



EMPLOYMENT AND ECONOMIC DEVELOPMENT

April 24, 2018

Todd Axtel
Saint Paul Police Dept.
367 Grove Street
St. Paul, MN 55101

Re: Increasing Diversity - Law Enforcement Career Path Academy Program Model 2 Grant Proposal

Dear Todd Axtel:

I am pleased to inform you that your proposal application for the Minnesota Pathways to Prosperity Grant Program through the Department of Employment and Economic Development (DEED) has been approved for funding in the amount of \$491,508. This funding is contingent upon the successful negotiation and execution of a grant contract pursuant to all applicable laws and policies.

In order to begin processing your Contract, please complete the attached checklist and return it to: adultcompetitivegrants.deed@state.mn.us no later than *Friday April 27, 2018 by 4:30 PM*. At least four weeks are needed to obtain all the signatures that are necessary to process and execute the Contract.

DEED staff will conduct mandatory training sessions. You or a member of your staff should plan to attend one of the training sessions. Please see the attached checklist for meeting location and details. During the training session, staff will answer contracting questions, discuss project implementation and reporting requirements, provide information about grant financial management, and provide updates on DEED program staff and contact information.

For additional information please contact *Kriystauhl Fitchett* at Kriystauhl.fitchett@state.mn.us or by phone at (651) 259-7530.

Congratulations on your successful proposal! We look forward to working with you to help make Minnesota a state where everyone has an opportunity to succeed.

Regards,

Shawntera M. Hardy
Commissioner

cc: Attachment



**Saint Paul Police Department: Law Enforcement Career Path Academy
Minnesota Department of Employment and Economic Development: P2P 2018 and 2019**

1. EXECUTIVE SUMMARY

The City of Saint Paul Police Department (SPPD) requests \$491,509 in renewed support Law Enforcement Career Path Academy (LECPA). LECPA will engage, train, and place up to 50 participants into entry level positions in the field, through partnerships with a post-secondary institution, a work force development partner, AmeriCorps, and professional associations. The program was launched in May of 2017, and is already demonstrating success: LECPA has a 93% completion rate for certification; a 77% completion rate of 5 college credits towards industry licensure; 70% of participants exited to employment; and 68% enrolled in post-secondary education to continue progression towards licensure.

LECPA addresses critical concerns around equity in law enforcement. The project aims to increase the diversity of City officers by targeting enrollment for low-income, underemployed or unemployed, young adults from Saint Paul communities of color. While people of color are anticipated to reach 22% of the Minnesota population by 2025, a local researcher estimates that officers of color currently comprise less than 4% the state's force. Compounding the issue, local colleges are not graduating diverse candidates at the numbers required to shift the demographic composition of trained officers.

Students learn in cohorts. LECPA offers multiple entry points, assessing and placing students based on individual skills into bridge courses integrated with skills training and college course work. Upon completion of skills training, students are placed into entry level positions. Mirroring an earn-while-you-learn approach, students have the option of enrolling as AmeriCorps members to receive educational and living stipend while they pursue education and licensure as a peace officer.

Becoming a police officer is a pathway out of poverty. With only a two-year degree a starting salary at SPPD is \$56,000. Law Enforcement is an in-demand occupation, addressing the WIOA stated regional plan for work force development in the public sector. There are 2,110 openings projected for patrol officers within the 7-county metro. Join SPPD as we tackle one of society's most pressing social issues, creating a more equitable justice system through job opportunities in law enforcement.



2. EQUITY ANALYSIS

a. Organization's experience addressing barriers to employment:

SPPD is a significant public-sector employer operating as a division of the local government, the City of Saint Paul. SPPD serves as a regional leader in safety and is the second largest law enforcement employer in Minnesota with over 800 total employees. SPPD currently operates a Professional Development Institute, offering training which is utilized by over 30 agencies across the State.

Addressing barriers to employment: SPPD is dedicated to advancing hiring practices that support equity and break down barriers that result from the rapidly changing demographics. Examples include:

- *Social Supports:* SPPD will contract with an experienced work force development partner, Community Action Partnership of Ramsey and Washington County (CAP) to support LECPA participants. CAP has over 50 years of experience providing poverty alleviation services. With an annual operating budget over \$20,000,000, CAP can offer a full complement of wrap around services including employment counseling, Head Start, assistance, SNAP, and financial literacy.
- *Networks and Knowledge:* SPPD has undergone a redesign for recruitment to ensure that underrepresented communities consider careers with the department, and understand the educational requirements for becoming an officer, described later in this proposal. To learn more, visit: www.stpaul.gov/stepforward

b. Staff and board reflection of communities of color and individuals with disabilities

i. Provide demographics: LECPA was launched specifically with the aim to increase the diversity of SPPD's sworn personnel. Chief Todd Axtell was appointed in early 2016. With his appointment, Chief Axtell announced SPPD's strategic goal to increase the diversity of the department's workforce by at least 10% over the next three years. Progress has been made, with a 3% increase in diverse personnel:

- In June 2016, 23% of sworn personnel were representative of communities of color (137 of 597).
- In Dec. 2017, 26% of sworn personnel were representative of communities of color (162 of 625).



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SPPD believes a commitment to diversity must look beyond demographic data to allow the voice of residents to reflect in practices and decision making of the department. Over the last two years, SPPD has conducted implicit bias training for 100% of officers. SPPD founded a community engagement unit, hiring four outreach workers dedicated to building community partnerships within the African American, Southeast Asian, Latino, and Somali communities. The department aims to make 20,000+ positive connections annually, aligned to strategies defined in the President Obama's Task Force on 21st Century Policing. SPPD will actively engage with neighborhoods experiencing high crime by:

- Tripling the enrollment of SPPD's Police Athletic League youth programs
- Hosting education campaigns on topics defined by the community (ex. Gun violence)
- Expanding Civilian Academies and offering multiple sessions a year

ii. describe how you plan to address representation: Increasing diversity of law enforcement is identified as a key strategy in the President's Task Force on 21st Century Policing for advancing trust and legitimacy of law enforcement. However local colleges are not graduating diverse candidates at the numbers required to shift the demographic composition of trained officers. The issues for low enrollment of students from communities of color are complex. Our program design addresses multiple contributing factors: trust building, financial barriers, and mentoring while students pursue a degree. Data documenting the demographic makeup of Minnesota's peace officers is limited, as the Minnesota Board of Peace Officer Standards and Training (POST) does not track licensed peace officers by race. However, a local researcher, Dr. Booker Hodges placed estimates at 400 officers of color. While people of color are anticipated to reach 22% of the population by 2025, officers of color comprise less than 4% the state's force. An additional 1585 officers of color would be needed to reflect the community served.

3. PROPOSED SERVICES

a. Describe the service you will provide.

- i. *Instructional methods:* LECPA program is designed as a 'career ladder' preparing students for entry level jobs at SPPD and integrates several instructional strategies to support success.



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- Recognizing the needs of a diverse student community with a history of educational barriers, LECPA has two instructional paths. This allows entrance to the program for students who require basic language instruction before enrolling in a degree program.
- LECPA incorporates service-learning offering the opportunity for contextualized learning. Students act as civic leaders, gaining real-work experience supporting officers by conducting culturally and linguistically appropriate outreach within their communities.
- LECPA members can earn-while-they-learn. Upon completion of initial training, participants can commit to AmeriCorps service while continuing to pursue industry licensure through an accredited law enforcement education program, recognized by POST. Members receive a living stipend, health care, childcare, and an educational stipend of \$5815. Over 300 hours of service can be earned by attending classes (the equivalent of 12 credits a semester).

ii. Components:

Industry sector strategy: The LECPA was designed to advance diversity within the field of law enforcement, and was initiated to meet the workforce development needs of a major regional employer. The program model aligns directly to the work readiness standards and competencies defined by the POST board. The program manager on this project, Sergeant Jimmy Chou Yang, sits on the Board of Directors for POST, and has contributed to planning industry standards.

Multiple entry points: LECPA offers multiple entry points, assessing and placing students into services through Pathway 2 and Pathway 3 methods. Participants progress through stages: orientation, skills certificate, college course work, and support for enrollment in post-secondary degree programs.

Path One (method 2): Summer course that results in entry skills certification. Students' academic skills are assessed by the ACCUPLACER. If they score between 62 and 77 (equivalent of seventh grade – 10th grade reading), they are placed into an integrated course of college success strategies and language remediation (bridge) course, Reading 0950. If the remediation is sufficient to address skills deficiencies,



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students are placed directly into law enforcement course work in the fall. If the student requires additional remediation, an education plan allows continued remediation and entrance the next fall.

Pathway Two (method 3): Summer course work that results in entry level skills certification and five college credits applicable towards a two-year degree in law enforcement. Students must score 78 or better on reading for ACCUPLACER. Recognizing that many students represent the first in their family to attend college, law enforcement course work is integrated with life skills and financial planning allowing students to learn in a cohort while receiving mentoring and tutoring before college entrance.

Partner Involvement: SPPD will form an advisory committee that meets 4-6 times annually to conduct collaborative planning. The team will include employers, vocational trainers, Career Navigators and student representatives. Committee members will help identify prospective employers for participants, contribute subject matter expertise for integrated training, and identify mentors.

Participant Certificate/Credential Attainment: 120 hours of course work is taught by Century College instructors. Successful completion results in students earning a skills certificate and 5 college credits applicable towards an A.S. degree in Law Enforcement at Century College. The A.S. Degree embeds the skills requirements for the Professional Licensing Program (PLP) preparing the student to be eligible to attempt the Peace Officers Standards and Training (POST) board licensing exam.

- Mental Health First Aide: a one week course that results in an industry recognized skills certification, including recognition by the International Chiefs of Police.
- RDNG- 0950- Developmental Education- coursework to prepare for college-level English.
- STSC 1021 - *College Success Strategies (2 college credits):* Prepares students for the transition into college. Topics include time management, study skills, financial literacy, and goal setting.
- CJS 2081 *Police in the Community (3 college credits):* Content covers the approach to police-community relations including evaluation, performance, and changes in the role of the police due security, social policy, and technology. There is a 40-hour service learning requirement.



Comprehensive Support Service: SPPD will contract with Community Action Partnership of Ramsey and Washington County (CAP) to support LECPA participants. Each participant will receive an individual case plan (integrated with career navigation) that addresses barriers to employment. This will include wrap-around support with connections for childcare, health care, housing subsidies, and SNAP.

Emergency assistance funds have been requested and will be managed by CAP.

Navigation Strategy: As defined above, a full-time case manager supports participants. Within the first 90 days clients take an ISEEK assessment, and social supports are integrated with career plans.

- *Career Navigation:* An employment plan helps students identify achievable outcomes and timelines for a career in law enforcement, moving from entry-level position to higher-wages. A key component of the plan is an education map towards full licensure as a Peace Officer.
- *Financial Literacy/College Costs:* Financial worksheets have been developed that allow non-traditional students to plan educational costs when blending public subsidies with post-secondary financial aid. Students will be assisted in assessing how various choices for entry level employment will impact eligibility for Pell Grants, childcare, housing, and food stamps.
- *Employment Placement and Retention:* Assistance is provided for job applications and acquiring paper work necessary for employment at various law enforcement agencies (state id, bank accounts). This includes an estimated 20 AmeriCorps and 10 entry level positions at SPPD.

Contextualized Education: The LECPA begins with a mandatory orientation to the field which provides an overview of the role of a law enforcement officer; a preview of career opportunities, visits to college campuses, and a review of the state requirements for licensure, including physical exams, and criminal history. As described above, hands on learning is a major instructional strategy including mentoring by officers, service-learning during skills training, and AmeriCorps service opportunities.

b. Staffing plan to deliver services

LECPA integrates the expertise of several partners to staff the program services.



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- *Century College (trainer)*: Will lead courses, and provide support for college application process.
- *Community Action Partnership (Career Navigation)*: will provide career navigation and connection to social support services (ex. SNAP, head start).
- *Professional Associations (Mentors/Outreach)*: Culturally based professional associations will assist with recruitment of candidates and mentoring.
- *Saint Paul Police (Project lead, Employer, Trainer)*: Project lead coordinating partnerships, recruitment, and contextualized learning (orientations, mentoring and service learning).

c. How services will be delivered in a culturally competent way

LECPA's program staff is representative of the communities we seek to reach. This allows personal understanding of the cultural and financial barriers students may face for success. Further, SPPD's outreach model recognizes the need to gain family support for their son or daughter pursuing a career in law enforcement. LECPA orientation sessions request attendance by family. Further, SPPD works with culturally based professional associations to team participants with mentors who serve as guides.

d. Service Alignment with labor market demand and region's occupational pathways

LECPA is supporting skills development within an in-demand field, and aligns to the WIOA Twin Cities regional plan to support work force development in the public sector. Current demand for trained and qualified law enforcement officers in the Twin Cities is high. DEED's Market Information Tool identifies Police and Sherriff's Patrol Officers as an occupation in demand, with a projected 2110 openings for patrol officers in the 7-county metro area. Contributing to the demand is thousands of more openings for closely related fields like correctional officers and jailers. Becoming a police officer is a pathway out of poverty; a starting salary at SPPD is \$56,000 with opportunities for career growth.

e. Performance Outcomes

SPPD will conduct an annual outcome based evaluation of the project programs. Data will be collected ongoing with monthly program performance reports reviewed by the advisory committee.



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SPPD's program manager will be trained on Workforce One, and be responsible for data quality control and monthly outcome reporting. Data collection will be required of subcontracted providers:

- *Credential and Credit attainment:* Industry certification will be routed from vocational trainers at the end of training. Century College will also verify credit attainment and enrollment in their degree program. This will be documented in Workforce One by SPPD.
- *Job placement:* All placements are recorded by the Career Navigator in Workforce One. Staff enters placement data immediately following work verification.
- *Employment retention:* Career Navigators will provide monthly follow-ups to address barriers impeding employment retention, with case notes recording retention rates.
- *Wage progression:* WorkForce One will be used to track wage progression by income stubs.

4. Participant Recruitment, Intake and Retention

a. Describe recruitment strategy, including challenges

To address years of misunderstanding between law enforcement and the community, SPPD will conduct an extensive marketing campaign to reach enrollment targets, connecting with thousands of individuals through print and social media. See www.stpaul.gov/stepforward. This traditional outreach will be augmented through extensive outreach and information meetings. Recruitment efforts will focus on low-income neighborhoods including the Westside, Eastside, and the University Frog-Town area. Because of these efforts, SPPD estimates 200 young adults will attend LECPA orientation sessions, with 50 progressing as participants. Outreach activities will 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. See signed letters of commitment.
- Information Sessions, held at least once per month at college resource fair, and high schools.



b. Describe your intake process to assess need

In-take is a staged process. Interested participants must apply to attend the orientation. Participants are selected from applicants who complete orientation, meet income verification, and have an ACCUPLACER language assessment of 62 or better. Participants must then undergo background verification.

Background checks are intensive; not all program participants progress to training. The background includes 5 assessments: physical, physiological, cognitive, education, and a security clearance.

c. Describe retention strategy during service delivery

SPPD has experienced success at retention, with 93% of students completing at least the initial mental health first aid certificate and 74% completing the 5 college credits. This success is believed to be a result of learning stipends and extensive orientation. SPPD will continue these program elements.

d. Describe your strategy to monitor and support progress

In addition to placement in the program based on skills levels, progression through each stage of the program is tracked at an individual level. The case manager meets at least quarterly with each member, and more frequently for students identified as not on track for progression to offer support. SPPD offers mentors to provide academic tutoring for participants in need of individual support.

e. Demonstrated success

In our first year, LECPA had a 93% completion rate for certification; a 77% completion rate of 5 college credits towards industry licensure; 70% of participants exited to employment; and 68% enrolled in post-secondary education to continue progression towards licensure.

F. Identify the percentage of participants you expect to serve below 200% of FPG:

Program recruitment will target young adults, age 18-24, from Saint Paul communities of color. As a result of targeted outreach efforts, in low-income neighborhoods, SPPD anticipates enrollment will be 85% or more people of color, who are underemployed or unemployed, with income at or below 200% of federal poverty guidelines.



5. Use of Funds

a. Describe how you will use the funds to align with your budget b. effective way to use the funds:

SPPD requests \$491,508. LECPA will serve 100 participants (50 annually). The total costs per participant are \$4915. The total cost of training is \$262,326 with costs per participant at \$2623. Training costs include learning stipends, contracted instruction calculated by educational credit, service learning costs, and mentors. Case management and client supports represent the balance of grant funds as low-income students require support to establish stability to meet the multi-year commitment to obtain a degree.

c. Describe your organization's financial management capacity:

SPPD has under contract close to \$8,000,000 in federal, state and private funds through direct grants or sub awards through partnerships with other agencies. SPPD serves as the fiscal agent for numerous sub-awards, and has procedures in place to ensure all expenditures are appropriate by the sub-grantee.

d. List secured leveraged funds:

The request to DEED is supporting summer skills training and case manager component of the LECPA program, which is the first phase in a multi-year training program. LECPA is managed by a 1 FTE Sergeant and .5 FTE police officer. Their salaries are covered primarily by City of Saint Paul tax base; with instructional time provide by the Sergeant accounted through this grant at .33 FTE. Additionally, the AmeriCorps earn-as-you learn model is supported through a private grant from Otto Bremer and through a \$398,000 grant through Serve Minnesota, with SPPD currently negotiating an expansion.

e. How will you sustain the program beyond the grant period:


AmeriCorps funding is a renewable grant; dependent on performance. This entails the earn-as-you-learn component of LECPA could be sustained beyond the grant period. However, reaching low-income diverse youth be difficult without social supports, and SPPD anticipates that without DEED funding our success at reaching students in poverty would dramatically decrease.

Form 1. Cover Sheet

Provide the following information for the organization submitting the proposal and/or fiscal agent.

Organization Submitting Proposal:			
1. Organization Name:	Saint Paul Police Department		
2. Director Name:	Chief Todd Axtell	8. Contact Name:	Carol Gronfor
3. Telephone:	651-266-5503	9. Telephone:	651-266-5544
4. Fax:	651-266-5542	10. Fax:	651-266-5906
5. Email:	Todd.d.axtell@ci.stpaul.mn.us	11. Email:	Carol.gronfor@ci.stpaul.mn.us
6. Organization Website:	https://www.stpaul.gov/departments/police		
7. Full Address:	12. Full Address:		
367 Grove Street Saint Paul, MN 55101		367 Grove Street Saint Paul, MN 55101	
13. Federal Tax ID: (required)	41-6005521	14. Minnesota Tax ID: (required)	008025095
15. DUNS Number: (required)	84889884330000	16. SWIFT Vendor ID: (if known)	0000192898
Proposal Information:			
17. Proposal Name:	Increasing Diversity- Law Enforcement Career path Academy		
18. Proposal Summary:	LECPA will engage, train, and place up to 50 participants annually into entry level positions in the field of law enforcement. The project aims to increase the diversity of City officers by targeting enrollment for low-income, underemployed or unemployed, young adults from Saint Paul communities of color.		
19. Geographic Area Served by Proposal:	Saint Paul, and surrounding community		
20. Total Amount of DEED Funds Requested:	\$491,508 (\$245,754 annually)		
21. Anticipated Number of Participants Served by Proposal:	100 (50 annually)		
22. Cost Per Participant:	\$4915		
23. Project Start & End Date:	May 1, 2018 – June 30, 2020		
24. SNAP E&T Reimbursement Program: (Indicate interest in applying for this program)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
25. Pathway Model 1:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.

Authorized Signature 	Title: Assistant Chief of Police	Date 02/12/2018
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Form 2. Work Plan

Complete the work plan as applicable to your proposal. Use additional pages as necessary. Please see the General Definitions for information regarding the performance measures required in the Work Plan table.

	Period 1: Grant Start Date through 6/30/18	Period 2: Grant Start Date through 12/31/18	Period 3: Grant Start Date through 6/30/19	Period 4: Grant Start Date through 12/31/19	Period 5: Grant Start Date through 6/30/20
Total participants served	10	40	10	50	100
# of Participants with a Measurable Skills Gain: Educational Functioning Level Gain ¹	0	15	0	15	30
Training completed	0	30	0	30	60
On-Ramp Instructional Method Certificates attained (if applicable) ²	0	0	0	0	0
Bridge & Integrated Instructional Method Credentials attained ³	0	40	0	40	0
Exits to employment	0	35	0	35	70
All exits	0	50	0	50	100

¹ For guidance and definition of Measurable Skills Gain: Educational Functioning Level Gain, please see the General Definitions.
² Please see the Eligible Services section of this RFP for the definition of On-Ramp Instructional Method Credential(s).
³ Please see the Eligible Services section of this RFP for the definition of Bridge & Integrated Instructional Method Credential(s).

Form 3: Budget

Please complete budget form. Matching funds are not required, however applicants are encouraged to leverage federal, private, or other funds. You are also not required to use all cost categories. Please see Cost Category Definitions for descriptions.

Total DEED Funds Requested								
Office Use Only	Cost Category	Period 1: Grant Start Date through 6/30/18	Period 2: Grant Start Date through 12/31/18	Period 3 Grant Start Date through 6/30/19	Period 4: Grant Start Date through 12/31/19	Period 5: Grant Start Date through 6/30/20	Total Leveraged Funds ⁴ (if applicable)	Total Project Funds
833	Administrative Costs ⁵	0	\$11,171	\$11,170	\$11,171	\$11,170	0	\$44,682
885	Direct Services	\$2,500	\$30,000	\$32,500	\$32,500	\$32,500	0	130,000
838	Direct Customer Training ⁶	0	\$65,581	\$65,582	\$65,581	\$65,582	0	\$262,326
828	Support Services Costs	\$2,625	\$11,000	\$13,625	\$13,625	\$13,625	0	\$54,500
	Total:	\$5,125	\$117,752	\$122,877	\$122,877	\$122,877	0	\$491,508

⁴ Leveraged funds are non-DEED funds (e.g. cash, in-kind contributions, or other state, federal, or private funds).
⁵ Administrative costs cannot exceed 10% of total funds requested.
⁶ Proposals awarded MJSP funds may be required to provide additional documentation of Direct Customer Training costs.

Form 4. Partnership Chart

List all partner organizations that will contribute resources, staff, or time to the proposed services. Attach signed letters of commitment from partners explaining what they will contribute. Use additional pages as needed.

Type of Organization (e.g. employer, educational institution, non-profit, etc.)	Name and Address of Organization	Type of Commitment: (time, staff, resources, space, referrals, etc.)	Key Contact Person, Email, and Telephone Number	Letter of Commitment Enclosed
Post-Secondary	Century College	Staff (trainers)	Mary Vukelich, Faculty Mary.Vukelich@century.edu 651.779.3981	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Non-profit	Community Action Partnership	Staff (Career Navigators), Resources (connections to SNAP and other programs)	Brooke Walker, Program Director 651-603-5882 bwalker@capnw.org	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Professional Association	National Latino Peace Officers Association	Referrals (student candidates), Resources (mentors, presenters)	Francisco Ortez, President Frank.nlpoa@gmail.com (651)600-2091	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Professional Association	National Black Police Association, Minnesota Chapter (NBPA-Mn)	Referrals (student candidates), Resources (mentors, presenters)	Anthony Hines, Metro Transit nbpamn@gmail.com 612-290-7494	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Professional Association	Minnesota Asian Peace Officers Association (MNAPOA)	Referrals (student candidates), Resources (mentors, presenters)	Kou Moua - MNAPOA President kou.moua@mnapoa.org	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Professional Association	Somali American Police Association (SAPA)	Referrals (student candidates), Resources (mentors, presenters)	Mohammed Farah- President somaliamericapna@gmail.com	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Form 5. Financial Capacity Checklist

This form is used to determine the financial capacity.

General Information

1. Organization Name and Address: Saint Paul Police Department
367 Grove Street
Saint Paul, MN 55101
2. Employer Identification Number: 41-6005521
3. Number of employees: Full time 711 Part time: 0
4. Do you have 501(c)(3) status? Yes ☐ No ☒
 - a. If yes, when was it received (MM/DD/YYYY)?
5. Are you registered in SAM with a current DUNS number? Yes ☒ No ☐
 - a. If yes, include DUNS number: 8488984330000
6. Are you a registered vendor with the State of MN? Yes ☒ No ☐
 - a. If yes, include SWIFT vendor number: 0000192898
 - b. If no, you will need to register as a vendor before funds are awarded. Vendor information is available at the Supplier Portal.
7. Is your organization affiliated with or managed by any other organizations (e.g. regional or national offices)? Yes ☒ No ☐
 - a. If yes, provide details here. City of Saint Paul
8. Do you receive management or financial assistance from any other organizations? Yes ☐ No ☒
 - a. If yes, provide details here.
9. What is the total revenue of your organization in the most recent accounting period (12 months)?
\$108,821,153
10. How many different funding sources does the total revenue come from? 10+
11. How many of those different funding sources are other DEED areas? 0
12. Do you have written policies and procedures for the following business practices? (If yes, attach a copy of the table of contents.)
 - a) Accounting Yes ☒ No ☐
 - b) Purchasing Yes ☒ No ☐
 - c) Payroll Yes ☒ No ☐

Accounting System

1. Which of the following best describes your accounting system? Manual ☐ Automated ☒
Combination ☐

2. Do you have multiple grants awards? Yes ☒ No ☐ (If no, skip to Question 3.)
- a) Does the accounting system identify the receipts and expenditures of program funds separately for each award? Yes ☒ No ☐
- b) Will the accounting system provide for the recording of expenditures for each award by the budget cost categories shown in the approved budget? Yes ☒ No ☐
3. Are time distribution records (time studies) maintained for all employees who receive funding from multiple sources?
Yes ☒ No ☐ (If yes, go to next question.)
- a) If "No," do you have an approved alternative system to account for time distribution? Yes ☐ No ☐
- b) When was the alternative system approved?
4. Has a federal or state agency issued an official opinion regarding the adequacy of the applicant's accounting system for the collection, identification, and allocation of costs for grants? Yes ☒ No ☐
If yes, attach a copy of the review and any subsequent documents.

Fund Controls

1. If grant funds are mixed with other funds, can the grant expenses be easily identified?
Yes ☒ No ☐ Not mixed ☐
2. Does the accounting system have a way to identify over-spending of grant funds? Yes ☒ No ☐
3. Is a separate bank account maintained for grant funds? Yes ☐ No ☒
4. Are the officials of the organization bonded? Yes ☒ No ☐

NGO Financial Review

To comply with the NGO Financial Review all 501(c)(3) must submit one of the following:

- Recent board-reviewed financial statements.
- IRS Form 990.
- Most recent certified financial audit.

Certification

I certify that the above information is complete and correct to the best of my knowledge.

Print authorized representative name: Kathleen A. Wuorinen

Title: Assistant Chief of Police

Authorized signature: _____



Date (mm/dd/yyyy): 2/12/18

Form 6: Unemployment Insurance Account Consent

Before awarding a grant, DEED will need to verify that your organization does not have any outstanding Unemployment Insurance tax liability. If you choose not to provide this consent, DEED staff may determine that you are ineligible for DEED funding.

This authorization to release unemployment insurance data is not valid until it is signed and dated. It will expire three months after the signature date. Please include a copy of a government-issued identification with a signature as an additional form of verification.

Explanation of your rights

Purpose of this form

You must complete, sign and return this form if you want to authorize a person or organization to receive certain private or nonpublic information that we collect to administer the Unemployment Insurance Program.

You have the right to choose what data we release. This means you can let us release all of the data, some of the data, or none of the data listed on this consent.

You have the right to allow us to release the data to all, some or none of the persons or entities listed on this form.

This means you can choose which entities or persons may receive the data and what data they may receive.

You may withdraw your permission at any time. Withdrawing your permission will not affect the data that we have already released because we had your permission to release the data.

Reviewing the Information

You have the right to look at all data described on this form and have copies of the data. We encourage you to look at the data before you decide to give your consent. If you want copies of the above data mailed only to you, fill out this form without adding an authorized person or organization.

If you have any questions about your private data, how to complete this consent form, or if you want to withdraw your consent, call Jim S. at (651) 259-0806.

1. Data Subject

Your name or name of organization: Saint Paul Police Department

UI Employer Account No.: 7992209

Street address: 367 Grove Street

City: Saint Paul State: MN Zip code: 55101

2. Authorized person or organization

I authorize the following person or organization to receive the private and nonpublic data checked below:

Form 4: Unemployment Insurance Account Consent Form Continued

Fiscal Program & Monitoring staff
DEED, Workforce Development Division
332 Minnesota Street, Suite E200
Saint Paul, MN 55101
Phone number: (651) 259-7530

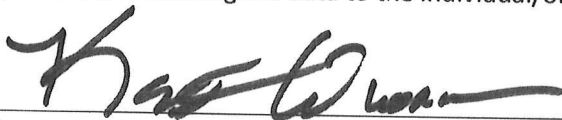
3. UI Data

Types of data that agree to be released:

- ☒ Payment- Employer UI account status
- ☒ Other – information about all outstanding UI account debt, including the age, amount owed and when the debt was incurred

4. Signature

I voluntarily authorize DEED to release the selected private data to the above individual/organization. I am aware of the purpose for releasing the private data and I understand that there may be consequences for releasing the data to the individual/organization.



Your signature or signature of corporate officer, partner or fiduciary

Print your name (and title, if applicable): Kathleen A. Wuorinen

Phone: 651-266-5571 Date 2/12/18

Form 7: Conflict of Interest Disclosure

Proposers must comply with the Office of Grants Management (OGM) Policy 08-01. Conflict of Interest Policy for State Grant-Making by disclosing any conflicts of interest (actual, potential or perceived) that may occur before or during the grant period.

Organizational conflicts of interest occur when:

- A grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties.
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.
- A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

Organizational conflicts include acts of any individual or group within the applicant organization.

Individual conflicts of interest occur when:

- A state employee or grant reviewer receives or accepts money or anything else of value from a grant applicant or has equity or a financial interest in, or partial or whole ownership of, an applicant organization.
- A state employee or a grant reviewer is an employee or board member of a potential grantee, or is an immediate family member of an owner, employee or board member of the applicant.
- A potential grantee offers or gives a state employee or grant reviewer special advantage, benefit, or access to time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.

As the authorized representative of my organization, I certify that I have read and understand the description of conflict of interests explained in OGM Policy_08-01. Check one of the two boxes below:

- ☒ To the best of my knowledge, neither I nor my organization has an ACTUAL, POTENTIAL, or PERCEIVED conflict of interest with anyone involved in review or management of this grant.
- ☐ My organization does have an ACTUAL, POTENTIAL, or PERCEIVED conflict of interest. *Please describe:*

If at any time after submission of this form, I or anyone in my organization discovers any conflict of interest(s) not reported here, we will contact DEED immediately and disclose the conflict.

Authorized representative's printed name: Kathleen A. Wuorinen, Assistant Chief of Police

Signature: 

Organization: Saint Paul Police Department

Date: 02/12/2018

Form 8. Affidavit of Non-Collusion

Instructions: Please return this completed form as part of the Request for Proposal Response submittal.

I swear (or affirm) under the penalty of perjury:


1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
2. That the attached proposal submitted in response to the Pathways to Prosperity Competitive Grant Program Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit fair and open competition.
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Authorized Signature

Responder's firm name: Kathleen

Print authorized representative name: Kathleen A. Wuorinen

Title: Assistant Chief of Police

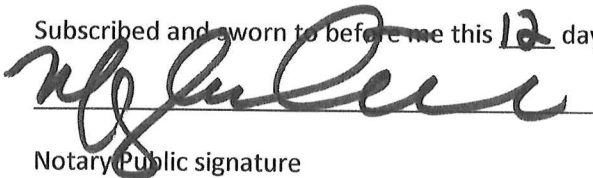
Authorized signature: 

Date (mm/dd/yyyy):

02/10/2018

Notary Public

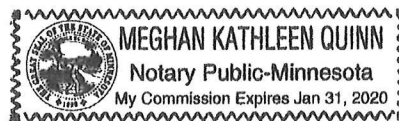
Subscribed and sworn to before me this 12 day of Feb, 2018.

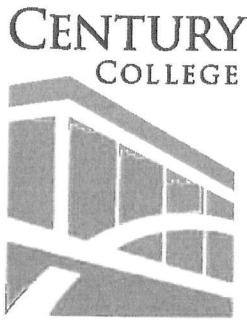


Notary Public signature

Commission expires (mm/dd/yyyy):

1/31/2020





February 12, 2018

Minnesota Department of Employment and Economic Development
332 Minnesota Street, Suite 200
St. Paul, MN 55101

Dear MN DEED Administrator:

I submit this letter of support on behalf of Century College for the Saint Paul Police Department (SPPD) grant application to train low-income young adults from Saint Paul for careers in law enforcement.

Century College offers a Law Enforcement program leading to an Associate's degree to meet the educational needs of students interested in becoming licensed peace officers. The program's course work prepares students to meet core POST (Police Officer Standards and Training) education requirements. Upon completion of the degree, students become eligible to complete a POST exam and be certified. They are then eligible to be employed as law enforcement officers in the state.

Century College frequently seeks opportunities to strengthen partnerships with law enforcement employers around the state, and this grant project would allow us to continue our collaboration with SPPD. Together, we are increasing the diversity of our student population and we intend to help bring more diversity to the population of licensed officers in Minnesota.

To ensure success, as this project's higher education training partner, we agree to:

- Provide a committee member on the project's advisory group.
- Provide instruction for 120 hours of course work as part of the curriculum.
- Raise awareness in Saint Paul of our degree programs in law enforcement.
- Support incoming students in their assessment for college placement, and through the processes for enrolling, developing financial literacy & student aid, as well as preparing individual education plans to meet education and training requirements.
- Award college credit and industry-recognized credentials to those who complete training.

In a collaborative manner, SPPD and our project partners will support students participating in Century College training programs in the following ways:

- Provide on- and off-site support to ensure participants achieve certification and successful enrollment in Century College (or other degree programs).
- Provide Career Navigation that leads participants to law-enforcement employment readiness.
- Offer orientation to program participants to ensure success following graduation.

Thank you for your consideration of SPPD's Pathways-to-Prosperty grant application.

Sincerely,



Angela Millender, President



Community Action

February 7, 2018

Department of Employment and Economic Development (DEED)
First National Bank Building
332 Minnesota Street
St. Paul, MN 55101

RE: SPPD's request to DEED's Pathways to Prosperity Program

I am writing on behalf of Community Action Partnership of Ramsey and Washington Counties (Community Action) to provide a letter of support for the Saint Paul Police Department (SPPD) funding request to DEED. This funding would support a cross sector partnership to engage and train low-income Saint Paul young adults for careers in Law Enforcement.

Community Action is committed to providing Career Navigation and social supports for participants in the project. Our agency has extensive experience assisting low-income individuals with employment support, job training, education and financial literacy.

In our current service model, participants work together with a case manager to create and maintain an individualized economic empowerment plan, with the ultimate goal of increasing the participant's ability to become and/or maintain self-sufficiency. The partnership with SPPD provides a unique opportunity to work directly with an employer to create a pipeline into high quality employment opportunities.

As a social service partner, Community Action agrees to:

- Serve as a committee member on the project's advisory group.
- Provide counsel to potential recruits on Employment Readiness during screening process.
- Provide case management and employment counseling to help individuals define an economic empowerment plan. The economic empowerment plan includes the following:
 - Identification of goals using SMART goals evaluation.
 - Clearly identified responsibilities of both the case manager and the participant.
 - Minimum of one monthly face-to-face meeting and check-in phone calls.
 - Connections to Community Action's additional resources like SNAP enrollment.
 - Ensure case plans are coordinated with the programs Life Skills course.
 - Help recruits through the application process for employment openings at SPPD.
 - Identify and manage partner relationships with additional law enforcement employers.

Community Action
Partnership of Ramsey
& Washington Counties

460 Syndicate Street N
Saint Paul, MN 55104

Web Site: caprw.org

Tel: 651-645-6445
Fax: 651-645-2253



Community Action

In exchange, SPPD will support programming in the following ways:

- Outreach and recruitment of participants.
- Management of a post-secondary partnership for skills training.
- Defining programs screening process to support successful employment applications.
- The hosting of in-depth orientation to the program to increase the likelihood of success and skills match of participants.

Thank you for your consideration.

Regards,

Clarence Hightower, Ph.D.

Executive Director

Community Action Partnership of Ramsey & Washington Counties

Community Action
Partnership of Ramsey
& Washington Counties

450 Syndicate Street N
Saint Paul, MN 55104

Web Site: caprw.org

Tel: 651-645-6445
Fax: 651-645-2253

February 8, 2018

Department of Employment and Economic Development (DEED)
First National Bank Building
332 Minnesota Street
St. Paul, MN 55101

RE: SPPD's request to DEED's Pathways to Prosperity

On behalf of Minnesota Asian Peace Officers Association (MNAPOA) I submit this letter of support for Saint Paul Police Department request to DEED requesting funding to train low-income Saint Paul young adults for Career's in Law Enforcement.

The MNAPOA serve and continue to build upon the goals of the organization. This project aligns perfectly with MAPOA's purpose.

Our goals are to:

- Create a stronger working relationship between the Asian community and law enforcement.
- Build a successful recruitment and retention of talented multilingual and educated Asian law enforcement professionals.
- Establish a networking system among Asian peace officers.
- Promote awareness and understanding of the many rich Asian ethnic cultures into law enforcement.

I look forward to a partnership with Saint Paul Police Department. Through this project, officers from MNAPOA can provide the following support to the project:

- Assisting with the recruitment of diverse candidates representative of the community we serve.
- Identifying mentors for students enrolled in the program
- Participating in orientation sessions to offer training on expectations for careers in law-enforcement.

I ask that you give full consideration to a proposal that offers the opportunity to build a more comprehensive relationship with our many ethnic Asian communities, police departments, colleges and universities, businesses, and other community organizations to promote our goals. Thank you.

Sincerely,



Kou Moua - MNAPOA President
P.O. Box 600188
Saint Paul, MN 55106-4800
Kou.Moua@mnapoa.org



National Latino Peace Officers Association

Minnesota State Chapter

P O Box 600186, Saint Paul, MN 55106

WWW.NLPOAMN.ORG

February 7, 2018

Department of Employment and Economic Development (DEED)
First National Bank Building
332 Minnesota Street
St. Paul, MN 55101

Executive Board

Francisco Ortiz
President SPPD

Yessenia Soto-Mayboca
Vice President MTP

James Valentine
Treasurer SPPD

Beverly Rodriguez
Secretary MTP

Board Advisers:

Pete Ortega
Immediate past President SPT

John Lozoya

Past President

Senior Cmdr SPPD

Juan Cervantes
Business Advisor

State Farm Ins

RE: SPPD's request to DEED's Pathways to Prosperity

On behalf of National Latino Police Officers Association, Minnesota Chapter (NLPOA), I submit this letter of support for Saint Paul Police Department request to DEED requesting funding to train low-income Saint Paul young adults for Career's in Law Enforcement.

The NLPOA aims to ensure equal opportunity in the administration of justice for our members and the communities we serve through leadership, mentoring, and the personal and professional development of our members and communities we serve. One of the stated objectives of our organization is to actively seek qualified law enforcement aspirants from the Latino and other diverse communities to assist all persons who are interested in a law enforcement careers. The partnership and project with the Saint Paul Police Department aligns perfectly to our work.

Through this project, officers from NLPOA can provide the following support to the project:

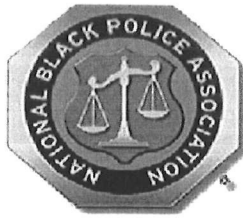
- Assisting with the recruitment of diverse candidates representative of the community we serve.
- Identifying mentors for students enrolled in the program
- Participating in orientation sessions to offer training on expectations for careers in law-enforcement.

I ask that you give full consideration to a proposal that offers the opportunity for scholarships, and support for young adults interested in pursuing a career in law enforcement.

Sincerely,

Francisco Ortiz

Francisco Ortiz



Minnesota Chapter

President Anthony Hines / Vice-President Suwana Kirkland / Treasurer Brooke Blakey / Secretary Celina LaBlanche
Sergeant-at-Arms Toni Boddie / Dir. of Community Affairs Nick Kellum

February 7, 2018

Department of Employment and Economic Development (DEED)
First National Bank Building
332 Minnesota Street
St. Paul, MN 55101

RE: SPPD's request to DEED's Pathways to Prosperity

On behalf of National Black Police Association, Minnesota Chapter (NBPA-MN), I submit this letter of support for Saint Paul Police Department request to DEED requesting funding to train low-income Saint Paul young adults for Career's in Law Enforcement.

NBPA-MN core focus is centered on Law Enforcement issues that effect the African-American communities. We are part of a national organization comprised of sub-regional African American Police Associations whom are dedicated to promoting justice, fairness and effectiveness in law enforcement.

NBPA-MN is a volunteer group of Professional Law Enforcement, Corrections and Probation Officers that uphold our mission of increasing awareness of law enforcement issues that affect the Twin Cities Metropolitan area by providing relevant education and community service. Our local chapter is part of a national network offering professional development and training for all police officers and those parties interested in law enforcement.

One of our primary organization's focus is to enhance diversity in the police department and bridge the gap between the black community and law enforcement. Through this project, officers from NBPA-MN can provide the following support to the project:

- Assisting with the recruitment of diverse candidates representative of the community we serve.
- Identifying mentors for students enrolled in the program
- Participating in orientation sessions to offer training on expectations for careers in law-enforcement.

I ask that you give full consideration to a proposal that offers the opportunity for scholarships, and support for young adults interested in pursuing a career in law enforcement.

Sincerely,

Lt. Anthony Hines

President-NBPA/MN

February 7, 2018

Department of Employment and Economic Development (DEED)
First National Bank Building
332 Minnesota Street
St. Paul, MN 55101

RE: SPPD's request to DEED's Pathways to Prosperity

On behalf of Somali American Police Association (SAPA) I submit this letter of support for Saint Paul Police Department's proposal to DEED requesting funding to train low-income Saint Paul young adults for Career's in Law Enforcement.

SAPA is committed to mentoring youth and students who want to pursue a career in law enforcement. This is a mutually beneficial relationship in which knowledgeable and skilled law enforcement officers provide insight, guidance, and developmental opportunities for new Officers and students. We currently have Reserve Officers, Community Service Officers and college students who are part of our organization. SAPA is committed and dedicated in making sure these future officers succeed and prosper in their careers. We want them to be leaders and role models for the younger generations who will be future officers.

SPPD's project aligns well with SAPA's work. Through this project, officers from SAPA can provide the following support to the project:

- Assisting with the recruitment of diverse candidates representative of the community we serve.
- Identifying mentors for students enrolled in the program.
- Participating in orientation sessions to offer training on expectations for careers in law-enforcement.

I ask that you give full consideration to a proposal that offers the opportunity for scholarships, and support for young adults interested in pursuing a career in law enforcement.

Sincerely,



Mohammed Farah
SAPA President