

**Minnesota Department of Public Safety (DPS)
Office of Justice Programs
REQUEST FOR PROPOSALS**

**Terrorism Recruitment Prevention
Due Friday, August 25, 2017, 4:00 p.m.**

INTRODUCTION

Laws of Minnesota 2015, chapter 65, art 1, sec 11, subd 2 (C) mandated that the Commissioner of Public Safety develop strategies and make efforts to combat the recruitment of Minnesota residents by terrorist organizations such as ISIS and al-Shabaab. The commissioner collaborated with federal, state, and local agencies in developing the required strategies.

[*MN DPS Terrorism Recruitment in Minnesota report*](#)

Laws of Minnesota 2017, chapter 95, subd. 7. Appropriated additional, onetime funding for this effort. This Request for Proposals seeks proposals from law enforcement agencies that utilize these strategies to build resiliency in communities that are at-risk for recruitment into extremist organizations. Successful applicants will employ the strategies outlined below.

Priority will be given to proposals which demonstrate strong applicant partnerships with community organizations reflective of the population to be served and that would result in long-term investment in the communities at-risk of radical recruitment

PROPOSAL STRATEGIES

Research shows that any proposed strategies must include affected communities taking an active role in counter-radicalization and recruitment efforts. The most successful programs originate within the affected communities. Genuine community/government partnerships are essential to successful initiatives.

These strategies prioritize collaborative stakeholder involvement aimed at supporting full participation in the community and providing opportunities to reduce disenfranchisement or hopelessness.

- A. Foster a broad range of stakeholders who are poised for long-term, community investment.
 - Programs and policies that take a long-term approach and are sustainable.
 - Culturally specific organizations conducting outreach in impacted communities, some with specific emphasize on youth intervention.
 - Public/private partnerships may include non-traditional approaches, ranging from libraries or local non-profits to professional sports teams. Businesses in high recruitment areas could be engaged to provide support and/or financial assistance.
 - Programs that develop funding streams from a wide variety of sources. Ideally, investments will help build capacity in affected communities to develop and administer their own initiatives.

- B. Support current initiatives that promote participation and engagement within the community.
- Train community members to recognize signs of youth who may be at risk for recruitment, such as those who feel disenfranchised. Support non-profit and community organizations that have the expertise to reengage these youth.
 - Develop or encourage public/private partnerships to create opportunities related to education, job training, employment, and health and wellness.
 - Establish a process or program(s) that recognizes the signs of individuals who are already on the path to violent extremism, to which they can be referred for individualized assistance and support. These programs may identify reliable and consistent sources to make referrals such as schools, places of worship, social workers, or doctors; divert those who have already begun the process of radicalization from the path to violent extremism; and provide an opportunity for such individuals to transition back into mainstream society within their community.
 - Communities should target those conditions conducive to radicalization that it can influence: poor self-image; lack of identity and belonging; individual expectations of life and of the community; and individual attitudes.
 - Develop initiatives and educational material regarding civic participation for use in schools, community centers, and other gathering places; creating opportunities for individuals to engage in civic activism, inside and outside of the affected community; or ensuring that resources for civic activism are available and easily accessible.
- C. Messaging through social media and other platforms that negate potential recruitment propaganda.
- Communities should develop and promote their own alternative narratives and counter-narratives. According to research and media reports, recruitment often happens via social media or through other digital means. Initiatives that focus on utilizing the same means to counter recruitment propaganda is a developing practice in countering extremist recruitment.
- D. Prioritize economic and community development in target areas to promote engagement and investment in at-risk communities.
- Emphasize workforce development specific to local communities experiencing recruitment.
 - Support the establishment of youth-oriented volunteer, internship, and employment opportunities. In Minnesota, individuals who are believed to have joined terrorist organizations have primarily been youth and young adults. Efforts to connect potentially impacted youth to their communities is a key strategy in recruitment prevention. Activities to support this strategy may include providing space for holding local networking events; collaboration with schools, local and regional employers, social workers, and community members to develop sustainable programs that lead to employment for young individuals; education and outreach

related to job training and skills; trainings and awareness about life skills needed to secure and maintain opportunities, such as transit options, workplace expectations, etc.

ELIGIBLE APPLICANTS

Local law enforcement agencies in partnership with community based organizations that serve populations at risk for recruitment. No agency will receive more than one award.

FUNDS AVAILABLE

\$487,500 is available. Grant awards may range from approximately \$75,000 - \$100,000.

No match is required, but evidence of tangible local and community support will strengthen the application.

PROJECT DATES

Funding is for a two year period from November 1, 2017 through October 31, 2019.

SOURCE OF FUNDS

Laws of Minnesota 2017, Chapter 95, Subd. 7

APPLICATION DEADLINE

Applications must be submitted using the e-grants system by 4:00 p.m. on Friday, August 25, 2017. No paper submissions will be accepted. Applications will not be received after this time. Plan to submit the application before the deadline so any technical problems can be addressed. *If applications are not started before 3:00 PM on Thursday, August 24 we cannot guarantee staff will be available to assist with submitting the application.*

APPLICATION PROCESS

All applications must be submitted via [e-grants](#), the Office of Justice Programs (OJP) online grants management system, can also be accessed via the [Office of Justice Programs website](#) *To establish an user account if you do not already have one, use this [New User Link](#), for additional e-grants information please reference the [e-grants User Guides](#)*

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 non-state applicants as well as the Program Guidelines. These address State requirements such as worker's compensation, civil rights, affirmative action, and data privacy. By agreeing to these in e-grants the applicant is certifying that they have the authority to make these commitments. 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. These documents become, by reference, part of the formal grant contract agreement. In addition grantees agree to follow the [OJP Grant Manual](#) which provides basic information on policies and procedures for grant administration.

APPLICATION CONTENT

The application will consist of the following elements. Applications that do not include all elements will not score well in the review process.

1. **Project Information:** Applicants will input directly into e-grants information such as the authorized representatives for the project, tax identification numbers, project summary, and other identifying information. Applicant will note whether this request is for a new or existing program. We will print this form out and use it as the cover sheet of the proposal.
2. **Letter of Agreement/Memoranda of Understanding (MOU) (10 points):** To demonstrate the strength of the government/community partnership a formal letter of agreement between the local government agency and the community based organization *or* Memoranda of Understanding (MOUs) should be submitted with the application with signatures from both organizations. The agreement should include the budget for the local law enforcement agency and the budget for services to be provided by the local community organization as well as outlining the roles and responsibilities of each partner.
3. **Narrative (Word document):** Applicants will address the following in a six page maximum WORD document with 1” margins, single spaced and with a 12 point font size. When ready to submit, the narrative will be submitted as an attachment to the application. The narrative should address the following issues (please number responses):
 - 1) **Organizational Capacity (10 points):**
 - Applicant agency’s mission and history.
 - What experience does the applicant agency have with the specific population to be served?
 - Community partner agency’s mission and history.
 - How reflective is the community partner agency’s staff and leadership of the population to be served?
 - Total annual agency budget and how this project fits in the overall organization; is it a new or continuation project?
 - Past experience in grant management.
 - 2) **Planning process (5 points):**
 - Planning process for this initiative including how the community was involved.
 - Describe the identified population at risk for recruitment that this project will work with.
 - Describe the current response to the problem: what is working, what is not, identify existing gaps.
 - 3) **Project Description (30 points):**

- What proposal strategies (from page 1-2) will be used?
- If this is an existing program, what are your previous year/s outcomes?
- What are the objectives and outcomes related to these strategies? List between one and three objectives. These objectives will form the basis of your work plan (see #4 below).
- How will this result in long-term investment in the communities at risk of terrorist recruitment?
- Detail the roles and responsibilities of the local law enforcement agency as well as the community partner.
- Cite research on best or promising practices that support your plan.

4) **Evaluation (5 points):**

- Describe your evaluation plan. This should be based on the objectives and outcomes you have defined in your work plan and should include the following for each outcome:
 - What is the operational definition of the outcome? In other words, how will you measure that outcome?
 - Where will you get the data?
 - When will you collect this data?
 - How will you store, analyze and report this information?
- What barriers do you anticipate to conducting effective evaluation? How will barriers to data collection be addressed?
- How will evaluation results be used for program improvement?

4. Work Plan (Form 1- 30 points) Applicants will download the Word form provided, complete it and upload it as part of the application. In this form you will define up to three objectives (that you have already listed in your project description) that you will use. List the activities you will engage in to achieve these objectives and additional detail information including how success will be demonstrated. There should be a clear and explicit link between the work plan, the narrative, and the proposed budget.

5. Budget (Input directly into e-grants – 10 points): Budget line items include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Equipment, Office Expenses, Program Expenses, and Other Expenses. Not all line items need to be used.

NOTE: The local government agency must contract all or a percentage of the work out to a local community based agency that provides direct services to at-risk populations.

- Budget will cover a two year period.
- All expenses must be itemized and directly related to grant activities.
- Calculations should be provided for all budget line item amounts.
- Community partner costs should be entered under contract services.
- Funds may not be used for capital expenses such as building improvements or facility remodeling.
- Funding may be used to supplement but not supplant state and local government funds. This funding cannot take the place of currently funded items.

- Staff and community partner positions listed in the budget must be listed in the Work Plan
- Other budget items must also support activities listed in the Work Plan.

APPLICATION REVIEW PROCESS

A review committee will read and score applications according the following scale. The scoring sheet corresponds to the items requested in the Application Content section.

Memoranda of Understanding	10 points
Organizational Capacity	10 points
Planning Process	5 points
Project Description	30 points
Evaluation	5 points
Work plan	30 points
Budget	10 points
TOTAL	100 POINTS

A final staff review will consider geographic locations, response to listed priorities, strength of best-practice programming and past grantee performance. Timeliness and completeness of past grant financial and progress reporting will be considered. Final decisions will be made by the Commissioner of Public Safety and applicants will be notified of grant awards by September 18, 2017.

Any appeals of funding decisions should be submitted in writing by September 25, 2017 to the Minnesota Commissioner of Public Safety, 445 Minnesota St., Suite 2300, St. Paul, MN 55101.

TECHICAL ASSISTANCE

For questions regarding the e-grants online submission process, please call:

1-800-820-1890 | helpdesk@agatesoftware.com

For questions regarding the application, please call:

Claire Cambridge, Office of Justice Programs, MN Department of Public Safety
claire.cambridge@state.mn.us or 651-201-7307.

A Frequently Asked Questions (FAQ) document will be updated weekly with responses to questions received about this solicitation up until the application due date. Access the [FAQ](#) on the OJP website.

POST AWARD REQUIREMENTS

- **Grant contract process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget and work plan. The formal grant contract will be initiated, signed by grantee and OJP, and fully executed. It is then a legally binding agreement. Grant agreements not signed and returned within 30 days of receipt may be canceled.

- **Progress reporting.** Grantees will be required to submit regular narrative reports and data in a prescribed manner and cooperate with statewide evaluation efforts.
- **Grant payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget.
- **Grant monitoring.** Grantees will receive ongoing monitoring that includes site visits, report review, and periodic reviews of source documentation for financial reconciliation.

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 will not award a grant contract solely on the basis of any response made to this request, or pay for information solicited or obtained.