



December 12, 2018

Ms. Quinn Cheney  
Saint Paul Police Foundation  
380 Jackson St Ste 287  
Saint Paul, MN 55101-3884

Dear Ms. Cheney:

RE: Grant #: 18-51178

Purpose: To support the continued advancement of the community engagement activities of the Saint Paul Police Department.

This letter outlines the terms that apply to the Otto Bremer Trust ("OBT") grant to Saint Paul Police Foundation in the amount of \$250,000.00 over three years.

### 1. Purpose

By countersigning this letter, Saint Paul Police Foundation ("you") represent that you are exempt from federal income tax as an organization described in Section 501(c)(3) of the Internal Revenue Code (the "Code"). You will not use any Grant Funds, nor will you use any income you earn from investment of the Grant Funds ("Income"), for any purpose other than in support of charitable activities within the meaning of Section 170(c)(2)(B) of the Code. Additionally, you shall not use any Grant Funds or Income to influence the outcome of any election for public office or to carry on any voter registration drive and acknowledge that OBT has not earmarked Grant Funds to support lobbying activities or to otherwise support attempts to influence legislation.

Further, the Grant Funds and any Income must be used as described in this letter and in your proposal to OBT. Your proposal is defined as the original written and budget materials submitted on December 05, 2018, but it also incorporates any financial and program updates and modifications you provided to OBT during the grant review process ("Proposal"). Any variance from the Proposal or this letter must be approved in advance and in writing by OBT. Unless such use or commitment for use is approved in advance and in writing by OBT, you agree to repay, within thirty (30) days of written request by OBT, any portion of Grant Funds and/or Income used or committed for use for any purpose other than as described in the Proposal or otherwise used or committed for use in material breach of the terms of this letter. To the extent that the terms of this letter differ from your Proposal, this letter governs.

If this box is checked — ☒ — additional terms of this letter are set forth in an attachment, which must be signed on behalf of OBT and your organization in order to be effective.

The grant is to be expended over the three-year period beginning on the date of this letter (the "Grant Term"). OBT, in its sole discretion, may approve in writing a request by you for an extension of the Grant Term.

## **2. Payment Schedule; Termination**

Your payment will be sent shortly after OBT receives this signed agreement. Please budget the grant payment that you will receive in the amount of \$300,000 over three years.

OBT reserves the right, in its sole discretion, to discontinue funding or terminate this letter if: (a) OBT is not satisfied with the progress of the activity to be supported by the grant as described in the Proposal or the content of any written report required by this letter; (b) you have failed in any other material way to comply with the terms of this letter; (c) OBT determines that any statement in your Proposal is false; (d) there are significant changes to your leadership or other factors that OBT reasonably believes may threaten your ability to successfully carry out the Proposal; (e) there is a change in your control; or (f) there is a change in your tax status, including a change in status under Section 501(c)(3) or 509(a) of the Code.

You agree to promptly, but not later than within thirty (30) days following termination, repay to OBT any Grant Funds that have not been used upon termination of this letter. You agree to promptly, but not later than within thirty (30) days following expiration of the Grant Term, repay to OBT any Grant Funds that have not been used by end of the Grant Term period in compliance with the terms of this letter. You agree to repay any unspent Grant Funds immediately in the event of your dissolution.

## **3. Reporting; Recordkeeping**

You must provide OBT with a written report describing the activities carried out under the grant and progress toward meeting the goals of the grant. An interim narrative and expenditure report is due on December 12, 2019 and on December 12, 2020; and a final narrative and expenditure report is due on December 12, 2021. You must provide OBT with a written report describing the activities carried out under the grant and whether the goals of the grant have been met. To submit your reports, log in to your Otto Bremer Trust Applicant and Grantee Portal account and select the relevant Grantee Report from the list of items under your account. You will be required to provide both narrative and financial information, including a detailed expenditure report.

You must maintain financial and other business records in accordance with sound accounting and business practices, and you must retain records of receipts and disbursements related to use of the Grant Funds and Income. You agree to permit a representative of OBT to have access to those financial and business records on reasonable notice for the purpose of auditing or verifying your use of the Grant Funds.

You must maintain records described herein and copies of any reports submitted to OBT for at least four (4) years after Grant Funds have been fully spent.

## **4. Access**

You agree to take reasonable measures to assure access of any interested party to activities supported by the grant, and not to discriminate on the basis of race, color, creed, gender, religion, age, disability, sexual orientation, marital status, or national origin.

## **5. Oversight**

OBT may monitor and conduct an evaluation of operations funded by this grant, which may include a visit from OBT personnel to observe your organization's program, discuss the program with your personnel, and review financial and other records and materials connected with the activities financed by this grant.

## **6. Public Reports**

OBT may include information about this grant in public reports and may also refer to the grant in press releases. If there are special considerations concerning the public announcement of this grant by your organization, or if you would like to coordinate a public announcement of the grant with OBT's announcement, we encourage you to contact OBT to discuss this. For more information, please refer to the "Guidelines for Promoting Your Grant," which accompanies this agreement.

## **7. Anti-Terrorism and Anti-Corruption**

You acknowledge that you are familiar with the U.S. Executive Orders, laws, and regulations that prohibit the provision of resources and support to individuals and organizations associated with terrorism. You represent and warrant that you will comply today and throughout the Grant Term, with all U.S. economic sanctions, anti-terrorism laws, and anti-money laundering laws, including but not limited to the USA PATRIOT Act, the laws administered by the United States Treasury Department's Office of Foreign Asset Control, Executive Order 13224 as if such aforementioned laws and regulations directly reached your activities. Without limiting the generality of the foregoing, you will not use the Grant Funds to support or promote violence, terrorist activity or related training, or money laundering or to fund organizations or individuals known to support terrorism or that are involved in money-laundering activities. Consistent with OBT's commitment to prevent money-laundering activities and counter terrorist-financing, you acknowledge and agree that:

- a. any transaction to effect the transfer, disbursement, payment, or exchange of Grant Funds (including wire transfers and currency exchanges) shall be carried out through the account into which Grant Funds are disbursed, unless otherwise authorized in writing by OBT prior to such transaction;
- b. all transactions involving Grant Funds that are effected through wire transfer or currency exchange shall be duly recorded in accordance with relevant auditing requirements;
- c. all currency exchanges involving Grant Funds shall be carried out through established and regulated financial institutions. For the avoidance of doubt, currency exchange operations which are not carried out through established and regulated financial institutions shall not be regarded as being undertaken for the grant's purposes; and
- d. any transfer, disbursement, payment, or exchange of Grant Funds, by any means, (i) to third parties not directly related to the implementation of the grant, or (ii) for any activities that are not consistent with the grant's purposes, is strictly prohibited.

You acknowledge and agree that OBT may exercise its right to terminate or apply restrictions to this Agreement upon the occurrence of any transaction conducted by you involving Grant Funds that contravenes the provisions of this Section 7, and that you shall bear sole and ultimate responsibility,

financial and otherwise, for any losses resulting from any such transaction referred to above and shall reimburse OBT for the amount of any losses or gains resulting therefrom.

You will not offer or provide money, gifts, or any other things of value directly or indirectly to anyone in order to improperly influence any act or decision relating to OBT or the activities funded by this Grant, including by assisting any party to secure an improper advantage.

#### **8. Notice of Change**

You must promptly notify OBT in writing, at the address listed in this letter, of any lawsuit brought against you; any proceeding or investigation directed at you by a federal, state, tribal, or local administrative agency or authority; or any proposed change in your status under Section 501(c)(3) or 509(a) of the Internal Revenue Code.

#### **9. Miscellaneous**

- a. This letter, including any attachments, which constitutes a legally enforceable agreement when signed by you, constitutes the entire agreement between OBT and you with respect to the grant and supersedes all prior agreements and understandings between the parties, whether written or oral.
- b. Any provision or requirement of this letter may be waived at any time by the party entitled to the benefits thereof. Failure to insist on strict compliance will not operate as a waiver. Any waiver with respect to a particular right or action will not operate as a waiver with respect to any other or future right or action.
- c. You must not assign your rights or delegate your obligations under this letter without the prior written consent of OBT.
- d. In carrying out activities supported by this grant, you will comply with all applicable laws, regulations, and rules and will not infringe, misappropriate, or violate intellectual property, privacy, or publicity rights of any third party.
- e. You are responsible for all acts and omissions of any of your trustees, directors, officers, employees, subgrantees, subcontractors, agents, and affiliates assisting with your activities funded by this grant and ensuring their compliance with the terms of this letter.
- f. In the event a court of competent jurisdiction holds any provision of this letter to be invalid, such holding shall have no effect on the remaining provisions of this letter, and they shall continue in full force and effect.
- g. Except as may be prohibited by applicable law or regulation, this Agreement and any amendment may be signed in counterparts, by facsimile, PDF, or other electronic means, each of which will be deemed an original and all of which when taken together will constitute one agreement. Facsimile and electronic signatures will be binding for all purposes.
- e. This letter shall be governed by and construed in accordance with the laws of the state of Minnesota without regard to any choice of laws provisions, and any dispute arising from this letter shall fall within the jurisdiction of the federal and state courts located in Ramsey County, Minnesota.



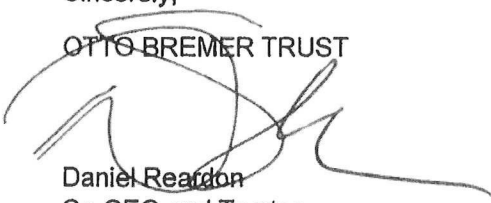
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If this letter correctly sets forth your understanding of the terms of this grant, please indicate your agreement by having the enclosed copy of this letter countersigned by an officer of Saint Paul Police Foundation. The person countersigning this letter represents and warrants that he/she has authority to sign on your behalf and to bind you to the terms of this letter. To submit your signed grant agreement, log into the Applicant and Grantee Portal, select the Grant Agreement for the current grant, and follow the instructions for uploading the letter.

On behalf of OBT, we extend every good wish for Saint Paul Police Foundation's success. Please do not hesitate to contact OBT if you have questions about this grant agreement or the grant.

Sincerely,

OTTO BREMER TRUST



Daniel Reardon  
Co-CEO and Trustee

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The undersigned, on behalf of Saint Paul Police Foundation, hereby accepts and agrees to the foregoing terms.

Saint Paul Police Foundation

By: Kathleen A. Beck  
Signature

Printed Name: KATHLEEN A. BECK

Title: CHAIR SAINT PAUL POLICE FOUNDATION

Address: 380 JACKSON STREET SUITE 287

Phone: 651 300 - 6587

Email: \_\_\_\_\_

Date: 12/18/18

Grant #18-51178



## APPLICANT AND GRANTEE PORTAL

Required fields are indicated with red bars.

Click **Save** to retain your entries. Click **Cancel** to discard changes.

After saving your application, click **Continue** to move to the next page of your application, or click **Edit** to modify the information on this page.

### INTRODUCTION

Before beginning your application, please review all the grantmaking guidelines on the [Social Return page](#) of our website, including our [Fiscal Sponsorship policy](#).

This application is for a grant to an organization acting as the fiscal sponsor for another organization. If the Foundation makes a grant in response to this application, the fiscal sponsor becomes the grantee. We understand that the two organizations may work closely together in preparing the application, but the application must be submitted by the fiscal sponsor. You may grant permission to anyone from either organization to participate in the preparation of this application by designating them on the Organization Contacts form in the Attachments tab.

If you are applying for a standard grant, please see our [Standard Application](#). If you are interested in a program-related investment (PRI), please learn more on the [Hybrid Return page](#) on our website.

### Project Title and Purpose

Please give your proposed project a title and provide a purpose statement. The title should be approximately two to six words in length, and the purpose statement should be a brief, one-sentence summary of the project. (If your application is for general operating support, please use 'general operating support' as your project title.) Please note that after you submit your application, foundation staff may edit these fields to conform to our existing format.

#### Examples

*Project Title:* Academic Support for Youth

*Purpose:* To provide academic support and increase opportunities for youth to pursue higher education.

**Project Title** SPPD- Step Forward!

**Purpose** Operating support for continued advancement of the community engagement activities of the Saint Paul Police Department.

### Proposal Summary

Please provide a brief summary of the project or program for which you are seeking funding. This summary should articulate the proposed work, define the beneficiaries and describe the impact. This summary will be used as part of the Foundation's initial review process to determine if the full proposal will be considered for funding.

#### Proposal Summary

The Saint Paul Police Foundation (SPPF) requests operating support on behalf of the Saint Paul Police Department (SPPD). Funding will support the Step Forward campaign, a comprehensive strategy designed to improve trust and legitimacy in law enforcement and strengthen police and community relations. Over the last two years, SPPD built a dedicated Community Engagement Unit (CEU), with a diverse team representative of the global demographics of the City of Saint Paul. The team is poised to advance a Community Policing intervention that will include: department recruitment of diverse law enforcement officers, outreach events and community forums, and youth programming.

Step Forward utilizes cross sector partnerships between law enforcement, local businesses, post-secondary institutions, and social services to strengthen connections with city residents. The campaign will utilize the cultural and linguistic skills of the unit staff to build the capacity of community leaders to help host multi-lingual educational series to share information about the American legal system. Further, SPPD works with business associations to identify and address difficult law enforcement challenges. We request Otto Bremer Trust's renewed investments as SPPD ushers in a new era of community policing; providing a model for connecting isolated and disenfranchised residents to their system of government to collectively improve justice across the region.

### Organization Information

Your organization's information will automatically appear below after you save your application for the first time. If the information below is not correct after you save, you can modify it by clicking the [Profile](#) link above, selecting the [Organization](#) tab, and clicking the 'Edit' button. Make the necessary changes and click 'Save'. Then click on 'My Submissions' to return to the application area, and click the edit icon to continue your application.

**Organization Name** Saint Paul Police Foundation

**Age of Organization** More than 10 years

**Organization Address** 380 Jackson St Ste 287, Saint Paul, MN 55101-3884

**Phone** 6512665856

**Fax** 651-291-9028

**Website** [www.saintpaulpolicefoundation.com](http://www.saintpaulpolicefoundation.com)

### Financial Information

Amount Requested (Please round to nearest whole dollar)	\$ 250,000.00	If you are applying for a multi-year grant, please be sure that the 'Amount Requested' includes your full request for the entire multi-year period. For example, if you are applying for a two-year grant and are requesting \$20,000 for each of those two years, please enter \$40,000 in the 'Amount Requested' field.	
Total program cost, including requested amount	\$ 1,916,430.00		
Current year total annual organization budget	\$ 256,060.36	Please provide the organization budget for the fiscal sponsor.	
Number of years for which you are seeking funding	1	For the number of years, enter either 1, 2, or 3. (The trustees currently prefer to make one-year grants. We are open to making two-year grants when that is demonstrably the most effective way to advance work that is important to a community. In rare circumstances, we will make three-year grants.)	

Previous Fiscal Year Financials

Please provide the previous fiscal year financials for the fiscal sponsor.

Fiscal Year Start Month	January	Fiscal Year End Month	December
Fiscal Year Start Day	1	Fiscal Year End Day	31
Previous FY Actual Revenues	\$ 435,977.00	Previous FY Budget Revenues	\$ 435,977.00
Previous FY Actual Expenses	\$ 3,775,775.00	Previous FY Budget Expenses	\$ 3,775,775.00
Previous FY Actual Net	\$ 329,965.00	Previous FY Budget Net	\$ 0.00
Previous FY Notes			

Year-to-Date Financials and Annual Budget for the Current Fiscal Year

Please provide the year-to-date financials for the fiscal sponsor. Please also provide the *annual* budget for the fiscal sponsor for the current fiscal year.

Year to Date As Of	10/31/2018		
YTD Actual Revenues	\$ 173,096.40	Annual Budget Revenues	\$ 256,060.36
YTD Actual Expenses	\$ 118,692.63	Annual Budget Expenses	\$ 131,419.57
YTD Actual Net	\$ 54,403.77	Annual Budget Net	\$ 123,640.79
YTD Notes			

Balance Sheet Information

Please provide the balance sheet information for the fiscal sponsor.

Balance Sheet As Of	10/31/2018		
Current Assets	\$ 108,980.72	Current Liabilities	\$ 3,250.00
Total Assets	\$ 108,980.72	Total Liabilities	\$ 3,250.00
Balance Sheet Notes			

Narrative

1. Community. Describe your community's needs and opportunities as they relate to your proposal.

Community (4500 character limit)	<p>Strengthening relations between law enforcement and the community is a key priority for the City of Saint Paul. The Mayor and the Chief of Police recognize that police and community relations is one of the most pressing social issues of our time. Their commitment to finding solutions to this issue has been expressed publicly on multiple occasions by both leaders.</p> <p>"I am looking forward to continue to build on St. Paul's tradition of strong policing, Carter said Tuesday. "I'm definitely looking forward to continuing to invest in that trust that has to flow between our officers and our neighbors. I've talked to a number of rank-and-file officers who know that that trust is absolutely critical and who work hard every day to build upon and enhance that trusts... When incidents occur and... when trust has been damaged, we know that we have to work together carefully and intentionally to rebuild it."</p> <p>Melvin Carter, "Melvin reaches out to police , intends to engage community on reform." Pioneer Press, January 12 2018.</p> <p>SPPD has implemented a series of initiatives to address growing mistrust of law enforcement resulting from a national discourse in recent years around officer-involved shootings. The SPPD is following several best practice recommendations suggested by the U.S. Department of Justice, including hiring police officers that are representative of the community served and implementing community policing strategies. While implementing strategies to address these issues, an understanding of the complexity of the environment that police are working under is necessary.</p> <p>Emerging research documents how extreme inequalities and concentrated poverty fuel civil unrest. St. Paul, like most major cities in the U.S., has concentrated crime and poverty. The overlaying of the highest crime grids correlates strongly to income levels. Unemployment rates within the area are high:</p> <ul style="list-style-type: none"> <li>- 43% of Saint Paul residents live in poverty defined as incomes at 200% of federal poverty index or below (Minnesota Compass, <a href="http://www.mncompass.org">www.mncompass.org</a>)</li> <li>- 77% of the Saint Paul Public Schools receives free and reduced lunch.</li> </ul>
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Community engagement efforts are designed to address interrelated issues of poverty and crime and how it affects community trust. The inability to meet basic needs through the mainstream economy has created a cycle of illicit activity, with young adults being drawn into gangs and other illegal activity dealing to survive. The proposed intervention outlines the following:

- Efforts to tackle crime and gun violence consider community partnerships that offer opportunities for city youth side by side with investigative techniques.
- Efforts to increase diversity at SPPD also consider barriers to financing and completing college.

**2. Proposed work.** Describe the specific work and activities you propose and how they will move your community forward in ways that complement the Trust's vision of healthy, vibrant communities as places where basic needs are met, mutual regard is prized and opportunities for economic, civic and social participation are within everyone's reach.

The Step Forward campaign expands on traditional Community Policing (CP) strategies which are typically defined by geographic hotspots and statistical crime data analysis. Outreach efforts target both key neighborhoods as well as specific cultural communities and are conducted in multiple languages. This allows SPPD to advance the CP model to identify deep seeded social threats that may impact quality of life or community safety within racially diverse communities.

The work of the Community Engagement Unit work is guided by the strategic goals of the department.

- Diversify law enforcement personnel
- Engage the community at historic levels
- Address gun violence

#### ACTIVITIES

The Step Forward activities build on each other, with outreach, youth services, and recreational events creating opportunities for officers and residents to meet in an informal and non-adversarial setting. These connections are used to foster the trust needed to invite residents to join more difficult conversations. Community leaders are asked to partner with the SPPD by undergoing training on law enforcement procedures and host community forums and education campaigns around topics ranging from traffic safety to more complex issues such as gun violence or hate crimes.

Specific activities include:

Recruitment: SPPD launched Law Enforcement Career Path Academy, a cross sector partnership representing a public-sector employer, a post-secondary institution, and a nonprofit service provider to increase the diversity of law enforcement. SPPD partners with Community Action Partnership, Century College, and AmeriCorps to help students with college applications, offer introductory college course work, and provide educational awards and professional work experience as students' progress towards completion of a degree in law enforcement. Further, SPPD hosts exploration meetings in local high schools, community centers, and resources fairs to introduce city youth to careers in law enforcement.

Outreach/Engagement: During the summer SPPD partners with local businesses to host Safe Summer Nights, community picnics held weekly at different parks around the city to offer officers the opportunity to meet and greet residents at a recreational event. SPPD hosts forums and attends resident council meetings to learn about safety issues important to the community. Further, CEU staff provide a presence and topical information sharing at large scale events.

Youth Programs/Activities: SPPD's engagement unit serves thousands of Cities youth each year.

- Police Activities League (PAL): A series of sporting activities and skills camps to connect youth with law enforcement officers in a recreational setting as a strategy to build trust. Activities include biking, hockey, baseball, fishing, field trips, and more.
- Jr. Academies: SPPD offers between 6-8 camps annually. The academies provide a basic overview of the role of a police officer and a preview of careers in law enforcement.
- Explorers: The Exploring program provides young adults ages 14-21 with hands-on experiences, skills, and opportunities to explore careers and lifetime interests.

Multi-Lingual Educational Series:

- Training of community leaders: Volunteers from churches, service agencies, and resident communities will be identified and receive training to serve on advisory committees to help with outreach in the community, identify and develop education topics.
- Education: Information series relevant to respective communities will be developed and include social media, group education sessions, and presentations at local community centers.

**3. Impact.** How will you define and evaluate the success of your work? How will you share your results and lessons with the community and others?

To evaluate the effectiveness of the Community Engagement Unit, SPPD is conducting an annual outcome-based performance evaluation. The evaluation plan is based on a logic model, with defined performance targets. Activity data tracking is conducted by personnel working in the community, with points of contact, attendance, and frequency of participation reviewed monthly by the unit's Commander. Pre and post tests are conducted to assess the quality and impact of educational campaigns. Community satisfaction surveys are conducted periodically at large scale events. Additionally, certification and college completion rates are tracked for law enforcement candidates.

The CEU has defined performance measures to assess the Unit's individual impact on two of the department-wide strategic goals:

GOAL: Diversify Law Enforcement Personnel

- Up to 50 diverse young adults will be accepted in the LECPA workforce development program
  - o 75% of accepted students will receive career counseling and enroll in college course work
  - o 75% of enrolled students will complete certification in an entry level skills training
  - o 75% of students who enroll in college course work will complete and progress by at least five college course credits towards a law enforcement degree within the program year.

GOAL: Engage the Community at Historic Levels

The CEU outreach and engagement efforts will result in the following outcomes:

- The CEU will make 32,000 positive connections in the community
- 50 community volunteers will support CEU outreach and education activities
- 6 educational campaigns on law enforcement topics will be conducted:
  - o 450 community members will attend group education sessions
  - o 10,000 educational materials will be distributed through community venues
  - o 80% of individuals who attend education sessions report increased trust in law enforcement, and increased knowledge of American legal practices.

**4. Your organization and resources.** Describe your organization in terms of its mission, goals, staffing and stakeholders. What experience, learning, connections or other non-financial resources does your organization bring to the work you propose? What non-financial resources do you need to access or develop for your proposed work to be successful?

**Your organization and resources  
(4500 character limit)**

As briefly mentioned earlier, over the last two years SPPD has worked to create a dedicated community engagement unit and to advance a commitment to diversify the department's workforce. There are 9 sworn personnel, 6 civilians and 35 AmeriCorps members supporting the work of the Community Engagement unit. The unit is overseen by Senior Commander John Lozoya, a 25-year veteran in law enforcement. John is a highly regarded community leader, with a lifetime commitment to service, both as a law enforcement officer and as an active community member. Over the years John has traveled statewide offering education on the legal system for the immigrant and refugee community. Further, John sits on numerous community boards and advisory committees, including acting as a founding member of the Minnesota Chapter of the Latino Police Officers Association, and a board member for the public-school Academia Cezar Chavez.

The community engagement civilian staff includes four community engagement specialists, with a dedicated specialist for the African American, East and West African, Latino, and Southeast Asian communities. Each engagement specialist comes to SPPD with extensive experience educating and engaging leadership from their respective communities. Further, SPPD recently received awards from AmeriCorps to launch a career path academy offering paid service while young adults from Saint Paul pursue degrees in law enforcement. These young adults support the unit through a collective of 45,000 service hours, assisting with recruitment, set up and coordination of youth programs, hosting of recreational events and the creation and distribution of educational campaign materials.

5. **Partners and networks.** Describe the others you propose to work with to accomplish your goals. What is your organization's history with these partners, and how will they contribute to your work?

**Partners and networks  
(4500 character limit)**

Partnership development is core to Community Policing model. The Community Engagement Unit has an extensive list of partners that cannot all be named here. A few highlights follow:

- Workforce Development: SPPD has cross sector partnerships with Century College and Community Action Partnership to support youth progress towards a degree in law enforcement. Further, SPPD partners with the National Latino Police Officers, Somali American Police, National Black Police, and Minnesota Asian Peace Officers Associations to recruit candidates.
- Youth Programming: PAL works with local experts to offer skills training and access to sporting events. Example include University of Minnesota Women's Hockey team and Herb Brooks Foundation assisting with Hockey clinics, the for-profit company Cabella's and the Minnesota Department of Natural resources offering environmental education and skills training at fishing camps, and the Minnesota Twins offering resources for equipment for baseball skills camps.
- Advocacy: SPPD forms partnerships with community leaders, elders, and parents from communities of color to ask for conducting community education campaigns. Examples include meetings with African American churches, mosques, advocacy groups like NAACP, and social service agencies. Further, SPPD hosts community forums, like Somali Elders or resident groups.

6. **Looking ahead.** How do you anticipate your community will change in the coming years? How will your work and organization evolve to fit those changes?

**Looking ahead  
(4500 character limit)**

SPPD aims to include an authentic community voice at all levels of operating at our agency. In the last 40 years, the City has become a true global community. The face of the City is changing rapidly, with close to 70% of Saint Paul Public Schools students represent communities of color. As a dynamic city, representing over 70 languages and cultures of origin, providing an authentic community voice is not an easy task. SPPD must make real investments in a new model of business because the times now demand a different approach. The Community Engagement Unit is a critical element in defining a new approach, both through the efforts to increase diversity in law enforcement, and concrete strategies for forming partnerships with our resident communities to tackle law enforcement issues.

7. **Anything else.** Is there anything else we should know in order to understand your proposal and its potential impact for your community?

**Anything else  
(4500 character limit)**

While SPPD is requesting general operating support for the Step Forward campaign, grant funding from the Otto Bremer Trust will specifically allow the advancement of several new initiatives:

- Public-Private Partnerships: SPPD will expand on recent successes working in partnership with business associations to help develop plans to address public safety issues. For example, SPPD's Central District meets monthly with BOMA and the North End Business Association to review police data, identify problem areas, and develop solutions (extra lighting, additional patrols, etc.). These types relationships will be fostered in every district.
- Re-entry Outreach: SPPD will expand outreach within juvenile detention centers in Minnesota. Working with a trained facilitator, SPPD will host restorative justice circles to help youth explore changes in behavior. Grant funds will pay for travel costs and facilitator time to conduct circles.
- Community Healing through Exploring Historical Trauma: SPPD will expand on the Circle of Peace efforts and collectively explore police actions during the Jim Crow Era and Civil Rights movement. Community leaders and officers will attend local exhibits and MLK events and engage with the topic of historical trauma.
- Recruitment: SPPD will continue efforts to increase the number of female law enforcement officers. In addition to continuing a Women's Conference and outreach in the community, SPPD will take the next year to define a formalized recruitment strategy aimed at women.
- Capital City Bike Cops for Kids: Expanding on a successful program in Minneapolis, SPPD patrol officers engage with youth to promote bike safety as an avenue to foster positive police interactions. Officers offer basic instruction on obeying the rules of the road and offer incentives for safe riding by giving away helmets and safety gear. Grant resources will support the purchase of a panel truck to promote the program, giveaways and patrol bikes.

**E-SIGNATURE INFORMATION**

By checking this box and typing my name below, I indicate that I have reviewed this proposal, all of its contents are true, and I am authorized to submit this application on behalf of the fiscal sponsor applicant organization.



Type your Full Name

Quinn Cheney

**Attachments**

[Organization Contacts.xls](#)

[Proof of Tax-Exempt Status.pdf](#)

[Board List.docx](#)

[Organization Budgets and Actual Fiscal Performance.pdf](#)

[Project Budget.pdf](#)



[Balance Sheet.pdf](#)

[Audit.pdf](#)

[990.pdf](#)

[Other Sources of Funding.pdf](#)

[Fiscal Sponsor Agreement.pdf](#)

## Fiscal Sponsor Letter of Agreement

Attachment to Grant Agreement with Saint Paul Police Foundation dated December 12, 2018.

### Sponsored Organization:

Name: Saint Paul Police Department  
Address: 367 Grove Street  
Saint Paul, MN 55101

This Attachment to Grant Letter should be considered a part of the Grant Letter identified above.

### a. Fiscal Sponsorship

OBT and the Grantee agree that the Grantee will receive the grant funds as fiscal sponsor for the Sponsored Organization. As 'fiscal sponsor,' the Grantee will receive the grant funds from OBT, and treat them for tax, accounting and other purposes as a grant to the Grantee. It is the expectation of OBT and the Grantee that the Grantee will disburse the grant funds to or for the benefit of the Sponsored Organization; however, the parties acknowledge that the Grantee is not *required* to do so, and that the Grantee may elect to disburse the grant funds directly in furtherance of the grant purposes or to or for the benefit of an organization other than the Sponsored Organization. If the Grantee chooses to distribute a material portion of the grant funds to a party other than the Sponsored Organization, then the Grantee must promptly notify OBT of its decision in writing. The Grantee is in any event required to disburse the grant funds only for the purposes described in paragraph 1 of the Letter Agreement. The Grantee will be entitled to apply up to 10% from the grant to meet its reasonable expenses of administering the grant.

### b. Grantee Representations

The Grantee certifies to OBT that the following statements are true:

- (1) The Grantee's governing board, a committee appointed by the board, or the Grantee's chief executive officer has determined that the project funded by the grant will further the Grantee's charitable purposes, and that the Sponsored Organization is qualified to carry out the project. Specifically, this determination was made by St. Paul Police Foundation on December 4, 2018.
- (2) The Grantee and the Sponsored Organization have a written agreement outlining the terms of the fiscal sponsorship. Among other things, the agreement states: (a) that the Grantee will not be required to disburse the grant funds to or for the benefit of the Sponsored Organization; and, (b) the amount or percentage of the grant funds (if any) that the Grantee will be entitled to withhold to meet its reasonable expenses of administering the grant.

Accepted and agreed to by:

Otto Bremer Trust

By 

Title: Co-CEO and Trustee

Date: 12/13/2018

Grantee: Saint Paul Police Foundation

By 

Title: CHAIR SAINT PAUL POLICE FOUNDATION

Date: 12/18/18

## **Sponsor Agreement**

The Saint Paul Police Foundation ("SPPF") agrees to serve a fiscal sponsor for an application to the Otto Bremer Trust requesting support for the community outreach and engagement efforts of the Saint Paul Police Department (the "Project"). The Saint Paul Police Foundation ("SPPF") hereby agrees to serve as Grant Partner to the Saint Paul Police Department, the Sponsored Organization. SPPF has determined that sponsorship of the Project is consistent with its goals and wishes to make arrangements with SPPD for the implementation and operation of the Project.

The parties agree that SPPF will retain a 10% grant partner fee of the total amount of award made by the Otto Bremer Trust. This fee is withheld to meet reasonable expenses for administering the grant. If a grant is approved, Otto Bremer Trust expects that SPPF will disburse the grant funds to or for the benefit of the sponsored organization identified in the proposal. However, the grantee is not legally bound to disburse the grant funds to or for the benefit of the sponsored organization.

### **Terms of Agreement**

1. SPPF agrees to sponsor the Project and to assume administrative, programmatic, financial, and legal responsibility for purposes of the Grantor's requirements.
2. The SPPD agrees to use grant funds to implement and operate the Project, in accordance with the terms of the grant agreement, memorialized in the grant application, and any further award notices, and corresponding grant documents ("Grant Agreement").
3. No material changes in the purposes or activities of the Project shall be made without prior written permission of both SPPF and SPPD and in accordance the Grant Agreement and applicable Grantor requirements.
4. SPPF is not liable for any SPPD use of grants funds inconsistent with this Agreement or any SPPD misrepresentation regarding use of grant funds.
5. The parties will implement and operate the Project in a manner consistent with SPPF's tax-exempt status. As such, SPPD shall not use grant funds to attempt to influence legislation or participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office or otherwise engage in the carrying on of propaganda (within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986).
6. SPPF will disburse grant funds as defined in this agreement to SPPD within 10 business days of receipt of funds from the donor. Disbursements of funds will be restricted to the support and implementation of the Project only.
7. The parties will create and maintain all financial records relating to the Project according to generally accepted accounting principles and as required by law and the Grant Agreement. The parties will make grant records available to auditors as required by law and the Grant Agreement.
8. SPPD will provide information for the submission of reports to the Grantor required by the Grant Agreement. Accordingly, SPPD will provide the following documentation to the Saint Paul Police Foundation:
  - a. Grant expenditure reports. SPPD will submit a grant expenditure report to SPPF at the end of each fiscal quarter.
  - b. Semi-annual program performance reports. SPPD will submit semi-annual program performance reports to SPPF according to the grant evaluation plan provided to the SPPF board.
  - c. Grantor-required programmatic and expenditure reports. SPPD will submit Grantor-required reports to SPPF that meet guidelines and requirements described in the Grant

Agreement. If report requirements are not defined in the Grant Agreement, reports will follow the Minnesota Common Grant report guidelines. SPPD will submit applicable program activity reports to SPPF no later than 10 days before the deadline for report submission to the Grantor.

9. SPPF and the SPPD will reflect the activities of the Project, to the extent applicable, on their state and federal government tax returns and financial reports. All disbursements from an Account shall be treated as payments made to or on behalf of the SPPD to accomplish the purposes of the Project.
10. This agreement will terminate if any of the following events occur:
  - a. SPPF requests the SPPD that it cease activities that it deems might jeopardize SPPF's tax-exempt status and the Project fails to comply within a period of ten (10) days,
  - b. SPPD fails to perform or observe any other covenant of this agreement, and this failure remains unremedied fifteen (15) days after notice in writing;
  - d. Expiration of four weeks after either the Sponsored Organization or the Fiscal Sponsor has given written notice of its intent to terminate the agreement.

In the event this Agreement is terminated, the parties will comply with any termination conditions imposed by funding organizations.

**Accepted for the Fiscal Sponsor SPPF:**

KATHLEEN BECK

Name of Authorized Signer

Kathleen Beck

Signature

12-4-18

Date

**Accepted for the Sponsored Organization SPPD:**

Kathleen A. Wuorinen

\_\_\_\_\_  
Name of Authorized Signer

Kathleen Wuorinen

Signature

12-3-18

Date