



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: 10/22/2024

Title of Item: 2025 TZD Safe Roads Grant

☒ REGULAR AGENDA

☐ CONSENT AGENDA

Action Requested:

☐ Approve/Deny Motion

☒ Adopt Resolution (attach draft)

☐ Hold Public Hearing **provide copy of hearing notice that was published*

☐ Direction Requested

☐ Discussion Item

☐ Information Only

Submitted by:

Kathleen Ryan

Department:

Auditor

Presenter (Name and Title):

Kathleen Ryan/Naomi Larson

Estimated Time Needed:

10

Summary of Issue:

Aitkin County Public Health will be working with Amy Dotzler, TZD Coordinator to provide education and outreach regarding safety on public roadways. By approving the attached resolution, the Board of Commissioners agrees to act as the Grantee for the 2025 TZD Safe Roads Grant. This will be a pass through grant with Aitkin County acting as the Fiscal Agent. Amy Dotzler is the Coordinator of the program and all grant funds will support this position.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve the attached resolution and grant agreement.

Financial Impact:

Is there a cost associated with this request?

☐ Yes

☐ No

What is the total cost, with tax and shipping? \$

Is this budgeted?

☐ Yes

☐ No

Please Explain:

There will be no financial impact. Grant funds will be passed through to the City of Aitkin.

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED October 22, 2024

By Commissioner: xxx

20241022-xxx

Approval – 2025 TZD Safe Roads Grant

WHEREAS, the Minnesota Department of Public Safety, Office of Traffic Safety (DPS-OTS) has a mandate to promote the safety of those on public roadways. Federal funding is provided by the National Highway Traffic Safety Administration (NHTSA) to implement these programs in Minnesota.

WHEREAS, Aitkin County Public Health and Amy Dotzler (Grant Coordinator) will be providing education and outreach through a variety of community programs.

WHEREAS, Aitkin County as the grantee will enter into a grant agreement with the Minnesota Department of Public Safety, for the Safe Roads Grant, also known as Aitkin County Toward Zero Death Coalition during the period of October 1, 2024, through, September 30, 2025.

WHEREAS, The Chief Financial Officer of Aitkin County is hereby authorized to execute such grant agreements and amendments as necessary to implement the project on behalf of Aitkin County.

NOW THEREFORE BE IT RESOLVED, The Aitkin County Board of Commissioners approves the above-mentioned grant agreement and authorizes the Chief Financial Officer to act as the Grantee's Authorized Representative.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 22nd day of October 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of October 2024

Jessica Seibert
County Administrator



Grant Contract Agreement

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Minnesota Department of Public Safety (“State”) Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101	Grant Program: 2025 NHTSA Funding RFP TZD Safe Roads Grant Contract Agreement No.: A-SAFE25-2025-ACPH-030
Grantee: Aitkin County 307 2nd St NW Aitkin, MN 56431-0000	Grant Contract Agreement Term: Effective Date: 10/01/2024 Expiration Date: 09/30/2025
Grantee’s Authorized Representative: Kathleen Ryan, CFO Aitkin County 307 2nd St NW Aitkin, MN 56431-0000 218-927-7265 kathy.ryan@co.aitkin.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 18,200.00 Matching Requirement \$ 0.00
State’s Authorized Representative: Nick White, Impaired Driving Program Coordinator Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101 (651)201-7088 Nick.White@state.mn.us	Federal Funding: CFDA/ALN: 20.600 FAIN: 69A37523300004020MN0 State Funding: None Special Conditions: None

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 2025 NHTSA Funding RFP TZD Safe Roads Application which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 1620, Saint Paul, MN 55101. The Grantee shall also comply with all requirements referenced in the 2025 NHTSA Funding RFP TZD Safe Roads 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-SAFE25-2025-ACPH-030/3000098656

Project No.(indicate N/A if not applicable): 25-06-08

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: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative



2025 NHTSA Funding RFP TZD Safe Roads

EXHIBIT A

Organization: Aitkin County Public Health

A-SAFE25-2025-ACPH-030

Budget Summary

Budget				
Budget Category	State Reimbursement	Local Match		
Contractual Victim Impact Speakers				
Impact Speaker	\$0.00	\$0.00		
Impact Speaker travel cost	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Direct Labor				
Coordinator direct labor	\$18,200.00	\$0.00		
Total	\$18,200.00	\$0.00		
In-state travel				
Mileage	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Supplies and Materials				
printing	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Total	\$18,200.00	\$0.00		