Paul, City of Attn: Scott Hvizdos, Grants Specialist 367 Grove St Saint Paul, Minnesota 55101-2416 Phone: (651) 266-5414 Email: SPPD-grants@ci.stpaul.mn.us	Grant Contract Agreement Amount: Original Agreement Amount \$ 309,000.00 Grant Matching Requirement: Original Agreement Match Amount \$ 0.00
State's Authorized Representative: Minnesota Bureau of Criminal Apprehension Provider Org Attn: Chris Huhn, Supervisory Special Agent 1430 Maryland Ave E St. Paul, Minnesota 55106 Phone: Email: chris.huhn@state.mn.us	Federal Funding CFDA/ALN: N/A FAIN: N/A State Funding: 65B.84 Special Conditions: N/A

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

Term: Per Minn. Stat. § 16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will: Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2027-2029 Auto Theft Prevention Program Dedicated Investigator Grant Application ("Application") which is incorporated by reference into this grant contract agreement and on file with the State at 1430 Maryland Ave E, St. Paul, Minnesota, 55106. The Grantee shall also comply with all requirements referenced in the 2027-2029 Auto Theft Prevention Program Dedicated Investigator Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://mndps.intelligrants.com>), which are incorporated by reference into this grant contract agreement.

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

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

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will



not be made if the Grantee has not satisfied reporting requirements.

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

**1. ENCUMBRANCE VERIFICATION**

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

Signed: _____

Date: _____

3. STATE AGENCYSigned: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./P.O. No.: A-ATPP-2027-STPAULCI-001 / 3000112058

NHTSA Project Number (indicate N/A if not applicable): N/A

2. GRANTEE

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____



Grant Contract Agreement

Exhibit A

Budget Summary

SFY28: SPPD Auto Theft Investigators

Budget Category: Salaries

Line Item Description	State
Dedicated Investigator Wages	\$84,000.00
Category Total	\$84,000.00

Budget Category: Travel and Training

Line Item Description	State
Travel and training	\$3,000.00
Category Total	\$3,000.00

Budget Category: Fringe Benefits

Line Item Description	State
Dedicated Investigator Fringe Benefits	\$16,000.00
Category Total	\$16,000.00
Component Total	\$103,000.00

SFY27: SPPD Auto Theft Investigators

Budget Category: Salaries

Line Item Description	State
Dedicated Investigator Wages	\$84,000.00
Category Total	\$84,000.00

Budget Category: Travel and Training

Line Item Description	State
Travel and training	\$3,000.00
Category Total	\$3,000.00

Budget Category: Fringe Benefits

Line Item Description	State
Dedicated Investigator Fringe Benefits	\$16,000.00
Category Total	\$16,000.00
Component Total	\$103,000.00

SFY29: SPPD Auto Theft Investigators

Budget Category: Salaries

Line Item Description	State
Dedicated Investigator Wages	\$84,000.00
Category Total	\$84,000.00



Grant Contract Agreement

Exhibit A

Budget Category: Travel and Training

Line Item Description	State
Travel and training	\$3,000.00
Category Total	\$3,000.00

Budget Category: Fringe Benefits

Line Item Description	State
Dedicated Investigator Fringe Benefits	\$16,000.00
Category Total	\$16,000.00
Component Total	\$103,000.00
Budget Total	\$309,000.00



Terms & Conditions – Municipality

1. Term of Grant Contract Agreement

1.1 Effective Date. The date stated in the Grant Contract Agreement, or the date the State obtains all required signatures, whichever is later.

Per Minnesota Statutes § 16B.98, Subd. 5, the Grantee must not begin work until this Grant Contract Agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.

Per Minnesota Statutes § 16B.98 Subd. 7, no payments will be made to the Grantee until this Grant Contract Agreement is fully executed.

1.2 Expiration Date. The date stated in the grant contract agreement or, in the event this Grant Contract Agreement is continued by way of amendment or new agreement, the date the amendment or new agreement is fully executed, whichever is later. In the event an amendment or new agreement is not fully executed within 60 calendar days of the stated expiration date, this grant agreement will expire on the date that is 60 days from the origination expiration date.

1.3 Survival of Terms. The following clauses survive the expiration or cancellation of this Grant Contract Agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2. Specifications, Duties, and Scope of Work

Specifications, duties, and scope of work are as stated or modified within the work plan and/or budget approved by the State.

3. Time

The Grantee must comply with all the time requirements described in this Grant Contract Agreement. In the performance of this Grant Contract Agreement, time is of the essence and failure to meet a deadline date may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the Grant Contract Agreement. The Grantee is required to perform all the duties cited within clause two "Specifications, Duties, and Scope of Work" within the grant period. The State is not obligated to extend the grant period.

4. Consideration and Terms of Payment

The consideration for all services performed by the Grantee pursuant to this Grant Contract Agreement shall be paid by the State as follows:

4.1 Compensation. The total obligation of the State under this Grant Contract Agreement, including all compensation and reimbursements, is not to exceed the “Grant Contract Agreement Amount” stated in the Grant Contract Agreement.

4.2 Administrative Costs. Grantee administrative costs must be necessary and reasonable.

4.3 Travel Expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee because of this Grant Contract Agreement will not exceed the approved amount in the budget. 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.

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.

4.4 Invoices. Payments shall be made by the State after the Grantee’s presentation of invoices for services satisfactorily performed and the written acceptance of such services by the State’s Authorized Representative. Invoices shall be submitted timely, with additional details as requested by the State.

4.5 Federal Funds.

- A. If applicable, payments may be subawarded to the Grantee as stated in the Grant Contract Agreement.
- B. The Grantee is responsible for its compliance with all applicable federal requirements as agreed upon when submitting the application for funding. The Grantee accepts full financial responsibility for any reimbursement imposed by the Grantee’s noncompliance.

4.6 Unexpended Funds. The Grantee must promptly return to the State any unexpended funds that have not been accounted for in a financial report to the State.

5. Conditions of Payment

All services provided by the Grantee under this Grant Contract Agreement 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. Contracting and Bidding Requirements

The Grantee is required to comply with Minnesota Statutes § 471.345, Uniform Municipal Contracting Law.

- 6.1 The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41](#) through [177.50](#), as applicable.
- 6.2 The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota ([Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)) or the federal government ([SAM.gov](#)).
- 6.3 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.

7. Authorized Representatives

- 7.1 The State's Authorized Representative, as stated in the Grant Contract Agreement, or their successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant Contract Agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.
- 7.2 The Grantee's Authorized Representative, as stated in the Grant Contract Agreement, or their successor. If the Grantee's Authorized Representative changes at any time during this Grant Contract Agreement, the Grantee must immediately notify the state.
- 7.3 The Grantee must clearly post on the Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees this Grant Contract Agreement on behalf of the Grantee.

8. Assignment, Amendments, Waiver, and Contract Complete

- 8.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior consent of the State and a fully executed agreement, executed and approved by the authorized parties or their successors.
- 8.2 **Amendments.** Any amendment to this Grant Contract 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 Contract Agreement or their successors.
- 8.3 **Waiver.** If the State fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or its right to enforce it.
- 8.4 **Contract Complete.** This Grant Contract Agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

9. Subcontracting and Subcontract Payment

- 9.1 A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement by Grantee. The Grantee must document any subaward through a formal

legal agreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.

- 9.2** The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, Minnesota Statutes § 16B.97, Subd.4 (a) (1) and other relevant statutes and regulations; and that subaward performance goals are achieved.
- 9.3** During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State's Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer be used for this Grant Contract Agreement.
- 9.4** No subagreement shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performance of the obligations contemplated by the Grant Contract Agreement.
- 9.5** The Grantee must pay any subrecipient in accordance with Minnesota Statutes § 16A.1245.
- 9.6** The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government.

10. 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 performance of this Grant Contract 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 this Grant Contract Agreement.

11. State Audits

Under Minnesota Statutes § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this Grant Contract Agreement are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Grant Contract 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.

12. Government Data Practices and Intellectual Property Rights

- 12.1 Government Data Practices.** The Grantee and 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 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 Minnesota Statutes § 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.

12.2 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 shall mean all inventions, improvements or discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks, conceived, reduced to practices, created or originated by the grantee, its employees, and subcontractors, either individually or jointly with others, in the performance of the contract. Works shall include the Documents. The Documents are the originals of any databases, computer programs, reports, notes, or other materials and documents, whether intangible or electronic forms, prepared by the Grantee, its employees, or subcontractors, in the performance of this Grant Contract Agreement. The Documents shall 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 and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

- A. *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.
- B. *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.

13. Workers Compensation

The Grantee certifies that it is in compliance with Minnesota Statutes § 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.

14. Governing Law, Jurisdiction, Venue

Venue for all legal proceedings out of this Grant Contract Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination

15.1 Termination by the State.

A. Without Cause.

The State may terminate this Grant Contract Agreement 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.

B. With Cause.

The State may immediately terminate this Grant Contract Agreement 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.

15.2 Termination by the Commissioner of Administration.

The Commissioner of Administration may immediately and unilaterally terminate this Grant Contract Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Contract Agreement is not in the best interest of the State.

15.3 Termination for Insufficient Funding.

The State may immediately terminate this Grant Contract 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 addressed within this Grant Contract Agreement. 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 dedicated funds are available.

In the event of temporary lack of funding or appropriation, the State may pause its obligations under this Grant Contract Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Contract Agreement.

The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Contract Agreement may resume.

The State will not be assessed any penalty if the Grant Contract Agreement is terminated due to insufficient funding. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving notice.

16. Publicity and Endorsement

16.1 Publicity. Any publicity pertaining to the services resulting from this Grant Contract Agreement shall identify the State as the sponsoring agency. Publicity includes, but is not limited to: websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee or its employees individually or jointly with others or any subcontractors. All projects primarily funded by state grant appropriations must publicly credit the State, including on the grantee's website, when practicable.

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

17. 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.



bca.autotheftgrant@state.mn.us

MINNESOTA BUREAU OF CRIMINAL APPREHENSION

REQUEST FOR PROPOSALS

Auto Theft Prevention Grant (Dedicated)

Timeline:

RFP Posted: February 6, 2026

Application Due: March 6, 2026

Grant Term Begins: July 1, 2026

A detailed timeline is in Section VII. Review Process and Timeline

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MINNESOTA BUREAU OF CRIMINAL APPREHENSION

GRANT REQUEST FOR PROPOSALS

Auto Theft Prevention Program (Dedicated)

Grant Overview

Grant Name: Auto Theft Prevention Program (Dedicated)

Website: [Automobile Theft Prevention Program | Minnesota Department of Public Safety](#)

Open for Applications: February 6, 2026

Application Due Date: March 6, 2026

The Minnesota Automobile Theft Prevention Program is intended to reduce Automobile Theft and automobile-related thefts. The funding is used for programs that aid in the reduction of automobile thefts, increase education and awareness of the public to the issue, respond to automobile theft incidents, and prosecute offenders. The Program is administered by the Minnesota Bureau of Criminal Apprehension.

Program Priorities

The commissioner may give priority to:

- (1) offices and agencies engaged in a collaborative effort to reduce automobile theft; and
- (2) counties or regions with the greatest rates of automobile theft.

In accordance with [Minn. Stat. §65B.84 Subd. 3\(c\)](#).

Grant Period

This grant is for a three-year term, July 1, 2026 – June 30, 2029.

Funding Availability

Funding is available through the automobile theft prevention surcharge Minn. Stat. §297I.11. The total amount of awards will be based upon funds available and quality of grant applications as recommended by the Automobile Theft Prevention Board. The Commissioner of Public Safety will determine the final awards.

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. We expect to announce selected grantees in April 2026. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date.

Match

No match.

Applicant Eligibility

Only Minnesota law enforcement agencies may apply. The applicant must have at least 175 combined auto theft and auto theft recoveries in the service area in 2024 or 2025. An auto theft and an auto theft recovery count as a separate number for the same vehicle when it is stolen and recovered in your service area. Agencies may submit a collaborative application that includes a larger service area than a single jurisdiction.

Uses of Funds and Eligible Costs

Grant funds must be used for costs related to a full-time auto theft investigator. Applicants with significant auto thefts and recoveries may apply for multiple positions. The investigator(s) must work exclusively on auto theft and auto theft related cases.

Grant funds may be used to reimburse the following costs for a full-time auto theft investigator:

- Reimbursement of up to \$100,000 per year for salary and fringe
- Reimbursement for travel to automobile theft related conferences and training of up to \$3,000 per year.

NOTE: Grant funds may not be used to address thefts of other types of vehicles such as boats, snowmobiles, construction equipment or all-terrain vehicles.

Collaboration

The Automobile Theft Prevention Grant Board encourages applications that involve collaboration of multiple entities within a service area to work together towards a reduction in automobile theft. The lead agency applying for a grant must include letters of commitment from any other entities included in the grant proposal. Collaborative proposals without letters of commitment will not be considered.

Application Submission

Applications must be submitted using [IGX - the MN DPS Grants Management System](#) by 4:30 pm Central Time on March 6, 2026. Applications submitted after this deadline will not be reviewed. No paper submissions will be accepted.

See the [IGX Grants Management Support Webpage](#) for assistance navigating IGX. Go to [IGX Account Registration](#) to establish an IGX user account.

Contact DPS at grantsmgmt.shared.dps@state.mn.us or complete this [IGX Grants Management System Questions and Feedback form](#) if you have any questions or issues using IGX.

Application Content

Applicants must upload the following completed forms in the “Supporting Documents” section in the IGX Grants Management System for the application to be considered complete. Title each form as noted below:

- **Automobile Theft Prevention Grant Project Information Sheet (Form 1).** This form details the service area and contact information for the applicant agency should the program receive funding.
- **Project Overview (Form 1a).** This form provides a detailed description of your proposed work plan.
- **Project Needs Assessment/Planning Process/Demonstrated Results (Form 1b).** This form provides a description of the proposed project and anticipated results.
- **Letter of Commitment(s):** Required for multi-agency grants and cases where an application requires cooperation with other entities.
- **Original Resolution:** There must be an original resolution from the governing body of the applicant agency authorizing that entity and signatory to enter into a contract with the state. The resolution is not required at the time of application. A fully executed resolution must be submitted before the grant contract is fully executed. A sample resolution is available upon request.

Required Forms, Exhibits and Attachments

Required Forms

- Form 1 – Project Information Sheet
- Form 1a –Project Needs Assessment/Planning Process/Demonstrated Results

Exhibits

- **Exhibit A: Sample State of Minnesota Grant Contract** (Actual contract may differ slightly.)
- **Exhibit B: Conflict of Interest**
- **Exhibit C: Workforce and Equal Pay Declaration Page** (Required if applicant receives more than \$100,000.00 from the State of Minnesota.)

Attachments

- **Sample Reporting Documents** (Actual information required may vary depending on the nature of the grant and service area.)

Grant Selection Criteria and Weight

The Automobile Theft Prevention Grant Board seeks applications for proposals that include proven or best practices that will lead to a reduction in automobile thefts. The Board also encourages applications for innovative approaches involving techniques, equipment, and programing that have a measurable result towards the reduction in automobile thefts.

The review committee will be reviewing each applicant on a 100-point scale:

Evaluation Criteria	Number of Points
Proposed work plan	30
Number of auto thefts, carjackings, auto theft rate, and recoveries	20
Auto thefts by organized groups, repeat offenders, or demonstrating intent to permanently deprive	20
Scope of auto thefts in the service area	10
Agency need	10
Benefit to investigations/prior experience	10

Per Policy 08-02, "state agency staff may incorporate the scores into final funding recommendations that may also be based on geographic distribution, services to special populations, and the applicant's history as a state grantee and capacity to perform the work."

Review Process and Timeline

Evaluation Review Process

The review committee will evaluate all eligible and complete applications received by the deadline.

Pre-award Risk Assessment

In accordance with [Minnesota Statute §16B.981](#) and [OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees](#), it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more.

Award Decisions

The Department of Public Safety will review all committee recommendations and complete the pre-award risk assessment. Applicants not selected as a result of the pre-award risk assessment may contest a decision within 30 days of the notification. Applicants cannot otherwise appeal an award decision.

Timeline

RFP posted on the Minnesota Bureau of Criminal Apprehension web site	February 6, 2026
Questions due no later than 4:30 pm Central Time	February 27, 2026
Applications due no later than 4:30 pm Central time	March 6, 2026
Committee begins review of applications	March 10, 2026
Pre-award risk assessment completed	March 10, 2026
Selected applicants notified; grant agreement negotiations begin	April 10, 2026
Work plans approved, grant contracts fully executed, and work begins	July 1, 2026

Notification

Applicants selected for a grant award are anticipated to be notified by April 10, 2023, as indicated in the table above. The scope of work and budget for selected applicants will then need to be negotiated.

The term of this grant contract is anticipated to run from [July 1, 2026](#) to [June 30, 2029](#). The State is not bound to this schedule. The anticipated date for contract work to begin is only an approximation as many factors can delay (or accelerate) the start of a contract.

Work on the individual contract cannot begin prior to the execution date of the agreement.

Questions

Questions are to be submitted by email to bca.autotheftgrant@state.mn.us.

All answers will be posted within two business days at [Automobile Theft Prevention Program | Minnesota Department of Public Safety](#). Please submit questions no later than 4:30 p.m. Central Time, on February 27, 2026.

General Requirements

Conflicts of Interest

We will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties.
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Exhibit A: Conflict of Interest Declaration, ***must be submitted*** as part of the proposal.

Public Data

- Data related to an RFP is classified as nonpublic or public per [Minn. Stat. § 13.599](#).
- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [Minn. Stat. §13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the Minnesota Bureau of Criminal Apprehension as part of the evaluation process (except trade secret data as defined and classified in [Minn. Stat. §13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

Sample Grant Contract

Applicants must review the grant contract terms and conditions in IGX and acknowledge that the terms and conditions will be incorporated into the grant contract. Much of the language reflected in the contract is required by statute. If you take exception to any of the terms, conditions or language in the contract, you must indicate those exceptions by completing Exhibit B: Exceptions to Sample Grant Contract Terms and Conditions Form and upload your response to the "Supporting Documents" section in IGX. Certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation if your project is funded.

Grant Payments

Per [Policy 08-08](#), grant payments will be made by reimbursement. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless the Department has given the grantee a written extension.

Grantee Bidding Requirements

Grantees that are political subdivisions or municipalities must use these guidelines:

- Municipalities are required to comply with [Minnesota Statutes §471.345, Uniform Municipal Contracting Law](#).
- The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§](#)

177.41 through 177.50, as applicable.

- Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: Suspended and Debarred Vendors, Minnesota Office of State Procurement
- 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.

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:

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List
- Metropolitan Council's Underutilized Business Program
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program

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.
- 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.

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

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

Audits

Per Minn. Stat. §16B.98 Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract 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.

Affirmative Action and Non-Discrimination requirements for all Grantees

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. Minn. Stat. §363A.02. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their

physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. [Minnesota Rules, part 5000.3500](#)

- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration

The grantee will comply with [Minnesota Statutes §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract agreement solely on the basis of any response made to this request, or pay for information solicited or obtained.