



Minnesota Department of Public Safety (“State”) Commissioner of Public Safety Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Terrorism Recruitment Prevention 2018 Grant Agreement No.: A-TRP-2018-STPAULCI-00008
Grantee: City of St Paul, Police Department 367 Grove Street St Paul, Minnesota 55101	Grant Agreement Term: Effective Date: 1/1/2018 Expiration Date: 12/31/2019
Grantee’s Authorized Representative: Kathleen A. Wuorinen City of St Paul, Police Department 367 Grove Street St Paul, Minnesota 55101 (651) 266-5503	Grant Agreement Amount: Original Agreement \$209,895.00 Matching Requirement \$0.00
State’s Authorized Representative: Claire Cambridge, Grants Specialist Intermediate Office of Justice Programs 445 Minnesota Street Suite 2300 St Paul, Minnesota 55101 (651) 201-7307	Federal Funding: CFDA None State Funding: Minnesota Laws of 2017, Chapter 95, Article 1, Section 11, Subdivision 7 Special Conditions: Attached and incorporated into this grant agreement. See page 3.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a State employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Terrorism Recruitment Prevention 2018 Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Terrorism Recruitment Prevention 2018 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<http://app.dps.mn.gov/Egrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No. A-TRP-2018-STPAULCI-00008/3-51831

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative



Special Conditions

1. Time limitations on funding use:

\$104,947.50 is available from January 1, 2018 through June 30, 2019.

\$104,947.50 is available from July 1, 2018 through December 31, 2019.

Budget Summary

Recruitment Prevention : East and West African Community Education Project				
Budget Category	Award			
Personnel				
Personnel	\$50,848.00			
Total	\$50,848.00			
Payroll Taxes and Fringe				
Fringe	\$8,644.00			
Total	\$8,644.00			
Program Expenses				
Program Costs	\$39,994.00			
Total	\$39,994.00			
Other Expenses				
Admin	\$14,409.00			
Total	\$14,409.00			
Contracted Services				
Average Mohamed sub award	\$96,000.00			
Total	\$96,000.00			
Total	\$209,895.00			

The Grantee (which refers to the applicant's status after it has been awarded grant funds) shall comply with all applicable federal, state and local laws, ordinances, rules and regulations and provisions stated herein in the performance of the grant award.

1. Survival of Terms

The following clauses survive the expiration or cancellation of the award: 9. Liability; 10. Audits; 11. Government Data Practices; 13. Publicity and Endorsement; 14. Governing Law, Jurisdiction and Venue; 16. Data Disclosure; and 17 Intellectual Property Rights.

2. Financial and Administrative Provisions

The Grantee will comply with all program guidelines specified in the Grant Program Guidelines (Guidelines) and application which are incorporated herein by reference.

Budget Revisions: The Grantee will submit a written change request for any substitution of budget items or any deviation in accordance with the Guidelines included in this application. Grantees whose requests have been approved will be notified in writing by the State's Authorized Representative to the Grantee's Authorized Representative. Requests must be approved prior to any expenditure by the Grantee.

3. Payment Terms

Payment: The State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services in accordance with the Guidelines included in this application. Expenditures for each state fiscal year (July through June) of the grant agreement must be for services satisfactorily performed within applicable state fiscal years.

Under Minn. Stat. § 16B.98 Subd. 1, the Grantee agrees to minimize administrative costs. Under Minn. Stat. § 16B.98, Subd. 7, payments to the Grantee may not be issued until the grant agreement is fully executed.

4. Time

The Grantee must comply with all the time requirements described in the application and grant agreement. In the performance of the award, time is of the essence.

5. Consideration and Payment

The State will pay for all services performed by the Grantee under the grant agreement as a reimbursement according to the breakdown of costs contained in the Guidelines and Grantee's application that will be incorporated into the grant agreement. The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

5.1 Contract and Bidding Requirements – Municipal grantees

Per Minn. Stat. §471.345, grantees that are municipalities must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property

- (a) If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor

offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2)

- (b) If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).
- (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2)
- (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5.2 Contract and Bidding Requirements – Non-governmental grantees

A nongovernmental organization is an organization that is a nonprofit, also known as a charitable organization, that is formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. The organization meets the definition in Minn. Stat. 309.50 Subd. 4 and meets the definitions defined in the Internal Revenue Service code, with the most common type being a 501 (c) (3).

- (f) Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- (g) Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.

- (h) Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- (i) 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 Targeted Vendor list: Minnesota Unified Certification Program
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program
- (j) 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.
- (k) The grantee must maintain 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.
- (l) Notwithstanding (a) - (d) above, the State may waive bidding process requirements when:
- Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant
 - It is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- (m) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.
- (n) The grantee must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>

6. Conditions of Payment

All services provided by the Grantee under the grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative so named in the grant agreement and in accordance with all applicable federal, state, and local laws, ordinances, rules and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law.

7. Authorized Representative

The State's Authorized Representative or his/her successor, is so named in the grant agreement and has the responsibility to monitor the Grantee's performance and has the authority to accept the services provided under the grant agreement opportunity. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is so named in the grant agreement. If the Grantee's Authorized Representative changes at any time during the grant agreement, the Grantee must immediately notify the State.

8. Assignment, Amendments, Waiver, and Grant Agreement Complete

The Grantee may neither assign nor transfer any rights or obligations under the grant agreement without the prior consent of the State and a fully executed Amendment, executed and approved by the same parties who executed and approved the grant agreement, or their successors in office.

Any amendment to the grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

If the State fails to enforce any provision of the grant agreement, that failure does not waive the provision or its right to enforce it.

The grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding the grant agreement, whether written or oral, may be used to bind either party.

9. Liability

Grantee must indemnify, save and hold the State, its agents, and employees harmless from any claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under the grant agreement and subsequent grant agreements. The liability for Grantees that are municipalities is governed by Minn. Stat. § 466 and any other applicable law, rule or regulation.

10. Audits

Under Minn. Stat. § 16B.98, Subd. 8, the books, records, documents, and accounting procedures and practices of the Grantee or other party that are relevant to the grant agreement or transaction are subject to examination by the State, and/or the State Auditor or Legislative Auditor as appropriate, for a minimum of six years from the grant 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. Federal audits shall be governed by requirements of federal regulations.

If applicable, if the Grantee (known as the "subrecipient" in the Code of Federal Regulations) receives federal assistance from the State of Minnesota, it will comply with the Single Audit Act Amendments of 1996 and the Office of Management and Budget's Uniform Guidance: Cost Principles, Audit, & Administrative Requirements for Federal Awards, Subpart F (2 CFR 200) ; and, required audit reports must be filed with the State Auditor's Office, Single Audit Division,

and with federal and state agencies providing federal assistance, and the Department of Public Safety within nine months of the Grantee's fiscal year end.

11. Government Data Practices

The Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the State under the grant agreement, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the Grantee under the grant agreement. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with the applicable law.

12. Workers' Compensation

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Publicity and Endorsement

Any publicity regarding the subject matter of the grant agreement must be in accordance with the Guidelines included in this application. Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the grantee's website when practicable. The Grantee must not claim that the State endorses its products or services.

14. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs the grant agreement. Venue for all legal proceedings out of the grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination

Termination by the State. The State may terminate the grant agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

Termination by the Grantee. The Grantee may request termination upon 30 day's notice to the State's Authorized Representative. Upon termination, the Grantee is entitled to payment for services actually performed satisfactorily and agrees to return any unused funds to the State.

Termination for Insufficient Funding. The State may immediately terminate the grant agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services under the grant agreement. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State receiving that notice.

Termination for Failure to Comply. The State may terminate the grant agreement immediately if the State finds that there has been a failure to comply with the provisions of the grant award, that reasonable progress has not been made or that the purpose for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

16. Data Disclosure

Under Minnesota Statutes, § 270C.65, Subd.3 and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

17. Intellectual Property Rights (if applicable)

- (A) *Intellectual Property Rights.* The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this contract.* Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this contract. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers

and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

(B) *Obligations*

(1) *Notification.* Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this contract, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

(2) *Representation.* The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

18. Other Provisions be it understood:

- a. By filing of this application, the applicant has therefore obtained the necessary legal authority to apply for and receive the proposed grant;
- b. The filing of this application has been authorized by applicant's governing body, and the official who has applied his/her electronic signature to this application has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the representative of the applicant in connection with this application;
- c. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of applicant;
- d. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;

Agreement to Acknowledge the Terms and Conditions are Incorporated Into the Grant Agreement:

By submitting this application, the authorized Representative for the Grant Applicant, acknowledges that they have read the Terms and Conditions in their entirety as stated within the Application materials and acknowledge that the Terms and Conditions will be incorporated into the Grant Agreement if funds are awarded to the Applicant under this Application. As authorized, if the Applicant is awarded funds under this Application, they will submit the required documents and certification on behalf of the Applicant Organization.

Office of Justice Programs (OJP)
Terrorism Recruitment Prevention Funding 2018
Grant Program Guidelines

The Office of Justice Programs will require each grantee to abide by the following requirements in addition to those contained in the general grantee Terms and Conditions:

Financial Requirements:

- 1) The grantee shall report at least quarterly on all expenditures pertaining to this grant contract in the OJP online grants management system, e-grants, no later than 20 days after the end of the quarter.
- 2) The grantee shall submit a written budget revision request via e-grants before any expenditure may be made based on the revised budget. Submission of a budget revision is necessary if a) a line item will deviate by \$200 or 10%, whichever is higher, from the approved budget, or b) a new line item that was not part of the approved budget will be created.
- 3) The grantee shall submit source documentation on grant expenditures in a timely manner, as requested by OJP staff for a desk review audit.
- 4) The grantee's eligible expenditures under this grant contract must be incurred by the grantee by the expiration date of the grant agreement.
- 5) The grantee shall have until 30 days after the expiration date of the grant agreement to liquidate all unpaid obligations related to the program which were incurred on or before the last day of the grant period and to submit a final report of all funds received and disbursed. If a report is not submitted within this time period, expenses claimed on the report may be disallowed and OJP may request a refund of those funds from the grantee if the funding was advanced to the grantee.
- 6) The grantee shall retain all financial records for a minimum of six (6) years after the date of submission of the final financial status report, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and OJP, whichever is later.
- 7) The grantee shall comply with all provisions of the Minnesota *OJP Grant Manual*.

Reporting Requirements:

- 1) Progress Reporting: The grantee shall report quarterly in e-grants a narrative of the progress achieved towards the accomplishment of the goals and objectives in the project work plan within 20 days after the end of each reporting period.
- 2) Requirement Changes: OJP may add, modify or change all reporting forms at their discretion during the grant period.

Other Provisions:

- 1) Evaluation: OJP shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of the grant program.
- 2) Additional Requirements: The grantee shall attend meetings and training as OJP shall reasonably request.
- 3) Administrative Requirements: OJP reserves the right to include in the grant, at any time during the term of the grant, special administrative requirements deemed necessary to assure the grantee's successful implementation of the program. OJP will notify the Grantee in writing of any special administrative requirements.

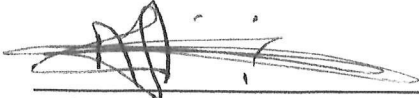
East and West African Community Education and Engagement Project

Memorandum of Understanding

1. **PARTIES.** The Parties to this Memorandum of Understanding (MOU) are the Saint Paul Police Department (SPPD), and Average Mohamed. The SPPD is the lead Law Enforcement agency. Average Mohamed is the lead community based agency service provider. The Parties to this MOU will serve as partners to plan and implement engagement and education activities for the East and West African immigrant community to serve the City of Saint Paul.
2. **PURPOSE.** This MOU is executed in order to memorialize the agreement and set forth the terms and conditions between the two parties. The East and West African Community Education and Engagement Project is a partnership between SPPD and Average Mohamed. The aim of the partnership is to reduce marginalization and ideological threats of radicalization within the East and West African Muslim community through community engagement, and increased participation of youth and community leaders in citizen councils and education sessions.
3. **RESPONSIBILITIES.** To facilitate the purpose of this MOU, each Party agree to take the following actions:
 - a. SPPD agrees to:
 - establish leadership level partnerships within the east and west African community,
 - Conduct recruitment for civilian academies,
 - Co-facilitate group meetings, and education sessions,
 - Contribute to identify guest speakers and panel presenters at summits
 - Contribute to the development and design of educational materials and education campaigns,
 - Coordinate Police Athletic league Events and engagement activities like open gym,
 - Host civilian academies
 - Provide administrative oversight for grant management including defining data collection tools and preparing funder reports.
 - b. Average Mohamed agrees to:
 - Conduct recruitment for civilian academies,
 - Co-facilitate group education sessions,
 - Develop all multi-media for education campaigns including concept development, script creation, story boards and contracting and coordination of videographers and sound engineers as needed.
 - Provide curricula and training for youth peer educators
 - Conduct necessary data tracking for grant reporting as defined by SPPD.

4. **OTHER PROVISIONS.** Nothing in this MOU is intended to conflict with current law, regulations, or directives of the SPPD, or Average Mohamed, or other cooperating agencies. If a term of this Agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this Agreement shall remain in full force and effect.
5. **FINANCIAL PROVISION.** Each Party agrees that this is not a financial arrangement with the other Parties, as no funding sources are yet secured. Should SPPD receive the full request for funding from the Minnesota Department of Public Safety, Terrorism Recruitment Prevention each party will receive the following share of grant resources:
 - a. SPPD will receive \$59,855 annually, for a total of \$119,770 over the two years of the grant.
 - b. Average Mohamed would receive \$48,250 annually for a total of \$96,500 over the two years of the grant.
6. **EFFECTIVE DATE.** The terms of this Agreement will become effective on the date the last Party signs the Agreement.
7. **MODIFICATION.** This Agreement may be modified upon the mutual written consent of the Parties.
8. **TERM.** The terms of this Agreement, as modified with the consent of the Parties, will begin November 1, 2017, and remain in effect until October 31, 2019. The Agreement may be extended by mutual written agreement of the Parties.
9. **TERMINATION.** Any Party may terminate this Agreement upon 30 days written notice to the other Parties.

Average Mohamed



Mohamed Ahmed

Executive Director

10/16/17

Date

Saint Paul Police Department



Kathleen A. Wuorinen

Assistant Chief of Police

10-17-17
Date

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Application: A-TRP-2018-STPAULCI-00008

Budget Item Program Component: Recruitment Prevention : East and West African Community Education Project

Budget Category: Contracted Services

Budget Description: Average Mohamed sub award

Community Educator/Project Coordinator @ \$50,000 annually x .5FTE = \$25,000 x 2 years = \$50,000 Fringe including FICA Medicare, and health care. Calculated at 25% of base salary. \$25,000 x .25 = 6250. x 2 years = \$12,500 Food for Conference providing breakfast, snack, and lunch for 100+ participants. Estimated at \$5,000 x 2 years = \$10,000 Videographer providing editing and sound production. 3 videos annually x \$4,000 each = \$24,000 TOTAL = \$48,250 Annually X 2 years = \$96,500

Budget Item Program Component Total:

Award	\$96,500.00	Match	\$ 0.00
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Budget Category: Other Expenses

Budget Description: Admin

Administrative costs calculated at 10% = 7205 annually x 2 years = \$14,411

Budget Item Program Component Total:

Award	\$14,211.00	Match	\$ 0.00
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Budget Category: Payroll Taxes and Fringe

Budget Description: Fringe

Fringe calculated at 17% of salary costs. Annual costs of \$28,816 x .17 = \$4899 x 2 years = \$9,797

Budget Item Program Component Total:

Award	\$9,797.00	Match	\$ 0.00
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Budget Category: Personnel

Budget Description: Personnel

Officer Overtime Open Gym/Athletics. 46 weeks x 2 hours x 2 officers x \$53.00 hr. = \$9752 x 2 years = \$19,504 Instructors for Citizen Academy 20 sessions @ 5 hours x 2 officers x \$53.00 hr. = \$10,600 x 2 years = \$21,200 Outreach Specialists x 8 hours x 23 weeks @ 46 hr. x 1 specialist = \$8464 x 2 years = 16,928

Budget Item Program Component Total:

Award	\$57,632.00	Match	\$ 0.00
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Budget Category: Program Expenses

Budget Description: Program Costs

Award	\$ 0.00	Match	\$ 0.00
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MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Application: A-TRP-2018-STPAULCI-00008

Food for group information sessions and community forums: \$75 x 20 events = \$1500 x 2 years = \$3,000 Athletic/Soccer costs (soccer balls, field fees, t-shirts) @ \$10,000 x 2 years = \$20,000 Conference printouts/materials = \$2,000 x 2 years = \$8,000 Educational materials = \$4,000 x 2 years = \$8,000 Media Prizes/development \$2400 x 2 years = \$4800 Cell Phones: 12 months x \$60 x 2 phones = \$1440. x 2 years = \$2880 Laptops for youth to design materials \$900 x 4 = \$3600 x 2 years = \$7200 Video Editing Software for youth computers 4 x \$500 = \$2,000 x 2 years = \$4,000

Budget Item Program Component Total:

	\$ 53,880.00	\$ 0.00
Total:	\$ 232,020.00	\$ 0.00

WORK PLAN (Form 1)

OBJECTIVE NUMBER	WHAT DO YOU INTEND TO ACHIEVE? (The immediate or direct effects your program intends to achieve)		
1	<i>Promote participation and engagement within the community</i>		
<p>How Will You Achieve It? (List your to achieve your objective, including steps, activities, and tasks you will use)</p> <p>Promote Respect Between Law Enforcement and Citizens. Recruit Community Leaders to serve as peer educators and advocates for the education campaigns. This will include a youth co-hort. Community Leaders will attend 10 week civilian academy hosted twice a year.</p> <p>Reduce fear of law enforcement through positive non-law enforcement contact with peace officers: <i>Hosting of SPPD sponsored events:</i></p> <ul style="list-style-type: none"> • National Night = 3 neighborhoods with large Somali community • Safe Summer Nights: SPPD hosted community BBQ • Hosting of open gym and Police Athletic League events. <p>Community group sessions: community listening sessions hosted at resident council community meetings, mosques and other venues.</p>	<p>Frequency of Activity Number of participants</p> <p>civilian academy attendance estimated at 5 community leaders each academy x 2 annually x 2 years = 20 trained</p> <p>Weekly open gym x 46 weeks x 2 years = 92 open gyms. Average attendance of 15-20 for 250 youth unduplicated.</p> <p>Community listening sessions. 18 sessions annually x 2 years = 36 sessions. Attendance by 20-30 each averaging 250 attendees annually</p>	<p>Time Frame</p> <p>Community leadership recruitment Nov. 2017- April 2018</p> <p>civilian academy 2 annually spring and fall</p> <p>Open gym, weekly Nov. 2017 – Oct. 2019</p> <p>Group education/listening sessions hosted ongoing</p>	<p>Person or Position Responsible</p> <p>Recruitment of community leaders conducted by Average Mohamed and SPPD Community Engagement Specialist</p> <p>civilian academy taught by certified trainers from SPPD's professional development institute</p> <p>SPPD Peace officers and AmeriCorps members host open gym</p>
<p>If Successful, What Results Will You Achieve? (As a result of your programming what will be different?)</p> <p>Outcome: Increased Positive Law Enforcement Contacts Reducing Fear Between Police and Citizens</p> <p>Outcome: Promote Respect Between Law Enforcement and Citizens served</p>	<p>How Will You Know If You Are Successful? (Describe what you will use to measure your success)</p> <p>250 Somali youth participate in open gym and PAL activities.</p> <p>20 community leaders (10 annually) complete comprehensive citizen academy trainings and become eligible to join citizen review councils.</p> <p>80% of community members attending civilian academies state an increased knowledge of American legal systems and ways to participate.</p>		
<p>Person Responsible For Evaluation (name, title, organization)</p>		<p>Warsame Shirwa, Community Engagement Specialist; SPPD</p>	

WORK PLAN (Form 1)

OBJECTIVE NUMBER	WHAT DO YOU INTEND TO ACHIEVE? (The immediate or direct effects your program intends to achieve)									
2	<i>Development and distribution of messaging through social media and other platforms that negate potential recruitment propaganda.</i>									
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Communities Develop Their Own Alternative Narratives: <i>Social Media Campaigns:</i> Average Mohamed leads after school curricula training youth on the development of media. Will be supported by local graphic designers and videographers <ul style="list-style-type: none"> - Concept and script development - Story boards - Animation <i>Educational materials distribution:</i> Education materials are turned into multilingual videos, flyers and shared through social media and community events, and radio shows.										
If Successful, What Results Will You Achieve? (As a result of your programming what will be different?)	How Will You Know If You Are Successful? (Describe what you will use to measure your success)									
Outcome: Increased community member skills at recognizing recruitment propaganda and counter recruitment strategies	80% of community members attending group education and annual conference state that they can name at least two recruitment strategies and strategies to counter the message									
Person Responsible For Evaluation (name, title, organization)	Warsame Shirwa, Community Engagement Specialist, SPPD									

NARRATIVE SUMMARY

Saint Paul Police Department (SPPD) and Average Mohamed requests \$227,270 to integrate community policing with community civic education and anti-radicalization strategies as a strategy to counter violent extremism. The project targets the rapidly expanding east and West African immigrant community in Saint Paul. A significant portion of the community is comprised of members of the Islam movement, Wahhabism. The ultra-conservative teachings of Wahhabism make the community's youth vulnerable to extremist ideologies, causing a hot spot for local and international recruitment by ISIS, ISIL, and Al-Shabab. In response to the, SPPD proposes to tackle violent extremism by looking beyond a security response alone. The project will reduce marginalization and ideological threats of radicalization within the community through civic education, and community engagement. Further, community leaders and youth will help develop social media campaigns designed to counter recruitment propaganda.

1. ORGANIZATIONAL CAPACITY

• **Applicant agency's mission and history.**

SPPD operates as a division of the City of Saint Paul, a unit of local government. The department began in 1854, making it the oldest police department in the state. Saint Paul serves as a business and cultural hub for the east metro. As such, SPPD serves as a regional leader in law enforcement, and is the second largest law enforcement agency in Minnesota. The agency has 800 total employees, three patrol districts and several special units and tasks forces that serve as investigative and tactical resources for the entire metropolitan area.

Mission: Protect the peace and maintain public safety through trusted service with respect.

• ***What experience does the applicant agency have with the specific population to be served?***

SPPD's proposal seeks to continue and expand existing programming that we have operated for several years. In 2008, SPPD launched an investigative focused effort to address terrorism and international threats of violence within the community. However, after a series of engagement activities with community leaders, SPPD realized the focus on solely on identifying terrorism was hindering, not helping, community relations. While the African Muslim Community was deeply concerned about youth recruitment to terrorist groups, community forums revealed the ideal strategy for addressing these concerns was first building understanding trust in law enforcement and helping the community with integration into American society.

Community leaders and residents requested that SPPD address immediately pressing and local safety concerns as a way to build trust within the community. Through initial community forums and listening sessions the community identified domestic abuse as a key issue to be addressed. A key component of the project was hosting education campaigns around the rules and regulations police must adhere to when dealing with domestic violence calls.

This approach has documented significant success. An evaluation for the intervention was conducted by an independent research group, Wilder Research. The study included a pre-and post-assessment of localized crime data with reductions in reported violent crime. Crime data was analyzed over a 23 month period, with changes in crime among key communities compared to city wide data. The study revealed a 63% reduction on reported domestic violence incidents, and a 25% reduction on reported violent crime. 100% of community members who participated in education stated that they learned something, with 63% stating they learned a great deal.

• ***Community partner agency's mission and history.***

Average Mohamed is a 501 (c)(3) organization founded by Minneapolis-based activist, Mohamed Ahmed. The organization was formed in response to the extremist messages being targeted at Somali youth. Average Mohamed provides a pro-democracy, anti-extremist message aimed at Somali youth in Minnesota and abroad. Over the past four years the organization has created 25 short animated videos distributed through social media which feature the main character, Average Mohamed, addressing topics such as identity in Islam, free speech, and justice. His work has been acknowledged in Religion and Ethics Weekly, USA Today, National Public Radio, The Telegraph (UK), The Guardian (UK) and Public Radio International. Average Mohamed has reached over 200,000 viewers, and met with over 10,000 youth.
<https://www.averagemohamed.com/media-5.html>

Mission: challenge intolerance through dialogue and narrative sharing. In doing so, provide global youth with critical thinking tools that promote diversity and build community.

• ***How reflective is the community partner staff and leadership of the population served?***

Currently, 100% of Average Mohamed's program staff is representative of the community served. The agency's success in developing successful anti-terrorism media campaigns are a direct result of the language skills and understanding of the cultural context that may inform decision making in the lives of their clients. Average Mohamed has established community partnerships with West Bank Athletics, Teen Voice, Young Achievers, Somali Confederation and Cedar Riverside Youth Council.

• ***How this project fits in the overall organization; is it a new or continuation project?***

SPPD is seeking funding to expand existing programming. Over the last two years, the SPPD has worked to implement a series of initiatives to advance trust and community relations. This includes the creation of a dedicated community engagement unit and a commitment to diversify the department's workforce by at least 10%. The project will provide targeted and culturally responsive engagement as part of a large scale and comprehensive engagement campaign.

The forming of the community engagement unit includes the hiring of four community engagement specialists. This includes the hiring of Warsame Shirwa, a dedicated specialist for the East and West African community who comes to SPPD with extensive experience educating and engaging the immigrant and refugee community. Warsame will serve as the lead on activities defined in this proposal. Further, the community engagement unit recently received awards from AmeriCorps to launch a career path academy offering paid service while young adults from Saint Paul pursue degree in law enforcement. Two of the AmeriCorps members are bi-lingual and representative of the West African community and will also support this project.

• ***Past experience in grant management.***

SPPD is frequently called upon to contribute to regional investigative and law enforcement needs and seeks state and federal grants to help cover costs of activities that go beyond local tax base. SPPD manages several federal grants, as well as seeking state and private grants to augment operating costs. The agency has received several grants from the MN Department of Public Safety in recent years. This includes a 2016 HSEM grant dedicated to engagement within the East and West African community that was successfully operated and closed. Our agency also serves as the fiscal agent for numerous sub-awards, and has procedures in place to ensure all expenditures are appropriate and reasonable by the sub-grantee.

2. PLANNING PROCESS

• ***Planning process for this initiative including how the community was involved.***

SPPD hosts regular listening sessions and attends other community forums with leaders from the East and West African community. These sessions provide the Chief of Police and agency leadership input on policies and guidance on quality of life issues impacting the community. This feedback has been integrated into this proposal design. Further, the program design includes extensive capacity building so that community leaders and youth help shape and define key messaging promoted in the community (described further below).

• ***Describe the identified population at risk for recruitment that this project will work with.***

The project will target the rapidly expanding East and West African immigrant community in Saint Paul, with an emphasis on outreach to youth age 10-24. A significant portion of the community is comprised of members of the Islam movement, Wahhabism. The ultra-conservative teachings of Wahhabism make the community's youth vulnerable to extremist ideologies, causing a hot spot for recruitment by ISIS, ISIL, and Al-Shabab. The project will engage leaders, mothers, and youth.

3. PROJECT DESCRIPTION

SPPD will host a comprehensive community engagement strategy in an effort to combat recruitment tactics for terrorist groups. A key strategy in this effort is to build trust and respect between law enforcement and the community. The community will be invited to become a more integrated part of the agency, through two strategies. First, community leaders, including youth and adults, will be asked to undergo training to serve as advisors and peer educators. Second, a mixed media campaign, targeting youth ages 10-24 will be developed in partnership with local youth. These youth will work together with Average Mohamed media experts to create videos and educational materials that will be widely distributed through press, online forums, and local public access channels. The project will culminate in a competition for the best videos, with winners showcased at an annual Somali youth conference.

• ***What proposal strategies (from page 1-2) will be used?***

The project will address the following proposal strategies:

Strategy B. Promote participation and engagement within the community: A cohort of community leaders, youth/young adults will create advisory councils. Members of the council will undergo extensive training to become peer educators, and represent schools, places of worship, and other professionals from the community. Civilian's academies will offer training about the roles of law enforcement officers in the U.S. and foundational understanding of American government. These instructional strategies will prepare advisory members to act as civic leaders, working in partnership with officers to conduct culturally and linguistically appropriate education about the American legal system.

Strategy C. Development and distribution of messaging through social media and other platforms that negate potential recruitment propaganda. A series of educational topics and counter narratives defined by community leaders will be offered to counter message to violent ideology presented by extremist groups. Community education campaigns will target two groups including youth, and community leaders. Average Mohamed and SPPD will co-lead community education offered through a variety of venues including social media, summits, forums, and through small group trainings.

• ***If this is an existing program, what are your previous year/s outcomes?***

SPPD partners extensively with Minneapolis PD, Hennepin County, and other community partners to combat terrorism in the Twin Cities. Through these partnerships, SPPD was recognized by the International Association of the Chiefs of Police as the 2016 recipient of the Booz Allan Outstanding Achievement in the Prevention of Terrorism Award. In addition to this work, SPPD received a Homeland Security grant in 2016 to conduct engagement and engagement strategies within the East and West African community. This grant enabled SPPD to connect with over 500 hundred youth and community leaders. Highlights from the last year:

- *Youth engagement:* SPPD hosted Jr. Police Academies attended by 55 East and West African youth, participated in youth summits hosted by the Oromo Community of Minnesota, and conducted student mentoring event at the Dugsi Academy. SPPD officers conducted weekly open gym and swimming reaching over 400 youth.
- *East/West African Women's engagement:* Officers participated in a Department of Homeland Security Roundtable with approximately 100 primarily East and West African attendees, and a Town Hall Meeting with Governor Mark Dayton.
- *East and West African Elders/Community Leaders:* The Chief of Police and agency leadership hosted an average of one meeting monthly with Imnans from local Mosques and other community elders to conduct listening sessions and discuss community issues.

• ***What are the objectives and outcomes related to these strategies?***

Strategy B: Promote participation and engagement within the community:

- *Objective. Promote Respect between Law Enforcement and the Civilians Served:* The campaign will begin with identification of community leaders to undergo extensive training to prepare as partners. 20 Community leaders, youth and adults, will be identified to serve on volunteer advisory committees. These leaders will help define education topics for the campaigns. To prepare for this role, leaders attend 10 week civilian academy addressing the following topics: the American legal systems, community policing & ethics, constitutional law, criminal law, combating radicalization.
- *Objective. Reduce Fear between Police and Civilians Served.* The project will create opportunities for residents in neighborhoods with large populations of East and West African youth to engage in positive experiences with police. Activities will be hosted by SPPD officers, and supported by AmeriCorps members, including open gyms, police athletic league events, and connections to established Somali youth soccer leagues.

Strategy C: Development and distribution of messaging that negates recruitment propaganda.

- *Objective. Educate on how to recognize and counter recruitment propaganda:*
The creation of short videos that counter recruitment propaganda will be created by youth. Through a curricula developed by Average Mohamed, youth learn the basics of videographer and graphic design. Approximately 20-30 youth will be invited to participate in afterschool program that guides youth through a multi-step process: Youth artists will brainstorm ideas, reach consensus on a creative plan, write a script, create storyboards, record their own voices, and help create the animation of a three minute animated cartoon. Although the videos convey some complex ideas, they are intended to be simple, entertaining, concise, and serve as a springboard for greater conversations. Steps include:
 - Identify and refine concepts - Create script. Identify number of characters.
 - Select and train voice talent. Rehearse & edit.
 - Work with sound engineer to record script, and identify additional sound needs, including sound effects, music, etc.

- Create story boards, including second-by-second timeline of the work.
- Create animation of the story board.
- Final edits and peer review

- *Promotion of messaging:* A competition to identify the best counter recruitment messaging will be hosted through social media. The winners of the competition will be announced and showcased at an annual youth conference as a way to promote the message more broadly. Further, these videos will be complimented by education series on a variety of law enforcement topics. Community Engagement Specialist will work in partnership with youth and law enforcement officers to develop educational materials in East and West African language. Educational materials will include workshops, videos, and informational flyers. Distribution of materials will be done through one-on-one contacts at community events supported by AmeriCorps members as well as through community forums, social media, radio shows, and local newspapers.

• ***How will this result in long-term investment in the communities at risk?***

SPPD will partner directly with the community in the effort to end violent extremism, making city government and law-enforcement more representative of the voice of the community. The project will simultaneously reduce marginalization and ideological threats of radicalization within the community; while increasing the cultural and linguistic skills of SPPD's officers and their community policing efforts.

• ***Detail the roles and responsibilities of the LEA as well as the community partner.***

SPPD's Role: SPPD will have multiple staff contributing to the project.

- *Community engagement specialist* (salary funded by SPPD, with overtime funded by grant): Will establish leadership level partnerships within the east and west African community; contribute to recruitment for civilian academies, and co-facilitate conference and education sessions; oversee and monitor the development and design of educational materials and education campaigns; and conduct data tracking for grants.
- *AmeriCorps members (not grant funded):* Two bi-lingual AmeriCorps members will assist with engagement activities and education campaigns. They will support youth soccer and other PAL activities, distribute educational materials, help with youth social media campaign through room set up, and staffing.
- *Officers (partially grant funded):* Whenever feasible, Police officers contribute to Police Athletic League Events and engagement activities like open gym through in-kind contributions. However, when staffing shortfalls occur, overtime is paid.
- *Civilians Academies (partially grant funded):* This will be taught in-house by trainers from SPPD's professional development Institute and community engagement staff.

Average Mohamed's Role:

- *Media Development and Educator:* Will contribute to recruitment of youth leaders for civilian academies; will provide the curricula for the video creation.
- *Conference:* will lead the video competition announcement and promotion. They will form a group of industry professionals to score entries and select winners. Will coordinate youth recruitment to event and manage RSVP and food.

• **Cite research on best or promising practices that support your plan.**

SPPD’s proposal outlines an adaptation of widely recognized community policing strategies to address international threats to public safety that are driven by ideological theories circulating within the immigrant and refugee community. Our program model aligns to well to several defined outcomes studies. This includes Intervention study funded by Homeland Security to address ideological threats to public safety within the African Muslim community living in the U.S. Weine; Stevan, M.D.; The Role of Community Policing in Countering Violent Extremism; National Consortium for the Study of Terrorisms and Responses to Terrorism; 2015; and resource guide published by the office of Community Oriented Policing Services; U.S. Department of Justice; Community Policing Defined; 2014.

4. EVALUATION

Assessment and evaluation tools for the project include attendance logs, pre and posttests, and community surveys. An evaluation schedule and strategy is defined further below.

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Outcome/Performance Measure	Where will you get the data	When will you collect
<i>Outcome: Increased Positive Law Enforcement Contacts Reducing Fear Between Police and Civilians</i>		
500 East and West African youth participate in open gym and Police Athletic League activities.	Attendance logs, year to year comparisons	Ongoing tracking, quarterly and annual comparisons
<i>Outcome: Promote Respect Between Law Enforcement and Civilians served</i>		
40 community leaders (20 annually) complete comprehensive civilian academy trainings and become eligible to join civilian review councils.	Enrollment records	Spring and Fall
80% of community members attending civilian academies state an increased knowledge of American legal systems.	Survey	Start and end of each education session
<i>Outcome: Increased community member skills at recognizing recruitment propaganda and counter recruitment strategies</i>		
80% of community members attending group education state that they can name at least two recruitment strategies and strategies to counter the message	Survey	At the beginning and end of each education session

What Barriers do you anticipate to conducting effective evaluation?

Due to fears of law enforcement, SPPD anticipates that community member may not want to participate sign attendance logs, or participate in surveys if not anonymous (out of fear that their name may be placed in terrorist watch list). If this issue arises, SPPD will conduct head counts of events and allow survey to be filled in anonymously, to balance the greater need to gain trust.

How will you use evaluation results for program improvement?

SPPD will conduct an outcome based evaluation of the project. A logic model has been developed for the campaign to define measurable performance targets that align program activities to stated outcomes. To determine if the project is on track quarterly analysis of program activities will be conducted, with a series of data points for output tracking identified. Program outcomes are linked community policing strategies, and will be assessed annually. By the end of the first grant year, SPPD aims to gage the level of trust expressed by the community.