

**Minnesota Department of Public Safety
2021 DWI Officer Request for Proposal**

The Minnesota Department of Public Safety (DPS), Office of Traffic Safety (OTS) is seeking proposals from law enforcement agencies for a full time DWI officer. The DWI officer will work the peak nights and times when drinking and driving occurs.

This grant is federally financed by National Highway Traffic Safety Administration (NHTSA) with impaired driving funds. Federal guidelines require this money be spent on projects designed to reduce DWI incidents. Because of this requirement, the DWI officer can only be funded for the enforcement of laws prohibiting driving while impaired.

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

Progress continues to be made in reducing the incidents of impaired driving, which unfortunately still remains an issue. In 2018, it was conservatively estimated by the National Safety Council that the cost of alcohol-related crashes in Minnesota was \$284 million. In the same year, 23 percent of serious injuries sustained in crashes and 32 percent of traffic crash fatalities were alcohol-related. To address this ongoing issue, the Office of Traffic Safety will continue to offer a program supporting full time officers dedicated to DWI enforcement.

Data from 2014-2018 was reviewed. To get the highest impact, only agencies from the top fifteen counties with the most impaired-related deaths and serious injuries are eligible for grant funds. Refer to the box below, which lists the top fifteen counties. In addition, applicant agencies must have a sworn complement of at least 20 officers.

The OTS is committed to funding programs that have identified traffic safety issues with proposed enforcement strategies likely to alleviate those problems. All enforcement grants are part of the traffic safety program called Toward Zero Deaths (TZD), which works to create a safe driving culture in Minnesota by supporting a goal of zero road fatalities. Therefore, it is a requirement of this grant that applying agencies have a 2020 enforcement grant.

2021 DWI Officer Grant Highlights

Eligible Agencies

Law enforcement agencies with a complement of 20 sworn officers or more in the following counties:

Anoka	Becker	Cass	Dakota	Hennepin
Olmsted	Otter Tail	Ramsey	Rice	Scott
Sherburne	St. Louis	Stearns	Washington	Wright

No one agency will receive funding for more than one DWI officer. The applying agency must currently have a 2020 TZD Enforcement grant.

Award

The total length of a DWI Officer grant is expected to be one year. Agencies will develop a work plan and budget which are subject to approval by the OTS. The award will cover one full-time sworn officer and fringe benefits. The grant funding covers personnel only, equipment will not be included with the 2021 DWI Officer Grant.

ENFORCEMENT DIRECTIVES

The 2018 Minnesota Motor Vehicle Crash Facts data shows the hours between 5:00 p.m. and 5:00 a.m. as having the highest concentration of alcohol-related crashes. For that reason, to generate the greatest impact the DWI officer's work shift must be between the hours of 5:00 p.m. and 5:00 a.m. The DWI Officer will be required to be on active patrol a minimum of two Fridays and two Saturdays per month as part of the DWI officer's impaired driving enforcement. The OTS encourages the DWI Officer to wear a High Visibility Enforcement safety vest during patrol activities. The OTS encourages the DWI Officer (when on duty) participate alongside officers engaged in Enforcement Grant activities within the DWI Officer's home county. *NOTE: The grant funding covers personnel only, equipment will not be included with the 2020 DWI Officer Grant.*

The following days are required to be worked, unless the DWI officer is on paid leave:

- October 31, 2020
- March 13 or 17, 2021
- May 8, 2021
- July 3 or 4, 2021

Earned Media:

Through earned media, the public can become aware of your agency's full time DWI officer and the consequences of driving while intoxicated. If your agency would like to propose a publicity plan using earned media, please include a detailed narrative with the application. *The earned media plan is optional; however, if one is proposed it will be included in the evaluation of your application.*

Allocating Time:

Straight time – Shift time the DWI Officer spends working dedicated to DWI enforcement. This does not include time (beyond 15 minutes) to assist another officer.

15-Minute Rule - If an officer backs up a law enforcement partner during a call for service, which exceeds 15 minutes, the officer must close their ROAR log. A new log must be created when the officer returns to their DWI Officer shift. When the time exceeds fifteen successive minutes, it is an unallowable grant expense.

Overtime – will be included if it was required to complete a DWI Officer shift, (e.g., the officer is in the process of charging someone at 5:00 (shift end time) and needs to work until 5:30 to complete the procedure, including paperwork).

Court time – is an acceptable use of funds for the agency's acting DWI officer to attend court time outside of their normal work schedule, as long as it pertains to an arrest where they were the arresting officer and that took place during their tenure as DWI officer.

SFST, ARIDE & OPUE training – Time for the DWI Officer to take training required to maintain eligibility to work Enforcement activities.

Leave Time – Sick leave, and vacation earned prior to the beginning of this project cannot be paid for with grant funds. Sick leave and vacation earned by the officer while paid for with grant funds are eligible for reimbursement.

Compensatory time (comp. time) will not be reimbursed with grant funds – The amount incurred at time earned, could potentially be expensed at a different rate. Also, there is no way of knowing when the assigned DWI Officer will use comp time earned. Because of these reasons, comp. time is a non-reimbursable expense.

Community Education Outreach – Up to three hours (per one community event) each quarter for community outreach, with written pre approval. This opportunity must be used to decrease impaired driving, in part by educating the community about their DWI Officer.

OTS Required Meetings – Time for the DWI Officer to attend OTS required meetings requested by the State Authorized Representative.

TZD Statewide Conference –The DWI officer is required to attend the TZD Conference. In 2021 the TZD Conference will be in Duluth, Minnesota on October 20 and 21.

- The OTS will reimburse hotel costs up to \$140.00 per night. When the officer’s agency is further than 60 miles from the conference, OTS will reimburse up to two nights. When the officer’s agency is between 35-60 miles from the conference, OTS will reimburse for one night. OTS will not pay for hotel costs for officers whose agency is 35 miles or less from the conference. Attendees are responsible for registering themselves for the conference and reserving their own hotel room at the conference rate.

The Office of Traffic Safety expects the assigned DWI officer will not change more than once per year. The DWI officer rate includes salaries and fringe benefits, which must be in accordance with common practice for the classification level.

DWI OFFICER QUALIFICATIONS

The agency will provide a qualified officer who has a minimum of two years of experience as a licensed peace officer. The DWI officer will work on all aspects of this project. In addition, the following training must have been completed by the officer prior to the beginning of grant funded enforcement.

- NHTSA’s 16-hour Standardized Field Sobriety Testing (SFST) course
- NHTSA’s Advanced Roadside Impaired Driving Enforcement (ARIDE) or Drugs That Impair Driving (DTID)
- Minnesota’s Occupant Protection Usage and Enforcement (OPUE) course

Refreshers

Officers who last completed an SFST course of any kind before October 1, 2015, must complete an SFST Update class, the online ARIDE course and the online OPUE by Oct. 1, 2019.

ARIDE Online – 6 POST credits

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

- [Course access instructions](#)
- [Frequently asked questions.](#)

OPUE Online

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

Quick Reference Guide:

Course	Length	Type
Standardized Field Sobriety Testing (SFST)	16 hours	classroom
Drugs That Impair Driving (DTID) - offered until Sept. 30, 2015 OR Advanced Roadside Impaired Driving Enforcement (ARIDE) replaced DTID on Oct. 1, 2015	6 or 8 hours 10 hours	classroom classroom
Occupant Protection Usage and Enforcement (OPUE)	3 hours	Classroom (until Oct. 1, 2015)

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

Course	Length	Type
Standardized Field Sobriety Testing (SFST)	4 hours	classroom
Advanced Roadside Impaired Driving Enforcement (ARIDE)	5 hours	online
Occupant Protection Usage and Enforcement (OPUE)	3 hours	online

APPLICATION EVALUATION PROCESS

Each application will be reviewed by a coordination team at The OTS.

The criteria that will be used to evaluate applications may include, but are not limited to the following:

- Performance history for both the proposed DWI Officer and their agency (Required Statistics Tab in work plan)
- Budget completeness and reasonableness (Budget Tab in work plan)
- Performance Measures (in work plan)
- OTS past experience with applying agency
- If all essential information and attachments have been completed and uploaded as required
- Media plan (optional)

GENERAL FUNDING AND REIMBURSEMENT RULES

The grant will coincide with the federal fiscal year which begins October 1, 2020 and ends September 30, 2021 and will cover funding for the salary of one full time DWI Officer, **up to \$125,000.00**. NHTSA guidelines stipulate that general types of police services normally provided to the public, cannot be reimbursed through grant funds.

Agencies with a currently funded DWI Officer are eligible to apply for a continuation and will be evaluated using the stated application data and on past performance. In order to receive any funding for the Federal Fiscal Year 2021, the agencies must submit an application.

The grant funds are to be used for DWI enforcement and are available on a cost reimbursement basis. Costs are reimbursed after they are incurred and paid by the grantee agencies. As a result, applicant agencies must have “start-up” monies available. Recipients must submit invoices for reimbursement on a quarterly basis.

Officer time and fringe benefits that are reimbursed through this grant must be for actual hours spent on DWI enforcement and other eligible time as discussed on page 2. Only the employer’s portion of fringe benefits is eligible for reimbursement. The State has an obligation to determine if costs to be reimbursed by this grant contract are reasonable. If requested, the grantee must furnish an explanation of the basis for such rates.

Administration of Grant

Administrator time will not be covered by the grant and should be calculated as agency matching funds.

Match - Matching funds are not a requirement for the grant, however, expenses related to the project that are paid for with state, county, municipal and/or private funding clearly demonstrate a vested interest and real commitment to the project. Appropriate matching funds must be reported on the invoice and documentation for them included with the invoice. Agencies can claim matching funds as any real costs that are not included in the grant-reimbursed budget such as:

- Squad car mileage costs (the number of miles driven are required to be reported) and operating expenses
- DWI Officer and supervisor/administrator time that is not covered by the grant including any DWI Officer leave time not covered by the grant.

REPORTING REQUIREMENTS:

Payment Requests (Financial Status Report/FSR) must include the approved spreadsheet (see example on page 12). Payment requests are required to be submitted via E-grants to the OTS on the following schedule:

- Friday, January 29, 2021: All project activity between Oct. 1 and Dec. 31, 2020
- Friday, April 30, 2021: All project activity between Jan. 1 and Mar. 31, 2021
- Tuesday, July 27, 2021: All project activity between Apr. 1 and Jun. 30, 2021 – **Time sensitive**
- Friday, October 22, 2021: All project activity between Jul. 1 and Sep. 30, 2021 – **Time sensitive**

Progress Reports shall Officer Activity Summary Reports from ROAR, and a narrative report on agency letterhead consisting of review of performance measures and successes and challenges. Progress Reports are required to be submitted via E-grants to the OTS on the following schedule:

- Friday, January 15, 2021: All project activity between Oct. 1 and Dec. 31, 2020
- Thursday, April 15, 2021: All project activity between Jan. 1 and March 31, 2021
- Thursday, July 15, 2021: All project activity between April 1 and June 30, 2021
- Friday, Oct. 15, 2021: All project activity between July 1 and Sept. 30, 2021

NOTE: Report any activity paid for by the agency as match (e.g., time assisting on other calls). It is crucial to provide number of hours, explanation of non-DWI- related hours and what funding was used to pay for non-DWI time.

Final Report Requirement

A final Report is due Oct. 22, 2021, and should include the following:

- Review of the DWI Officer activity
- Review of the budget
- Review of the performance measures
- Media recap, if applicable
- Describe successes and challenges

Real-Time Officer Activity Reporting (ROAR)

A requirement of the grant is that DWI Enforcement hours be entered into ROAR. The Officer Activity Summary Report generated from this input will be submitted into E-grants as the quarterly progress report, along with a word document describing the DWI Officer's performance in obtaining the agency's targets.

DWI eCharging

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

DWI Dashboard

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

Resolution Process

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

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

Example

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

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

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

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

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

SIGNED:

WITNESSETH:

(Signature)

(Signature)

City Mayor*

City Clerk*

(Title)

(Title)

(Date)

(Date)

*or individual(s) named in approved resolution.

Termination of a Grant

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

- Breaches of laws, requirements, rules or procedures by the grantee.
- Failure to have reportable activity in one quarter, unless approved in advance by the OTS grant coordinator
- Ineligible costs submitted on two Financial Status Reports
- Late Financial Status Reports /invoices one month late twice during the grant year, unless the grantee was given prior approval from the OTS coordinator

Proposal Package Checklist

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

- Agency Information
- Grant Information and Work Plan (attach work plan)
Note: This includes statistics for both the proposed DWI Officer and their agency.
- Certification that the applicant agrees to the 2021 DWI Officer RFP, Program Guidelines, Terms and Conditions, and Federal Audit Requirements
- Pre Award Risk Assessment (Grantee)
- Budget
- Signature Option

Negotiations on applications may occur; clarification may be needed, hours, plans, or budgets may be modified. Applications must be submitted to the OTS via E-Grants by 4:00 p.m. on Friday, June 26, 2020.

QUESTIONS regarding the application and evaluation process must be directed to Duane Siedschlag at duane.siedschlag@state.mn.us by 4 p.m., Wednesday, June 17, 2020. Answers to questions that are not specific to a proposal will be posted to the OTS [Website](#) within approximately three business days.

Grant Application Instructions

Grant applications are due to the Office of Traffic Safety via E-Grants by 4:00 p.m. Friday, June 26, 2020. All sections of the application MUST be completed. ***Incomplete applications will not be evaluated.***

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

Complete the following sections in the application:

Agency Information - Complete the section in E-Grants

Complete the information about the agency, including complete contact information for agency, Chief Law Enforcement Officer and the Agency Contact. The applying agency is responsible for fiscal oversight of the project.

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

Complete the grant information such as the population of and number of liquor licenses held within the jurisdictions served, DWI incidences and Drunk Driving related deaths within agency's county. Complete the Agency History/Work Plan. This will include if applicant currently has a TZD Enforcement grant, the name of the designated DWI Officer, if the applying agency uses eCharging. A link to the 2020 DWI Officer Work Plan can be found in the work plan area. This will include the agencies and their designated DWI Officer's past results. The work plan will need to be filled out and uploaded into E-grants. Select the work plan (described in detail below); once completed, upload it to E-Grants. Please view the [instructions](#) to accomplish this. The total sworn complement of officers will need to be completed. An area is also provided for applicant to enter an optional earned media plan.

Work Plan

DWI Officer Use the following instructions to complete the work plan:

Performance Measures Tab

Complete all tan cells as indicated in the worksheet.

Required Statistics Tab

Complete all blue cells as indicated in the worksheet.

Budget Tab

The DWI Officer funding amount will automatically calculate based on the information entered. To create the final totals. Fill in the green cells.

- Step 1 – Enter the estimated number of straight and overtime hours the DWI Officer will work during the Federal Fiscal year.
- Step 2 – Enter the anticipated number of overtime hours needed to administer this grant.
- Step 3 – Enter both the DWI Officer's and the administrators straight and overtime hourly rates
- Step 4 – Enter the straight time and overtime fringe percentage rates for both the DWI Officer and the grant administrator.
- Step 5 – Enter "1" in the box corresponding to the distance of agency to the location of the TZD Conference

Certifications

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

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

- 2021 DWI Officers Request for Proposal
- Grant Program Guidelines (Attachment A)
- Terms and Conditions (Attachment B)
- Federal Audit Requirements (Attachment C)
- Approved Work Plan
- Approved Budget

Risk Assessment - Complete the form in E-Grants

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

Budget Summary

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

Budget

The budget amounts from the work plan must be entered into the budget page within E-Grants. In E-Grants, there are two amounts to enter for each budget item. One is the budgeted amount and the other is the amount for your agency's match. Fill in a \$0.00 in the match line, even though you will report match on quarterly invoices. There is an additional (*match only*) budget item of Operating Expenses. When filling out this budget page, enter in \$0.00 for both State Reimbursement and for Local Match.

Signature Option

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

Worst Alcohol-Related Counties,
2014-2018

Rank	County	All Deaths	Drunk Driving-Related Deaths	All Suspected Serious Injuries	Alcohol-Related Suspected Serious Injuries	All Deaths and Suspected Serious Injuries	All Drunk Driving-Related Deaths & Alcohol-Related Suspected Serious Injuries
1	Hennepin	214	76	1569	278	1783	354
2	Ramsey	81	26	560	125	641	151
3	Anoka	92	27	482	88	574	115
4	St. Louis	77	28	268	66	345	94
5	Dakota	77	18	455	71	532	89
6	Washington	45	13	207	50	252	63
7	Stearns	55	8	199	51	254	59
8	Sherburne	40	9	152	44	192	53
9	Olmsted	47	9	208	39	255	48
10	Wright	43	13	177	28	220	41
11	Rice	23	6	104	34	127	40
12	Cass	32	16	78	23	110	39
13	Becker	26	14	84	25	110	39
14	Scott	38	11	172	28	210	39
15	Otter Tail	25	7	112	32	137	39

