



Grant Contract Agreement

Page 1 of 5

Minnesota Department of Public Safety (“State”) Bureau of Criminal Apprehension 1430 Maryland Avenue East St. Paul, MN 55106	Grant Program: Auto Theft Prevention Program Grant Contract Agreement No.: A-ATPP-2026/27-DULUTHCI-012				
Grantee: City of Duluth 2030 N Arlington Avenue Duluth, MN 55811	Grant Contract Agreement Term: Effective Date: 07/01/25 Expiration Date: 06/30/27				
Grantee’s Authorized Representative: Matthew Staehling 411 W 1 st Street Duluth, MN 55811 218-730-5370 mstaehling@duluthmn.gov	Grant Contract Agreement Amount: <table> <tr> <td>Original Agreement</td> <td>\$ 72,586.66</td> </tr> <tr> <td>Matching Requirement</td> <td>\$ 0.00</td> </tr> </table>	Original Agreement	\$ 72,586.66	Matching Requirement	\$ 0.00
Original Agreement	\$ 72,586.66				
Matching Requirement	\$ 0.00				
State’s Authorized Representative: Chris Huhn, Assistant Special Agent in Charge 1430 Maryland Avenue East St. Paul, MN 55106 651-262-3164 chris.huhn@state.mn.us	Federal Funding: CFDA/ALN: FAIN: N/A State Funding: Minnesota Statute 65B.84 Special Conditions See Exhibit B				

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 Auto Theft Prevention Program Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 1430 Maryland Avenue East, St. Paul, MN 55106. The Grantee shall also comply with all requirements referenced in the Auto Theft Prevention Program Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant 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 AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-ATPP-2026/27-DULUTHCI-012 / 3000104447

Project No.(indicate N/A if not applicable): _____

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.

CITY OF DULUTH a Minnesota municipal corporation

By: _____
Its Mayor (City Administrator per delegated authority)

Date: _____

Attest: _____
City Clerk

Date: _____

Countersigned:

City Auditor
Date: _____

Approved as to form:

City Attorney

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

**Exhibit A****Grantee's Budget
(Duluth)**

Budget: The Grantee's eligible costs include actual costs incurred invoiced as reimbursement per State requirements. These costs include labor/fringe, subcontractors, equipment, marketing, printing, materials, supplies, and travel (subject to the guidelines of the "Commissioner's Plan"). These costs are reflected in the following categories which align with the Tasks in Exhibit B.

Category	FY 2026	FY 2027	Total Amount
1. Personnel	\$ 6,147.20	\$ 6,439.46	\$ 12,586.66
a. Investigator OT	\$6,147.20	6,439.46	
2. Payroll Tax & Fringe	\$ 0.00	\$ 0.00	\$ 0.00
3. Contract Services	\$ 0.00	\$ 0.00	\$ 0.00
4. Travel	\$ 0.00	\$ 0.00	\$ 0.00
5. Training	\$ 0.00	\$ 0.00	\$ 0.00
6. Office Expense	\$ 0.00	\$ 0.00	\$ 0.00
7. Program Expenses	\$ 0.00	\$ 0.00	\$ 0.00
8. Equipment Over \$5,000 Per Unit	\$ 60,000.00	\$ 0.00	\$ 60,000.00
a. ALPR Equipment	\$60,000.00		
9. Other	\$ 0.00	\$ 0.00	\$ 0.00
Total Grant Award:	\$ 66,147.20	\$ 6,439.46	\$ 72,586.66

**Exhibit B****Grantee's Duties and Expectations**

The Grantee shall do all the things necessary to complete the following tasks according to the following schedule:

Task	Description	Completion Date
Task 1.	Consideration and Payment	Ongoing
1.1	Consideration. The State will pay for all services performed by the Grantee under this grant contract as follows: 1.1.1 Compensation. The Grantee will be paid, upon reimbursement, an amount not to exceed: 1.1.1.1 \$66,147.20 available for fiscal year 2026 1.1.1.2 \$6,439.46 available for fiscal year 2027 of actual eligible costs incurred in the performance of the Grantee's duties according to the breakdown of costs contained in the grant budget (Exhibit A), which is attached and incorporated into this grant contract. 1.1.2 Total Obligation. The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$72,586.66.	
1.2	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: 1.2.1 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. 1.2.2 Any fund transfers must be approved in advance in writing by the State's Authorized Representative and will not be effective until an amendment to this Agreement has been executed.	
1.3	Invoices. The state will reimburse the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Amounts submitted on each invoice must reflect goods ordered and services rendered during the specific invoice period for each invoice. The final invoice pertaining to each state fiscal year of this grant contract must be received by the close of business on July 25th following the end of the fiscal year.	
Task 2.	Equipment	
2.1.	Purchase orders for equipment authorized to be purchased with grant funds will be made within 30 days of the start of the State's Fiscal Year, unless approved by the Auto Theft Prevention Program Grant Manager.	7/30/2025 & 7/30/2026
2.2.	Equipment purchased will be installed and operational by the end of the calendar year, unless approved by the Auto Theft Prevention Program Grant Manager.	12/31/2025 & 12/31/2026
2.3.	The use of equipment will be documented on the grantee's quarterly narrative report.	
2.4.	An evaluation of the equipment will be completed in quarterly reports and the final report.	
2.5.	An inventory of equipment purchased with grant funds shall be submitted and updated if/when	



Task	Description	Completion Date
	equipment inventory changes. 2.6. Approval is required for equipment not specified in Exhibit A. 2.7. Approval is required for the disposal of capital equipment at any time during the term of the grant, and for 5 years from the date of purchase of the equipment or before the equipment has a value of less than \$5,000.00, whichever comes first.	Ongoing
Task 3.	Meetings 3.1. The agency will send a representative to intelligence meetings/trainings organized by the State.	Periodically
Task 4.	Overtime 4.1. Employee receiving overtime under the grant will complete a report indicating: name, date, hours worked, case number or detailed description, general description of work, number of arrests, vehicles recovered, search warrants executed (if any), and overtime rate.	Ongoing
Task 5.	Training 5.1. Staff attending training with grant funds shall be approved by the Auto Theft Prevention Program Grant Manager. 5.2. Staff shall submit an evaluation of the training with the next quarterly report.	Ongoing
Task 6.	Reporting/Invoicing 6.1. Conduct conferences as needed with the Auto Theft Prevention Program Grant Manager to apprise him/her on progress accomplishments and issues encountered. 6.2. Schedule project update meetings as necessary to inform the Auto Theft Prevention Program Grant Manager of deviations to the project schedule, the need to modify the scope of the project or at the request of the Auto Theft Prevention Program Grant Manager to discuss any item related to the project's progress. 6.3. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the Auto Theft Prevention Grant Manager, along with any other changes to personnel assigned to work on the grant. 6.4. On a monthly basis submit (by the 5 th of the month): 6.4.1 Grantee shall provide a list of the vehicles reported stolen to the grantee agency. The list shall include, but not limited to, case number, date, time, address of incident, all vehicle information, manner taken, and arrest numbers (adult/juv). (Template provided by the State) 6.4.2 Grantee shall provide a list of the vehicles recovered by the grantee agency. The list shall include, but not limited to, case number, date, time, address of incident, all vehicle information, recovery indicators, and arrest numbers (adult/juv). (Template provided by the State) 6.4.3 The state may modify or change all reporting forms at its discretion during the grant period. 6.5. On a quarterly basis submit (within 30 days following the end of the quarter): 6.5.1 Invoices and supporting documentation to the State for the preceding quarter's work completed within the project scope; and 6.5.2 A narrative report (template provided by the State) documenting grantee's progress, challenges and suggestions. 6.5.3 The state may modify or change all reporting forms at its discretion during the grant period.	Ongoing