



<b>Minnesota Department of Public Safety (“State”)</b> Commissioner of Public Safety Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	<b>Grant Program:</b> Pathway to Policing Reimbursement Grants 2019 <b>Grant Agreement No.:</b> A-PTP-2019-STPAULCI-00018
<b>Grantee:</b> City of St. Paul 15 W Kellogg Boulevard, City Hall Annex St. Paul, Minnesota 55102-1615	<b>Grant Agreement Term:</b> <b>Effective Date:</b> 4/1/2019 <b>Expiration Date:</b> 12/31/2019
<b>Grantee’s Authorized Representative:</b> Carol A. Gronfor, Grant Specialist City of St. Paul 367 Grove Street St. Paul, Minnesota 55101-2416 (651) 266-5588	<b>Grant Agreement Amount:</b> Original Agreement \$70,273.00 Matching Requirement \$0.00
<b>State’s Authorized Representative:</b> Claire Cambridge, State Program Administrator Principal 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: None

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 Pathway to Policing Reimbursement Grants 2019 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 Pathway to Policing Reimbursement Grants 2019 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://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: \_\_\_\_\_

Grant Agreement No. A-PTP-2019-STPAULCI-00018 / 3-58150

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**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.*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State’s Authorized Representative

Organization: St Paul, City of

A-PTP-2019-STPAULCI-00018

Budget Summary

<b>PTP 2019: Law Enforcement Career Path Academy (LECPA)</b>				
<b>Budget Category</b>		<b>Award</b>		
Contract Services				
Tuition/Course fees		\$70,273.00		
<b>Total</b>		\$70,273.00		
Office and Program Expenses				
AmeriCorps Living Stipend and Benefits		\$0.00		
Course Equipment		\$0.00		
<b>Total</b>		\$0.00		
<b>Total</b>		\$70,273.00		

# Pathway to Policing Reimbursement Grants 2019

Organization: St Paul, City of

## Project Information Form

### 1. FISCAL AGENT

Legal Name: Saint Paul Police Department  
Address: 367 Grove Street  
City: Saint Paul  
Federal ID #: 416005521

Phone: 651-291-1111  
Fax: 651-266-5906  
Zip Code: 55101-2416  
State ID #: 008025095

### 2. AUTHORIZED REPRESENTATIVE

Title: Assistant Chief of Police  
Street Address: 367 Grove Street  
City: Saint Paul  
Direct Phone: 651-266-5571

First Name: Kathleen  
Last Name: Wuorinen  
Suite #:  
Zip Code+4: 55101-2416  
Email: kathy.wuorinen@ci.stpaul.mn.us

Last Name: Wuorinen

Suite #:  
Zip Code+4: 55101-2416  
Email: kathy.wuorinen@ci.stpaul.mn.us

### 3. OPERATING AGENCY (IF DIFFERENT FROM #1)

Legal Name:  
Address:  
City:

Phone:  
Fax:  
Zip Code:

### 4. PROGRAM MAIN CONTACT

Title: Grant Specialist  
Street Address: 367 Grove Street  
City: Saint Paul  
Direct Phone: 651-266-5544

First Name: Carol  
Last Name: Gronfor  
Suite #:  
Zip Code+4: 55101-2416  
Email: carol.gronfor@ci.stpaul.mn.us

Last Name: Gronfor

Suite #:  
Zip Code+4: 55101-2416  
Email: carol.gronfor@ci.stpaul.mn.us

### 5. FINANCIAL CONTACT

Title: Accountant  
Street Address: 367 Grove Street  
City: Saint Paul  
Direct Phone: 651-266-5859

First Name: Penny  
Last Name: McMaho  
Suite #:  
Zip Code+4: 55101-2416  
Email: penny.mcmahon@ci.stpaul.mn.us

Last Name: McMaho

Suite #:  
Zip Code+4: 55101-2416  
Email: penny.mcmahon@ci.stpaul.mn.us

### 6. CONTRACT MAILING CONTACT:

Name: Carol Gronfor

### 7. PROJECT INFORMATION

Project Name: SPPD Law Enforcement Career Path Academy (LECPA)

Project Start Date: 1/1/2019

Project End Date:  
12/31/2020

Total Funds Requested: \$70,273.00

Legislative District:  
MN004

County/Counties Served by the Project: Ramsey

### Project Description (Two to three sentences that describe your project):

Law Enforcement Career Path Academy prepares City young adults to become Minnesota Peace Officers.

- **Description of your pathway to policing program and how it works**

The City of Saint Paul Police Department (SPPD) requests support of Law Enforcement Career Path Academy (LECPA). LECPA program works in partnerships with a post-secondary institution, a work force development partner, and AmeriCorps, with the aim to make city law-enforcement more representative of the communities served. LECPA targets enrollment from low-income and underrepresented communities from the City of Saint Paul. Mirroring an earn-as-you-learn approach, students receive initial training for placement into entry level employment in the field. They are then supported in pursuing a two- year degree required for licensure as a Peace Officer. SPPS request a grant of \$79,923 to contribute to \$159,846 in living and training expenses for LECPA participants who have completed the necessary college course work and are entering a POST Skills Training in Spring of 2019.

- **Timeline of activities**

LECPA supports the career advancement of young adults who are at various stages of progression towards POST certification and licensure. Students enter the program at different steps based on their individual level of educational attainment. A chart of the full two and half year sequence of the LECPA program is provided below. LECPA is in its second year of operation. The first program participants will complete 55 hours of course work towards an Professional Peace Officer Education (PPOE) AS degree in Law Enforcement by Spring of 2019, making them eligible to enter a PPOE Skills training. *SPPD's grant request would contribute to participant costs in Step 4.*

Activity	Description	Timeline
Step 1. College Testing and Placement	Students' academic skills are assessed by the AcuPlacer. They are supported through the process of college enrollment and an individual educational plan is developed in partnership with social service partner, Community Action Partnership (CAP).	Individually based, between 1 – 4 months
Step 2. Entry Skills Training	Course work taught by Century College resulting in entry level skills certification and up to (5) college credits applicable towards a two-year degree in law enforcement. <ul style="list-style-type: none"> <li>- <i>RDNG- 0950- Developmental Education-</i> reading and English/composition for students who require remediation.</li> <li>- <i>STSC 1021 - College Success Strategies (2 college credits):</i> Explores topics such as time and stress management, study and test taking skills, financial literacy.</li> <li>- <i>CJS 2081 Police in the Community (3 college credits):</i> Covers police-community relations including evaluation, performance, and changes in the role of police.</li> </ul>	12 weeks of course work. The sequence is offered two times a year.
Step 3. PPEO Earn-While You-Learn,	Participants are supported in finding entry level employment at SPPD while they complete a two-year degree recognized as meeting Professional Peace Officer Education objectives. Participants seek employment as Parking Enforcement, Community Liaison or AmeriCorps members and are required to pursue a degree in law enforcement as terms of employment. AmeriCorps members commit to 1700 hours of service and receive a living stipend and educational awards , and up to 340 hours of member service annually can be applied towards students attending college course work.	AmeriCorps Members make a 12-month commitment and can serve up to 2 consecutive years.
<i>(Request)</i> Step 4. PPOE Skills	SPPD will sponsor a POST Skills to be taught by instructors from Rasmussen College and Century College. Described further on the next page.	10 weeks of course work

- **Definition of nontraditional candidates**

Recruitment efforts for LECPA targets young adults, age 18-24, from Saint Paul communities of color and the immediate surrounding communities. As a result of targeted outreach efforts in low-income neighborhoods, including the Westside, Eastside, and the University Frog-Town, LECPA enrollment represents 85% or more people of color, who are underemployed or unemployed, and low-income residents (200% of FPG or below).

Targeted efforts to address diversity in law enforcement will be critical in the City of Saint Paul. Saint Paul Public Schools is the second largest district in the state, with 79% of the student population representative of communities of color. Of note, an overwhelming number of the City's families struggle to offer financial resources to support their children through college, with 43% of Saint Paul residents living in poverty (Minnesota Compass, [www.mncompass.org](http://www.mncompass.org)). The poverty levels are even higher for the City's young adults, with 77% of Saint Paul Public Schools receiving free and reduced lunch (Saint Paul Public Schools).

- **Recruitment and selection process**

To address years of misunderstanding between law enforcement and the community, SPPD conducts an extensive marketing campaign to reach enrollment targets for LECPA, connecting with thousands of individuals through print and social media. See [www.stpaul.gov/stepforward](http://www.stpaul.gov/stepforward). This traditional outreach is augmented through extensive outreach and information meetings. SPPD estimates 200 young adults attend LECPA orientation sessions annually, with approximately 50 progressing as participants.

Outreach activities include:

- SPPD's community engagement unit will meet extensively with communities of color to ask for support of the project. Examples include meeting with social service agencies, Churches, Mosques, advocacy groups like NAACP, and public housing residents.
- Intense outreach and communications with volunteer police associations, requesting partner support for recruitment of young adults.
- Information Sessions, held at least once per month at college resource fairs, and high schools.

- ***Eligibility requirements/minimum qualifications for candidates***

SPPD will offer a Professional Peace Officer Education (PPOE) skills training in the spring of 2019. The skills training will be open to 20 LECPA participants who have entered Step 4 of the program, PPOE Skills. Candidates must either hold an associate degree in Law Enforcement that meets the PPOE objectives set by POST or have successfully completed all 55 credits of PPOE career and occupational requirement courses through Century College as part of their institutions Law Enforcement AS degree.

In addition to these requirements, SPPD does conduct criminal background screenings to enter the program. The background checks are conducted by trained SPPD investigators and the process ensures that candidates have not been convicted of any crimes that would preclude them from serving as a Peace officer, as defined by Minnesota Rule 6700.0700.

- ***Description of proposed training that will meet POST board learning objectives***

SPPD will contract with Rasmussen College to offer a PPOE Skills course. The course will be offered at SPPD's professional Development Institute and take students approximately 10 weeks at 40 hours weekly to complete. Rasmussen College is a POST Board Certified PPOE Program, and the course will address POST learning objectives in Category 3, Performance of Peace Officer Duties, and Category 4, Tools Techniques and Tactics. For students who are completing their degree at Century College the training will also be applied as 12 credits towards the completion of a 68 credit Law Enforcement AS Degree.

Organization: St Paul, City of

A-PTP-2019-STPAULCI-00018

Budget Summary

<b>PTP 2019: Law Enforcement Career Path Academy (LECPA)</b>				
<b>Budget Category</b>		<b>Award</b>		
Contract Services				
Tuition/Course fees		\$70,273.00		
<b>Total</b>		\$70,273.00		
Office and Program Expenses				
AmeriCorps Living Stipend and Benefits		\$0.00		
Course Equipment		\$0.00		
<b>Total</b>		\$0.00		
<b>Total</b>		\$70,273.00		

**Budget : AmeriCorps Living Stipend and Benefits**

Select the appropriate Program Component for this budget item:

PTP 2019: Law Enforcement Career Path Academy (LECPA)

Select the appropriate Budget Category for this budget item:

Office and Program Expenses

Provide a short description for this budget item (should be unique to this budget):

AmeriCorps Living Stipend and Benefits

Provide a more detailed description for this budget item:

SPPD anticipates that 8 of the 20 students participating in the PPOE Skills course will be AmeriCorps members. Their living stipend and Benefits will contribute to the required 50% cash match.

AmeriCorps living stipend is paid bi-weekly, and calculated at a rate of \$9.65 hr. x 10 weeks x 40 hours x 8 participants = \$33597

FICA is calculated at 11% of wages. \$33,597 x 11% = \$339.68

TOTAL MATCH: \$33,597

Enter the dollar amounts associated with the budget item:

Award	Match
\$0	



Budget : Tuition/Course fees

Select the appropriate Program Component for this budget item:

PTP 2019: Law Enforcement Career Path Academy (LECPA)

Select the appropriate Budget Category for this budget item:

Contract Services

Provide a short description for this budget item (should be unique to this budget):

Tuition/Course fees

Provide a more detailed description for this budget item:

1. SPPD grant request is no more than 50% of program costs. Program costs include tuition for all students and living stipends for students serving as AmeriCorps members.

2. Per person costs for LECPA members is \$5347.46 for tuition + \$4199.69 for living when applicable. Total program costs are \$140,546.64. SPPD is requesting \$70,273 in funding from MDPS.

Students will select their own PPOE Skills Training provider. The costs estimates are based on Century College and Hennepin Tech costs for PPOE Skills components 3 and 4. Tuition fees include:

Hennepin Tech courses: \$269.87 x 8 credits = \$2,158.96

Century College Courses: \$200 x 5 credits = \$1000

Driving School: \$600.00

Books: \$521.50

Uniforms/Equipment: \$750.00

Psychological and Medical Exam: \$260.00

Fees: \$57

PER STUDENT TUITION COSTS: \$5347.46

TOTAL TUITION COSTS: \$5347.46 x 20 = \$106,949.20

Tuition Costs Grant Request: \$70,273

Tuition Costs Match Funds: \$36,676

Enter the dollar amounts associated with the budget item:

Award

\$70,273.00

Match

**Budget : Course Equipment**

Select the appropriate Program Component for this budget item:

PTP 2019: Law Enforcement Career Path Academy (LECPA)

Select the appropriate Budget Category for this budget item:

Office and Program Expenses

Provide a short description for this budget item (should be unique to this budget):

Course Equipment

Provide a more detailed description for this budget item:

Course equipment is reflected within the per student course fees outlined in the tuition costs. SPPD does not anticipate additional course equipment and will not request funds for this cost category.

Enter the dollar amounts associated with the budget item:

Award

\$0

Match

Pathway to Policing Reimbursement Grants 2019

St Paul, City of

A-PTP-2019-STPAULCI-00018

Financial Status Report Summary

**PTP 2019**

	<b>Total Award</b>	<b>Award Expended</b>	<b>Award Remaining</b>	<b>Total Match</b>	<b>Match Expended</b>	<b>Match Remaining</b>
Contract Services						
Tuition/Course fees	\$70,273.00	\$0.00	\$70,273.00	\$0.00	\$0.00	\$0.00
<b>Contract Services Totals</b>	\$70,273.00	\$0.00	\$70,273.00	\$0.00	\$0.00	\$0.00
Office and Program Expenses						
AmeriCorps Living Stipend and Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Course Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office and Program Expenses Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	\$70,273.00	\$0.00	\$70,273.00	\$0.00	\$0.00	\$0.00
<b>OVERALL TOTALS</b>	\$70,273.00	\$0.00	\$70,273.00	\$0.00	\$0.00	\$0.00

**Office of Justice Programs (OJP)**  
**Pathway to Policing Reimbursement Grants 2019**  
**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 financial 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.