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**MINNESOTA BUREAU OF CRIMINAL APPREHENSION**  
**REQUEST FOR PROPOSALS**  
**Auto Theft Prevention Grant (Dedicated)**

Timeline:

RFP Posted: February 13, 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](mailto: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 13, 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](mailto: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.