

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: February 27, 2023  
Item No.: 10.g

Department Approval



City Manager Approval



Item Description: Consider Approval of an Application for the 2023 Pathways to Policing Grant

**BACKGROUND**

For many years, the Roseville Police Department (RPD) has taken proactive measures to create a workforce that truly represents the diversity and lived experiences of everyone in the community. The RPD strives to employ nontraditional law enforcement candidates with preference given to candidates who can demonstrate experience living in, interacting with, or organizing diverse communities. Preferences are given to those with fluency in one of the top five non-English languages spoken in Roseville: Hmong, Karen, Somali, Spanish, or Thai. Our most intensive recruitment efforts have focused on part-time Community Service Officers (CSOs) and full-time Cadets. The department hires CSOs and Cadets with the intention that they will become Roseville Police Officers in the future.

Each year since 2019, the Roseville City Council has approved applying for and accepting annual grant funding through the Minnesota Department of Public Safety’s Pathways to Policing Program. Participation in the Pathways to Policing grant program has greatly supported RPD’s Commitment to Diversity staffing by reducing financial barriers for underrepresented candidates. This opportunity provides participants reimbursement for tuition, books and equipment costs associated with the Minnesota Professional Peace Officer Education Licensing Program.

Participating in Pathways to Policing is generating successful outcomes. Several current police officers obtained tuition assistance through the Pathways to Policing Program. RPD seeks Council approval to continue pursuing Pathways to Policing grant funding in an effort to recruit and reduce financial barriers for Roseville’s nontraditional CSOs and Cadets.

The department will seek Pathways to Policing grant funding in the amount of \$20k to help two CSOs or Cadets cover the costs associated with the board-certified Minnesota Professional Peace Officer Education program of their choice. A condition of the grant is candidates must pass their state mandated licensing exam by July, 2024. To be eligible for participation in the 2023 Pathways to Policing program, Roseville candidates will submit a plan from their college confirming they are on track to meet this deadline.

Each eligible CSO or Cadet (up to two) can seek reimbursement funds (up to \$10k) for school related expenses incurred over the grant period. The Department intends to follow current Roseville City policy on tuition reimbursement. Upon completion of the grant contract, reimbursement for all eligible grant activities will be requested. Once received, the grant funds will reimburse internal accounts and other sources. Should a candidate not meet grant deadline requirements, the Police Department will cover grant related expenses using forfeiture funds along with any available

33 personnel budgets or from other sources. There is minimal financial obligation or risk to the City of  
34 Roseville.

35 The grant application deadline is March 14, 2023.

36 **POLICY OBJECTIVE**

37 The Roseville Police Department continues to further its goal to reflect the community it serves by  
38 applying for the 2023 Pathways to Policing Grant. Participating in the Pathways to Policing Program  
39 advances the City’s commitment to have a workforce reflective of the community we serve and  
40 aligns with the first priority of the City’s Strategic Racial Equity Action Plan to improve current  
41 recruitment and hiring processes to diversify the city’s workforce.

42 **RACIAL EQUITY IMPACT SUMMARY**

43 The City of Roseville and the Roseville Police Department remain committed to a workforce that  
44 truly represents the diversity and lived experiences of everyone in the community. Obtaining funding  
45 through the Pathways to Policing grant will help create broader opportunities for historically under-  
46 represented law enforcement candidates and create stronger relationships and engagement with our  
47 community. As the City continues to grow and increase in racial diversity, it is important we  
48 continue to recruit police officers with diverse voices, perspectives, and lived experiences.

49 **STAFF RECOMMENDATION**

50 Approve the Police Department’s request to apply for the 2023 Pathways to Policing Grant from the  
51 Department of Public Safety Office of Justice Programs.

52 **REQUESTED COUNCIL ACTION**

53 Approve the Police Department’s request to apply for the 2023 Pathways to Policing Grant from the  
54 Department of Public Safety Office of Justice Programs

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Prepared by: Erika Scheider, Chief of Police

Attachments: A: 2023 Pathways to Policing Grant Request for Proposals



Department of Public Safety  
Minnesota Office of Justice Programs

## 2023 PATHWAY TO POLICING GRANTS

GRANT REQUEST FOR PROPOSALS (RFP)

## Table of Contents

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Request for Proposals (RFP) Part 1: Overview .....	2
1.1 General Information .....	2
1.2 Program Description .....	2
1.4 Funding and Project Dates .....	2
Funding .....	2
Project Dates .....	2
1.5 Eligible Applicants .....	2
1.6 Questions, Technical Assistance and Information Sessions .....	3
Application Information Session .....	3
RFP Part 2: Background Information .....	3
2.1 Project Overview .....	3
RFP Part 3: Application Process and Instructions .....	4
3.1 Application Deadline .....	4
3.2 Application Submission Instructions .....	4
3.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual .....	4
3.4 Application Content .....	4
A. Project Information Form .....	4
B. Narrative (20 points): .....	5
C. Budget (5 Points): .....	5
D. Organizational Financial Information Form .....	5
RFP Part 4: Application Review Process .....	6
RIGHT OF CANCELLATION .....	7

# Request for Proposals (RFP) Part 1: Overview

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## 1.1 General Information

- Grant Name: Pathway to Policing
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: February 14, 2023
- Application Due Date: March 14, 2023

## 1.2 Program Description

The Minnesota Office of Justice Programs (OJP), MN Department of Public Safety, is requesting proposals to fund Pathway to Policing programs to bring persons with nontraditional backgrounds into law enforcement careers. Law enforcement agencies may apply for reimbursement grants to receive up to 50 percent of the cost of compensating and training Pathway to Policing participants who obtain state peace officer licensure. Reimbursement grants shall be proportionally allocated based on the number of grant applications approved.

## 1.3 Minnesota's Commitment to Diversity and Inclusion

It is State of Minnesota policy to ensure equity, diversity and inclusion in making competitive grant awards. See Executive Order [19.01](#).

The Policy on Rating Criteria for Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. See [OGM Policy 08-02](#).

## 1.4 Funding and Project Dates

### Funding

Funds authorized by MN Laws, Chapter 95, 2017 Minnesota Session Laws. \$390,000 is available in one-time funding. Awards may range from \$15,000-\$75,000 but may be reduced, depending on the number of approved applications. OJP anticipates funding 7-10 grants in this process.

### Project Dates

This is a 15-month grant period, from April 1, 2023 thru July 30, 2024.

## 1.5 Eligible Applicants

Local units of government including county sheriff's offices, police departments and tribal public safety agencies are eligible to apply for Pathway to Policing funding. A group of law enforcement agencies may collaborate on a joint application with one organization serving as the fiscal agency. Colleges and universities that operate law enforcement training programs are not eligible applicants.

## 1.6 Questions, Technical Assistance and Information Sessions

Please submit any questions regarding this RFP by email to [Kristin.lail@state.mn.us](mailto:Kristin.lail@state.mn.us). Questions and answers will be posted on the Pathway to Policing RFP Frequently Asked Questions (FAQ) document on the grants page of the [OJP website](#).

### Application Information Session

OJP will offer an optional online webinar via Zoom on **Wednesday, February 22, 2023 at 2:00 p.m.** The purpose of this webinar is to provide background on the Pathway to Policing grant program, walk through the RFP and application requirements, and give an overview of the application review process. Participation in this webinar is not a required to apply for funding. Questions and answers from the information will be updated in the Pathway to Policing FAQ. Webinar PowerPoint slides will also be posted on the OJP Website. [Registration Link](#)

## RFP Part 2: Background Information

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### 2.1 Project Overview

Pathway to Policing programs provide a route for nontraditional candidates to be hired as licensed Peace Officers in Minnesota. Once candidates pass the Minnesota Peace Officer Standards and Training (POST) exam, grantees are eligible for the reimbursement of 50% of compensation, training and associated expenses.

Minnesota requires those aspiring to work in law enforcement to complete an educational program and pass a state board exam. Licensing itself only occurs when eligible candidates are appointed to a peace officer position and [certain selection standards](#) are met.

Grantees identify eligible candidates that meet the standards for admission to a board-certified Professional Peace Officer Education (PPOE) program as well as standards for license eligibility.

The Peace Officer Licensing Exam is administered to individuals who possess a post-secondary degree from a regionally accredited college or university and successfully complete a Minnesota PPOE program from a POST Board certified school. Tuition to PPOE Programs are eligible grant expenses.

Candidates may be employed by the grantee as cadets or Community Service Officers during PPOE enrollment. Salary and fringe benefits for candidates are eligible grant expenses.

Other expenses eligible for reimbursement include: books, equipment, uniforms and other associated academic expenses. Applicant screening and testing expenses may also be eligible for partial reimbursement for candidates achieving POST licensure.

*Grantees will receive preliminary award notification but must provide evidence that candidates have passed the POST exam before receiving reimbursement funds.*

## RFP Part 3: Application Process and Instructions

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### 3.1 Application Deadline

**Applications must be submitted using the [e-grants](#) web-based system by 4:00 pm on March 14, 2023.** Applications cannot be submitted after this time. No paper submissions will be accepted.

### 3.2 Application Submission Instructions

Applications must be submitted via e-grants, the Office of Justice Programs (OJP) online grants management system. [E-grants](#) can also be accessed via the Office of Justice Programs [website](#). If you have never applied for a grant with the Office of Justice Programs, create a user account by clicking on the purple “New User” option in the login box in the upper right corner of the e-grants website and follow instructions to fill out the profile. Contact the e-grants Helpdesk at 1-800-820-1890 if you have login issues.

### 3.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual

As part of submitting this application in e-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees for applicants as well as the Pathway to Policing Program Guidelines. These address federal and state requirements such as worker’s compensation, civil rights, affirmative action, and data privacy. By agreeing to these in e-grants the applicant is confirming that they have the ability to make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in e-grants. If selected for funding, the grantee will need to submit required certifications. Grantees agree to follow the OJP [Grant Manual](#), which provides basic information on policies and procedures for grant administration. These documents become, by reference, part of the formal grant contract agreement.

### 3.4 Application Content

The application consists of the following required parts; any missing part will prevent the application from submission.

#### A. Project Information Form

Input this information directly into the form in e-grants and it will be used as the cover sheet for the application. You will need:

- Contact information for the Fiscal Agent
- The fiscal agent’s federal and state identification numbers
- Contact information for the person/s responsible for programming, financials and contracts
- Brief project description and project’s geographic information

## B. Narrative (20 points):

Address the following in a three page maximum Word document with ¾" margins, single-spaced and with a 12-point font size. When ready to submit, **upload the narrative as an attachment in e-grants.** The narrative should address the following issues:

- Description of your Pathway to Policing program
- Overview of department and community demographics and definition of nontraditional candidates
- Recruitment and selection process
- Candidate screening and eligibility requirements
- Identification of PPOE training program
- Timeline of training activities and expected POST certification date
- Source of local matching funds

## C. Budget (5 Points):

Budget information will be entered directly into e-grants.

- Budget line items may include: Personnel, Payroll Taxes & Fringe, Training and Other Expenses. You do not need to request grant funds in every line item.
- **50% of the total costs** of each line item should be entered as a grant expense and the other 50% must be paid locally and reported as a match expense.
- Include calculations for all budget items.
- Note that source documentation will be required for all items reimbursed

**Enter the budget directly into e-grants.** Directions for entering the budget are available in the [Application Guide](#).

## D. Organizational Financial Information Form

This Information will be entered into e-grants form.

- Identify past or current OJP Grantee Status
- Provide fiscal agency information
- Upload financial document(s)
  - Certified Financial Audit or Single Audit depending on amount of federal grant funds administered by the fiscal agency
  - Update upload if new audit completed during the grant period
- Check boxes on administrative systems
- Document grant management experience

### WHAT AN APPLICATION MUST INCLUDE TO BE FORWARDED FOR REVIEW:

**(E-grants will not allow the application be submitted if any of these are missing)**

- **Project Information form** must be completed
- **Narrative** addressing questions listed above must be uploaded



- **Budget** with calculations included
- **Organization Financial Information** form

## RFP Part 4: Application Review Process

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This is a competitive application process. A review committee made up of OJP staff and law enforcement professionals will read and rate applications using a 25-point scale. The reviewers will meet and discuss the proposals and then put forth their recommendations. The Commissioner of Public Safety will make the final funding decisions and award notification will be by email to applicants.

## RFP Part 5: Post Award Requirements

- **Pre Award Risk Assessment and Financial Review.** In accordance with state and federal grant management policies it is required to consider a grant applicant's past performance before awarding subsequent grants to them.
- **Minnesota's Commitment to Diversity and Inclusion in Procurement**  
The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.  
To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296- 2600 or go to the [OEP website](#) .
- **Grant Contract Process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Program Guidelines, and budget. The Grant Agreement will be initiated, signed by grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed within 30 days of receipt may be canceled.
- **Progress Reporting.** Grantees will be required to submit one final report with the POST number for each candidate and supporting documentation.
- **Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses that are incurred and are consistent with the negotiated budget.
- **OJP Grant Manual.** Grantees, grantee subgrants and contracts agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how our office

manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. [OJP Grant Manual](#)

## RIGHT OF CANCELLATION

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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 solely on the basis of any response made to this request, or pay for information solicited or obtained.