

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

Date: October 11, 2021  
Item No.: 9.d

Department Approval



City Manager Approval



Item Description: Approve Application for the 2022 Pathways to Policing Grant from the Department of Public Safety Office of Justice Programs

**BACKGROUND**

For many years, the Roseville Police Department (RPD) has taken proactive measures to reflect the community we serve through increasing our commitment to diversifying staff, especially police officers. The City of Roseville is an active member of the Government Alliance on Racial Equity (GARE) and strives to employ minorities in law enforcement. RPD's program specifically seeks 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 who are fluent speakers, readers, and writers of the top 5 non-English languages spoken in Roseville: Hmong, Karen, Somali, Spanish, or Thai.

In recent years, our most intensive recruitment efforts have focused on Community Service Officers (CSOs). The department hires CSOs with the intention that they will become Roseville Police Officers in the future. Once hired, CSOs earn part-time pay (an average 20 hour work week) and retirement benefits while attending a full-time professional peace officer education program of their choice. Upon completion of the education program, trainees must attain POST licensure before transitioning to a full-time Police Officer position.

In 2019 and 2020, Roseville City Council approved applying for and accepting grant funding through the Minnesota Department of Public Safety's Pathways to Policing program. Participation in the Pathways to Policing grant has greatly supported RPD's Commitment to Diversity staffing program by reducing financial barriers. This opportunity provides participants reimbursement for coursework fees, books and equipment costs associated with the board-certified Minnesota Professional Peace Officer Education program of their choice.

Participating in Pathways to Policing is generating successful outcomes. All four past participants passed their state mandated licensing exams by the grant deadline and were offered employment by the City of Roseville as police officers. Roseville Police Department seeks Council approval to continue pursuing Pathways to Policing grant funding in an effort to recruit and reduce financial barriers for Roseville CSOs who are nontraditional law enforcement candidates.

The department will seek 2022 Pathways to Policing grant funding in the amount of \$20,000 to help two CSOs 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 December 31, 2022. To be eligible for participation in the 2022

31 Pathways to Policing program, Roseville CSOs will submit a plan from their college confirming they  
32 are on track to meet this deadline.

33 The grant application deadline is October 20, 2021.

34 **POLICY OBJECTIVE**

35 The Roseville Police Department continues to further its mission to reflect the community it serves  
36 by applying for the 2022 Pathways to Policing Grant. Participating in the Pathways to Policing  
37 Program advances the City’s commitment to the Government Alliance on Racial Equity (GARE)  
38 and the Department’s mission to recruit nontraditional police officer candidates in an effort to better  
39 reflect the community served.

40 **BUDGET IMPLICATIONS**

41 Each eligible CSO (up to two) can seek reimbursement funds (up to \$10k) for school related  
42 expenses incurred over the grant period. The Department intends to follow current Roseville City  
43 policy on tuition reimbursement. Upon completion of the grant contract, reimbursement for all  
44 eligible grant activities will be requested. Once received, the grant funds will reimburse internal  
45 accounts and other sources. Should a candidate not meet grant deadline requirements, the Police  
46 Department will cover grant related expenses using forfeiture funds along with any available  
47 personnel budgets or from other sources. There is minimal financial obligation or risk to the City of  
48 Roseville.

49 **STAFF RECOMMENDATION**

50 Approve the Police Department’s request to apply for the 2022 Pathways to Policing Grant.

51 **REQUESTED COUNCIL ACTION**

52 Approve the Police Department’s request to apply for the 2022 Pathways to Policing Grant.

Prepared by: Chief Erika Scheider

Attachment: 2022 Pathways to Policing RFP



Department of Public Safety  
Minnesota Office of Justice Programs

## 2022 Pathway to Policing Reimbursement Grant Program

GRANT REQUEST FOR PROPOSALS (RFP)

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# Request for Proposals (RFP) Part 1: Overview

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## 1.1 General Information

- Pathway to Policing Reimbursement Grant Program
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: September 15, 2021
- Application Due Date: October 20, 2021 at 4:00 pm.

## 1.2 Program Description

The purpose of this request for proposals is to support pathway to policing programs which are intended to bring persons with nontraditional backgrounds into law enforcement. 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. 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 for this program were appropriated through Article 1 of the 2017 Minnesota Session Laws, Chapter 95, Sec. 11, Subd.7 (d). \$390,000 is available in one-time funding. Awards may range from \$15,000-\$75,000 but may be lower depending on the number of approved applications.

Individual contributions and other funding sources will be tracked as cash match.

### Project Dates

These projects have a one-year grant period, with a start date of January 1, 2022.

## 1.5 Eligible Applicants

Local units of government that operate or are planning to start a Pathways to Policing Program. Note that colleges and universities are not eligible applicants. Pathways to Policing programs can vary from department to department. Single applicants and/or collaborative applications are both eligible.

## 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). Answers will be posted on the PTP RFP Questions and Answers page on the grants page of the [OJP website](#).

## Application Information Sessions

OJP is hosting an online webinar on Wednesday, September 29, 2021 at 10:00 a.m. via Zoom.

[Registration will be required.](#)

In the webinar, staff will 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. At the end of the session, staff will open it up for questions. While not required, prospective applicants are encouraged to participate. Questions and answers from the webinar will be posted on the Frequently Asked Questions' page on the [OJP website](#).

## RFP Part 2: Program Details and Requirements

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### 2.1 Project Overview

Pathway to Policing programs provide a route for nontraditional candidates who have at least an associate's degree in any discipline. Upon successful completion of a Minnesota Peace Officers Standards and Training (POST) training program and passing the exam, grantees are eligible for the reimbursement. Grantees will receive preliminary award notification but must provide evidence that candidates have passed the POST exam before receiving funds.

## RFP Part 3: Application Process and Instructions

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### 3.1 Application Deadline

**All applications must be submitted using the [e-grants](#) web-based system by 4:00 p.m. on Friday, October 20, 2021.** 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 [OJP 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 PTP Program Guidelines. 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. 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. **Applications that do not answer all questions will not score well in the review process.**

#### 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 (This is the agency named in the grant contract and responsible for the administration of the grant)
- The fiscal agent's federal and state identification numbers
- Contact information for the person/s responsible for programming, financials and contracts
- Lead agency's annual budget amount
- Brief project description and project's geographic information

#### B. Narrative (20 points):

Address the following in a three-page maximum Word document with ¼" 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 (please number responses):

- Description of your pathway to policing program and how it works
- Timeline of activities
- Definition of nontraditional candidates
- Recruitment and selection process
- Eligibility requirements/minimum qualifications for candidates
- Description of proposed training that will meet POST board learning objectives

#### C. Budget (5 Points):

The budget entered into e-grants will be **50% of the total costs** of your pathway to policing program. The other 50% of expenses that will not be covered by the grant will be entered as match.

- Budget items eligible for reimbursement include wages, taxes and benefits, course fees and equipment.
- Include calculations for all budget items.

Directions for entering the budget are available in the [Application Guide](#).

## D. Organizational Financial Information Form

This required form includes providing the fiscal agency's finance information and accounting practices. You will need the agency's fiscal year information, total revenue, federal expenditures as well as information on specific accounting practices. All applicants with total annual revenue of over \$750,000 will need to upload the most recent certified annual audit.

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

(e-grants will not let the application be submitted if any of these are missing)

- **Project Information form** must be completed
- **Narrative** addressing questions listed above in B must be uploaded
- **Budget** with calculations included
- **Organization Financial Information** form

Note additional post-award requirements in Part 5.

## RFP Part 4: Application Review Process

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This is a competitive application process. A review committee will read and rate applications using a 25-point scale. The reviewers will meet to discuss the strengths and weaknesses of each application and responsiveness to the RFP.

Pathway to Policing applications will be scored using the following scale:

Narrative	20 points
<u>Budget</u>	<u>5 points</u>
TOTAL	25 points

A final staff review will consider geographic locations with the intent of disbursing funds as widely as possible. Timeliness and completeness of past grant financial and progress reporting is also considered. The Commissioner of Public Safety will make the final funding decisions and award notification will be by mail and email to applicants.

## RFP Part 5: Post Award Requirements

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- **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. State policy requires states to conduct a financial review prior to a grant award made of \$25,000. The necessary information for these is provided in the financial information form in the application.
- **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, as well as the work plan 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 regular narrative reports and data in a prescribed manner.
- **Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget.
- **Grant Monitoring.** Grantees will receive ongoing monitoring that includes report review and review of source documentation for financial reconciliation.
- **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.