



Department of Public Safety
Minnesota Office of Justice Programs

2024-25 PATHWAY TO POLICING GRANT PROGRAM

GRANT REQUEST FOR PROPOSALS (RFP)

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: Pathway to Policing
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: December 19, 2023
- Application Due Date: January 31, 2024

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. \$1,560,000 is available in one-time funding. Awards may range from \$10,000-\$75,000 and a one-to-one match of local funds is required. Per statute, reimbursement grants award amounts will be proportionally allocated based on the number of grant applications approved by the commissioner. OJP anticipates funding 20-30 grants in this process.

Project Dates

This is a 24-month grant period, on or around April 1, 2024 through March 31, 2026.

1.5 Eligible Applicants

Local units of government and tribal governments 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. Questions and answers will be updated on the Pathway to Policing RFP Question Answer (QA) document on the grants page of the [OJP website](#) each Friday the RFP application is open.

Application Information Session

OJP will offer two online information sessions. Staff will provide a brief background on the Pathway to Policing grant program, review the RFP and application requirements, and summarize the application review process and answer questions. Prospective applicants are encouraged to participate in at least one information session. Questions and answers from all both information sessions will be posted on the Question Answer (QA) document on the grants page of the [OJP website](#).

- Session I: Thursday, January 4, 2024, from 1:30-2:15 pm [Register Here](#)
- Session II: Monday, January 16, 2024, from 10:45-11:30 am [Register Here](#)

RFP Part 2: Background Information

2.1 Project Overview

Pathway to Policing programs provide a route for nontraditional candidates to be hired as licensed Peace Officers in Minnesota. Funding is intended to provide training for candidates who will be eligible to take the Minnesota Peace Officer Standards and Training (POST) exam during the grant project period. 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 at PPOE Programs are eligible grant expenses. A candidate must be eligible to be licensed by the POST Board no later than 3-31-2026.

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. Candidate transportation and housing expenses during PPOE training may also be eligible for reimbursement.

RFP Part 3: Application Process and Instructions

3.1 Application Deadline

Applications must be submitted using the [e-grants](#) web-based system by 4:00 pm on January 31, 2024. 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. 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, including federal and state identification numbers

- Authorized representative (the person/s responsible for signing the grant agreement)
- Program main contact
- Financial contact
- Project information

B. Narrative (20 points):

Address the following in a three-page maximum Word document with $\frac{3}{4}$ " 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
- Identification of PPOE training program
- Timeline of PPOE coursework 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.

1. *OJP Grantee Status (active grant in last 12 months or not)*
2. *Fiscal Information*
 - A. Accounting basis.
 - B. Organization's Fiscal year time-period.
 - C. Total revenue last completed fiscal year.
 - D. Total federal expenditures (only from federal sources) last completed fiscal year.
 - E. How often financial document are produced.
 - F. Nonprofits only: Most Recent IRS Form 990.
 - G. Date and status of annual financial filing

- H. Nonprofits only: Upload evidence of good standing with the Secretary of State
- I. Allocation method document (if applicable)

3. Financial Document

Upload the financial document(s) applicable to your organization:

- Agency with annual revenue under \$50,000
 - Statement of Financial Position (Balance Sheet)
 - Statement of Activity (Income and Expense Statement)
- Agency with total annual revenue of over \$750,000, but with federal expenditures less than \$750,000
 - Certified Financial Audit
 - Certified Financial Audit Management Letter
 - Corrective Action Plan (if applicable)
- Agency that spent \$750,000 or more in federal funds during fiscal year
 - Single Audit
 - Single Audit Management Letter
 - Corrective Action Plan (if applicable)
- Audit Information
 - Name of Auditors
 - Type of Audit
 - Description of Audit Findings

4. Administrative Systems

Answer yes or no to the following statements:

- Our organization has had an instance of misuse or fraud in the past 36 months.
- Our organization has current or pending lawsuit against the organization.
- Our organization is currently designated as a high risk grant recipient by the federal government.
- Current principals (defined as a public official, a board member or staff with the authority to access funds provided by this agency or determine how funds are used) have been convicted of a felony financial crime in the last 10 years.
- We have separate accounts for different programs/revenue sources to prevent co-mingling of funds.
- Our organization uses a daily time tracking log for each position being paid using multiple sources of funding.
- Our organization has a paid bookkeeper.
- Our organization has an approval process that requires multiple approvals before funds can be expended.
- Our organization has written policies and procedures for accounting, purchasing and payroll.
- Our organization's accounting system can identify and track grant program-related income and expenses separate from all other income and expenses.

- We can easily retrieve original receipts for expenses that are reimbursed by the grant.
- Our Board of Directors meets at least every month.
- Our organization has a Conflict-of-Interest Policy.

5. *Grant Management Experience*

- We have had more than one administrative turnover in the past 12 months (defined as anyone involved in working on or managing grants)
- Select an option that applies to your organization:
 - Monitored funding and completed reporting for non-federal and/or only federal grants
 - Monitored funding and completed reporting for only non-federal grants
 - Monitored funding and completed reporting for contracts but not grants
 - No prior experience monitoring and reporting for contracts and/or grants

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**
- **Narrative** addressing questions listed above
- **Budget** with calculations included
- **Organization Financial Information form**

RFP Part 4: Application Review Process

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

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.