

BRENNAN
CENTER
FOR JUSTICE

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December 23, 2014

Via Certified Mail and E-Mail

Shari Moore
City Clerk, City of St. Paul
15 West Kellogg Blvd., Suite 310
St. Paul, MN 55102

Re: Minnesota Government Data Practices Act

Dear Ms. Moore

This is a request under the Minnesota Government Data Practices Act (“GDPA”), Minn Stat. 13 (2011), *et seq.*, on behalf of the Brennan Center for Justice at NYU School of Law a Freedom of Information Act (FOIA) request on behalf of the Brennan Center for Justice at NYU School of Law.

The Brennan Center seeks copies of successful Grant Agreements between the State of Minnesota’s Department of Public Safety- Division of Homeland Security and Emergency Management (HSEM) and the City of St. Paul under the Homeland Security Grant Program (HSGP) for Fiscal Year (FY) 2014. Minnesota applied for, and successfully received federal funding from the Federal Emergency Management Agency (FEMA) via two HSGP sub-programs: 1) the State Homeland Security Program (SHSP) and 2) the Urban Areas Security Initiative (UASI).¹ As a sub-grantee, the City of St. Paul in turn has been awarded federal funding to support operations related to Homeland Security and emergency preparedness under HSGP.

¹ See U.S. DEP’T OF HOMELAND SECURITY, FUNDING OPPORTUNITY ANNOUNCEMENT (FOA) FY 2014 HOMELAND SECURITY GRANT PROGRAM (HSGP) 27-28 (2014), available at http://www.fema.gov/media-library-data/1395161200285-5b07ed0456056217175fbdee28d2b06e/FY_2014_HSGP_FOA_Final.pdf. All factual assertions in this request related to the 2014 HSGP are based on the information in this document.

Formal Request

According to the HSEM Grant Manual,² all sub-grantees are required to maintain appropriate documentation for each sub-grant, as listed below:

- A signed Grant Agreement (detailing standard conditions of the sub-grant, including the total dollar amount; the sub-grant period start- and end-date; and any applicable special conditions).
- A project narrative or work plan; and detailed budget.
- Quarterly narrative progress reports.
- FSRs with all supporting documentation.
- Correspondence with HSEM or others regarding this sub-grant.

The Brennan Center hereby requests successful grant agreements and supporting documents, as listed above as they pertain to the City of St. Paul's application for federal funding from the SHSP and UASI for FY 2014 (Catalog of Federal Domestic Assistance No. 97.067) in relation to the specific grants mentioned above. In particular:

1. Minnesota applied for federal funding through the UASI for FY 2014. FEMA approved the application and allocated \$5,500,000 to the Twin Cities Urban Area. St. Paul was awarded a sub-grant of \$990,000 under UASI.³ We request the signed Grant Agreement between Minnesota's HSEM and St. Paul, and available supporting documentation, as listed above. The Brennan Center also requests any communications between HSEM and St. Paul regarding modifications to the city's FY 2014 application.
2. FEMA allocated \$3,978,000 through the SHSP to Minnesota. We understand that the City of St. Paul applied for funding as a sub-recipient. The Brennan Center requests the signed Grant Agreement between Minnesota's HSEM and St. Paul, and available supporting documentation, as listed above. The Brennan Center also requests any communications between HSEM and St. Paul regarding modifications to the city's FY 2014 application.

Response Requested

Consistent with the GDPA, we ask that you acknowledge this request promptly. Please provide the date, within a reasonable time, when the information will be available.⁴ To the extent that your office chooses to withhold any information based on one or more of

² MINNESOTA DEPARTMENT OF PUBLIC SAFETY, HOMELAND SECURITY & EMERGENCY MANAGEMENT GRANT MANUAL 11-12 (2014) *available at* <https://dps.mn.gov/divisions/hsem/grants/Documents/grants-manual.pdf>.

³ CITY OF ST. PAUL, EMERGENCY MANAGEMENT SPENDING REPORT, 8 (2014) *available at* <http://www.stpaul.gov/DocumentCenter/View/74325>

⁴ Minn. Stat. § 13.03 (2) (2011).

the exceptions under the GDPR, please provide notice, and a copy of the decision to the Brennan Center within a reasonable time.⁵

Should a part of any document contain information that is exempt from disclosure, please segregate and provide the non-exempt portion of the document. We also request that you provide us with the documents in electronic format, where possible. Should you have any questions regarding this request, please contact me at your earliest convenience via e-mail at meghan.koushik@nyu.edu or by phone at (646) 292-8382.

Sincerely,

A handwritten signature in black ink that reads "Meghan Koushik". The signature is written in a cursive style and is underlined with a single horizontal line.

Meghan Koushik
Research Associate, Liberty and National Security
Brennan Center for Justice at NYU Law
(646) 292-8382

⁵ Minn. Stat. § 13.03 (3)(f) (2011).