



Department of Public Safety
Minnesota Office of Justice Programs

2024-25 Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant Program

GRANT REQUEST FOR PROPOSALS (RFP)

Table of Contents

Request for Proposals (RFP) Part 1: Overview	2
1.1 General Information	2
1.2 Program Description	2
1.3 Minnesota’s Commitment to Diversity and Inclusion.....	2
1.4 Funding and Project Dates	2
Funding.....	2
Project Dates	2
1.5 Eligible Applicants	3
1.6 Questions, Technical Assistance, and Information Sessions	3
Application Information Sessions	3
RFP Part 2: Background Information	3
2.1 Project Overview.....	3
RFP Part 3: Application Process and Instructions.....	4
3.1 Application Deadline	4
3.2 Application Submission Instructions.....	4
3.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual	4
3.4 Application Content	4
A. Project Information Form	5
B. Intensive Comprehensive Peace Officer and Training Information Form	5
This form includes information around candidate recruitment (and identification), department’s authorized and actual hiring levels, and the anticipated education provider.....	5
C. Narrative (15 points):	5
D. Budget (5 Points):.....	5
E. Organizational Financial Information Form	6
RFP Part 4: Application Review Process.....	6
RIGHT OF CANCELLATION	7

Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: Intensive Comprehensive Peace Officer Education & Training (ICPOET)
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: June 11, 2024
- Application Due Date: July 31, 2024

1.2 Program Description

The Minnesota Office of Justice Programs (OJP), MN Department of Public Safety, is requesting proposals to fund the Intensive Comprehensive Peace Officer Education and Training (ICPOET) grant program. The program is intended to address the critical shortage of peace officers in the state by providing grants to law enforcement agencies that have developed a plan to recruit, educate, and train highly qualified two- and four-year college graduates to become license-eligible peace officers in the state. Law enforcement agencies may apply for reimbursement grants up to \$50,000 per eligible candidate for the cost of educating, training, and paying an eligible peace officer candidate until the candidate is licensed by the board as a peace officer. The candidate will attend a Minnesota State Colleges and Universities-designated cohort at either Hennepin Technical College or Alexandria Technical and Community College to receive the Professional Peace Officer Education (PPOE) objectives as required by the Minnesota Peace Officer Standards and Training (POST) Board.

1.3 Minnesota's Commitment to Diversity and Inclusion

It is State of Minnesota policy to ensure equity, diversity, and inclusion in making competitive grant awards. See Executive Order [19.01](#).

The Policy on Rating Criteria for Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. See [OGM Policy 08-02](#).

1.4 Funding and Project Dates

Funding

Funds authorized by MN Laws, Chapter 52, 2023 Minnesota Session Laws. Up to \$2,250,000 is expected to be awarded under this RFP, funding 45 candidates. Additional funds may become available and be awarded under this RFP. Final award amounts may be lower than requested. An agency may submit for more than one candidate but not more than 5 candidates. The funding is a cost reimbursement only grant. Award decisions will consider geographic diversity and agency size in grant distribution based on grant applications received.

Project Dates

This is a 12-month grant period, from on or around October 1, 2024, through September 30, 2025.

1.5 Eligible Applicants

Local units of government and tribal governments are eligible to apply including county sheriff's offices, police departments and tribal public safety agencies. A group of law enforcement agencies may collaborate on a joint application with one organization serving as the fiscal agency. Colleges and universities that operate law enforcement training programs are not eligible applicants.

1.6 Questions, Technical Assistance, and Information Sessions

Please submit any questions regarding this RFP by email to Mary.Vukelich@state.mn.us. Questions and answers will be updated on the ICPOET RFP Question Answer (QA) document on the grants page of the [OJP website](#) each week during the window for RFP applications.

Application Information Sessions

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

- ICPOET Session I: Thursday, June 27, 2024, from 1:30-2:15 pm [Register Here](#)
- ICPOET Session II: Tuesday, July 23, 2024, from 10:45-11:30 am [Register Here](#)

RFP Part 2: Background Information

2.1 Project Overview

The ICPOET program is intended to address the critical shortage of peace officers in the state by providing grants to law enforcement agencies that have developed a plan to recruit, educate, and train highly qualified two- and four-year college graduates to become license-eligible peace officers in the state. Law enforcement agencies may apply for reimbursement grants up to \$50,000 per eligible candidate for the cost of educating, training, and paying an eligible peace officer candidate until the candidate is licensed by the board as a peace officer. An agency may apply for more than one candidate up to a maximum of 5 candidates.

Minnesota requires those aspiring to work in law enforcement to complete an educational program certified by the Minnesota Peace Officer Standards and Training (POST) Board at a Professional Peace Officer Education (PPOE) certified institution and pass the state board exam. Licensing itself only occurs when eligible candidates are appointed to a peace officer position [and certain selection standards](#) are met.

Grantees identify eligible candidates that meet the standards for admission to a board-certified Professional Peace Officer Education (PPOE) program as well as standards for license eligibility. The

eligible candidates are then registered for a cohort, by each agency executing a contract with the selected academic provider. The two schools designated as approved providers for the ICPOET program are Hennepin Technical College and Alexandria Technical and Community College. The cohorts will start February/March 2025 and end in July 2025.

The Peace Officer Licensing Exam is administered to individuals who possess a post-secondary degree from a [regionally accredited](#) college or university and successfully complete a Minnesota PPOE program from a POST Board certified school. Tuition to the designated cohort hosted by one of the two approved education providers are eligible grant expenses for the grantee agency to seek reimbursement. Other eligible expenses, which are anticipated to be included in the total education cost, include books, equipment, uniforms, and other associated academic expenses.

Candidates shall be employed by the grantee during PPOE enrollment. Salary and fringe benefits for candidates are eligible grant expenses.

RFP Part 3: Application Process and Instructions

3.1 Application Deadline

Applications must be submitted using the [e-grants](#) web-based system by 4:00 pm on July 31, 2024. Applications cannot be submitted after this time. No paper submissions will be accepted.

3.2 Application Submission Instructions

Applications must be submitted via e-grants, the Office of Justice Programs (OJP) online grants management system. [E-grants](#) can also be accessed via the Office of Justice Programs [website](#). If you have never applied for a grant with the Office of Justice Programs, create a user account by clicking on the purple “New User” option in the login box in the upper right corner of the e-grants website and follow instructions to fill out the profile. Contact the e-grants Helpdesk at 1-800-820-1890 if you have login issues.

3.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual

As part of submitting this application in e-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees for applicants as well as the ICPOET Grant Program Guidelines 2025. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in e-grants. If selected for funding, the grantee will need to submit required certifications. Grantees agree to follow the OJP [Grant Manual](#), which provides basic information on policies and procedures for grant administration. These documents become, by reference, part of the formal grant contract agreement.

3.4 Application Content

The application consists of the following required parts; any missing part will prevent the application from submission.

A. Project Information Form

Input this information directly into the form in e-grants. You will need:

- Contact information for the Fiscal Agent, including federal and state identification numbers.
- Authorized representative information, preferably the Chief Law Enforcement Officer (CLEO) for the applicant agency.
- Contact information for agency representative designated as project contact
- Financial agent contact information
- Project information

B. Intensive Comprehensive Peace Officer and Training Information Form (2 points)

This form includes information around candidate recruitment (and identification), department's authorized and actual hiring levels, and the anticipated education provider.

- Candidate(s) identified
- Authorized vs. actual LE staffing

C. Narrative (13 points):

Address the following in a three-page maximum Word document with ¾" margins, single-spaced and with a 12-point font size. Use the following headings when writing your narratives: Community Information, Agency Demographics, and Recruitment Strategies. When ready to submit, **upload the narrative as an attachment in e-grants**. The narrative should address the following issues:

- Community: where are you located within the context of the state, what is your community's population, and any other information you deem relevant.
- Agency: demographics to include number of men & women, need statement based on strength, retention, etc.
- Recruitment Strategies: describe your plan to recruit career transition candidates with specific details (assume the reviewers are not aware of what is typical or not typical for your agency or the profession)

D. Budget (5 Points):

Budget information will be entered directly into e-grants.

- Budget line items will generally include program, salary, & fringe; anticipate \$25,000 for program (tuition & related supplies) and \$25,000 for salary & fringe.
- Tuition expenses should be listed under program expenses. More specifics will be available after grants awarded.
- Each candidate requested should have individual line items for program, salary & fringe.
- Include candidate's actual pay & fringe calculations for the position.
- Note that source documentation will be required for all items reimbursed.

Enter the budget directly into e-grants. Directions for entering the budget are available in the [Application Guide](#).

E. Organizational Financial Information Form

This information will be entered into e-grants form.

Grantee Information (entity type)

Fiscal Information (accounting basis, fiscal year)

Financial Documentation (based on annual revenue amount)

Administrative Systems & Internal Controls (upload organizational chart)

Grant Management Experience

WHAT AN APPLICATION MUST INCLUDE TO BE FORWARDED FOR REVIEW:

(E-grants will not allow the application to be submitted if any of these are missing.)

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

RFP Part 4: Application Review Process

This is a competitive application process. A review committee will read and rate applications using a 20-point scale. [Click here](#) to view guidance/score sheet reviewers will use. The reviewers will meet and discuss the proposals and then put forth their recommendations. The Commissioner of Public Safety will make the final funding decisions and award notification will be by email to applicants.

RFP Part 5: Post Award Requirements

- **Pre-Award Risk Assessment and Financial Review.** In accordance with state and federal grant management policies it is required to consider a grant applicant's past performance before awarding subsequent grants to them.
- **Minnesota's Commitment to Diversity and Inclusion in Procurement**
The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.
To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with

substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296- 2600 or go to the [OEP website](#).

- **Grant Contract Process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Program Guidelines, and budget. The Grant Agreement will be initiated, signed by grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed within 30 days of receipt may be canceled.
- **Progress Reporting.** Grantees will be required to submit quarterly progress and expense reports with supporting reimbursement documentation and one final report with the POST number for each candidate and any outstanding supporting reimbursement documentation.
- **Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses that are incurred and are consistent with the negotiated budget.
- **OJP Grant Manual.** Grantees, grantee subgrants and contracts agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. [OJP Grant Manual](#)

RIGHT OF CANCELLATION

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract solely on the basis of any response made to this request or pay for information solicited or obtained.