



## Grant Contract Agreement

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<b>Minnesota Department of Public Safety (“State”)</b> Bureau of Criminal Apprehension 1430 Maryland Avenue East St. Paul, MN 55106	<b>Grant Program:</b> Auto Theft Prevention Program  <b>Grant Contract Agreement No.: A-ATPP-2026/27-DULUTHCI-013</b>
<b>Grantee:</b> City of Duluth 2030 N Arlington Avenue Duluth, MN 55811	<b>Grant Contract Agreement Term:</b>  <b>Effective Date:</b> 07/01/25 <b>Expiration Date:</b> 06/30/27
<b>Grantee’s Authorized Representative:</b> Matthew Staehling 411 W 1 <sup>st</sup> Street Duluth, MN 55811 218-730-5370 mstaehling@duluthmn.gov	<b>Grant Contract Agreement Amount:</b> Original Agreement \$ 29,100.00 Matching Requirement \$ 0.00
<b>State’s Authorized Representative:</b> Chris Huhn, Assistant Special Agent in Charge 1430 Maryland Avenue East St. Paul, MN 55106 651-262-3164 <a href="mailto:chris.huhn@state.mn.us">chris.huhn@state.mn.us</a>	<b>Federal Funding:</b> CFDA/ALN: <b>FAIN:</b> N/A  <b>State Funding:</b> Minnesota Statute 65B.84  <b>Special Conditions</b> 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-013 / 3000104459

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  
(NCRC)**

**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	\$ 0.00	\$ 0.00	\$ 0.00
2. Payroll Tax & Fringe	\$ 0.00	\$ 0.00	\$ 0.00
3. Contract Services	\$ 0.00	\$ 0.00	\$ 0.00
4. Travel	\$ 9,000.00	\$ 0.00	\$ 9,000.00
a. Up to 3 nights stay in Duluth, MN for up to 15 conference participants.	\$9,000.00		
5. Training	\$ 20,100.00	\$ 0.00	\$ 20,100.00
a. NCRC registration fees for approved attendees.	\$20,100.00		
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	\$ 0.00	\$ 0.00	\$ 0.00
9. Other	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Grant Award:</b>	<b>\$ 29,100.00</b>	<b>\$ 0.00</b>	<b>\$ 29,100.00</b>