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**NRP NEIGHBORHOOD ACTION PLAN FUNDING AGREEMENT
BETWEEN
THE CITY OF MINNEAPOLIS
AND THE**

**EAST PHILLIPS IMPROVEMENT COALITION
COMMUNITY PARTICIPATION PROGRAM**

(East Phillips: Community Engagement Plan)

THIS AGREEMENT, entered into this 17th day of September, 2019, is by and between the **CITY OF MINNEAPOLIS**, a Minnesota municipal corporation (the "City"), in furtherance of the Minneapolis Neighborhood Revitalization Program (the "NRP") and the **EAST PHILLIPS IMPROVEMENT COALITION**, a Minnesota nonprofit corporation (the "Contractor").

WHEREAS, pursuant to Minnesota Statutes, Section 469.1831, as amended by Laws of Minnesota 1991, Chapter 59, and Minneapolis Code of Ordinances, chapter 419, the City of Minneapolis ("City") established the NRP to preserve and enhance within the City's neighborhoods private and public physical infrastructure, public health and safety, economic vitality, the sense of community, and social benefits; and

WHEREAS, the East Phillips neighborhood in Minneapolis ("Neighborhood") has prepared a Community Engagement Plan using NRP funds (the "Plan") through a process of neighborhood planning that complies with Minnesota Statutes, Section 469.1831, subd. 6(b); and

WHEREAS, on July 21, 2016, the NRP Policy Board reviewed the Plan and forwarded its recommendations for final action to the Minneapolis City Council which, by action published on August 13, 2016, approved the plan; and

WHEREAS, by action published on August 13, 2016, the Minneapolis City Council approved the 2017-2019 allocation of funds for Plan implementation and authorized the execution of contracts necessary for the expenditure of funds consistent with the Plan; and

WHEREAS, the Program/Project is consistent with the general principles underlying the NRP, enumerated in Minnesota Statutes, Section 469.1831, subd. 3, and the purposes for which NRP funds may be spent, listed in Minnesota Statutes, Section 469.1831, subd. 3;

NOW, THEREFORE, it is agreed between the parties hereto that:

SECTION 1. SCOPE OF SERVICE/BUDGET

The Contractor agrees to perform the services described in the Scope of Services, in compliance with the Budget, both of which are attached hereto as Exhibit A.

SECTION 2. TIME OF PERFORMANCE

The term of this Agreement shall commence as of January 1, 2019, and shall continue until December 31, 2019, unless this Agreement is earlier terminated as provided herein.

SECTION 3. DISBURSEMENTS

The City shall make an initial disbursement of \$10,000.00 to the Contractor upon execution of this Agreement. Thereafter, payments will be made from time to time on a cost reimbursement basis, upon the Contractor's submission of invoices or other documentation acceptable to the City. The invoices shall include a full itemization of the services provided or costs incurred and shall be in a form satisfactory to the City. If the Contractor fails to fully perform all of the services required under this Agreement as determined in the City's sole discretion, or this Agreement is terminated as specified herein, the Contractor shall receive compensation only for those services actually fully performed, as determined by the City.

In no event shall the total amount, for both services and expenses, to be paid under the terms of this Agreement exceed \$76,200.00, nor shall the Contractor be reimbursed for any service provided or expense incurred by it except as specifically described in the Scope of Service/Budget.

Payment shall be made within 30 days from the date the City receives from the Contractor a disbursement request in a format acceptable to the City. The City shall not be required to, nor shall it, reimburse the Contractor for any unsatisfactory, incomplete, inaccurate, or defective work, as determined by the City.

SECTION 4. USE OF NRP FUNDS

The Contractor and all sub-recipients shall use any and all NRP funds in accordance with the requirements of Minnesota Statutes, Section 469.1831, as amended, and the NRP Funding Agreement Guidelines and the Community Participation Guidelines, incorporated herein by reference.

SECTION 5. PERFORMANCE MONITORING

The Contractor will submit to the City narrative reports describing the work performed and assessing the progress made toward achieving the objectives identified in the Scope of Service/Budget.

SECTION 6. NOTICES

Communication and details concerning activities under this Agreement shall be directed to the following contract representatives:

City: City of Minneapolis
Department of Neighborhood and Community Relations
Crown Roller Mill, Suite 425
105 5th Avenue South
Minneapolis, MN 55401-2534
Attention: Director
cc: Karen Moe
Phone: 612-673-2919

City of Minneapolis
Department of Community Planning and Economic Development
Crown Roller Mill, Suite 200
105 5th Avenue South
Minneapolis, MN 55401
Attention: Director
cc: Bob Cooper
Phone: 612-673-5239

Contractor: East Phillips Improvement Coalition
2536 18th Ave S
Minneapolis, MN 55404
Attention: Carol Pass
cc:

SECTION 7. GENERAL CONDITIONS

A. General Conditions

- (1) The Contractor agrees to comply with all applicable federal, state and local laws governing the services performed and funds provided under this Agreement.
- (2) Minneapolis Code of Ordinances, Section 109.470, prohibits the use of City and City-derived funds, including NRP funds, to pay for billboard advertising as part of a City project or undertaking, including NRP funded activities.

B. Personnel/Independent Contractor – The Contractor represents that it has engaged or will engage all personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City. All the services required hereunder shall be performed by the Contractor or under its supervision, and all personnel engaged in performing the same shall be fully qualified and authorized or permitted under Federal, State and Local law to perform such services. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer-employee between the parties. The

Contractor shall at all times remain an independent contractor with respect to the services to be performed under this Agreement. The City shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Worker's Compensation Insurance as the Contractor is an independent contractor.

- C. Hold Harmless – The Contractor agrees to defend, indemnify, and hold harmless the City and its officials, officers and employees, from any liability, claim, damage, cost, judgment, or expense, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of the Contractor and its officers, employees, agents or contractors, while performing under this Agreement, and against all losses by reason of the Contractor's failure to perform, in any respect, all obligations under this Agreement. Nothing herein shall be construed to obligate the Contractor to hold harmless, defend or indemnify the City from claims arising from the City's negligent or tortious acts or omissions.
- D. Workers' Compensation and Liability Insurance – The Contractor shall provide workers' compensation insurance coverage for all employees involved in the performance of this Agreement. In addition, the Contractor shall carry general liability insurance and hired/non-owned automobile liability in amounts sufficient to indemnify the City, but no less than \$2,000,000.00 each. Said liability insurance policies shall name the City as an additional insured and may not be canceled without the consent of the City as long as this Agreement is in effect. Copies of certificates evidencing this insurance shall be provided to the City.
- E. Time is of the Essence – Time is of the essence in the performance of this Agreement.
- F. Accounting Standards – The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting principles to properly account for expenses incurred under this Agreement.
- G. Records
 - (1) Retention – The Contractor shall retain all records pertinent to expenditures incurred under this Agreement until (i) three (3) years after the date this Agreement is terminated, or (ii) until a final audit as required by the Funding Agreement Guidelines has been performed, whichever is later.
 - (2) Close-Outs – The Contractor's obligation to the City and any sub-recipient's obligation to the Contractor shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of NRP assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and receivable accounts to the NRP), and determining the custodianship of records.

- (3) Audits & Inspections – The Contractor shall perform an annual financial and compliance audit in accordance with the Audit Policy attached as Exhibit B to the Funding Agreement Guidelines. The books, records, documents and accounting procedures and practices of the Contractor, relevant to this Contract and transactions contemplated herein, are subject to examination by the City and the State Auditor.
- H. Inventory – The Contractor shall identify and inventory all personal property and equipment acquired with funds provided under this Agreement and shall implement the acquisition, inventory and disposition policy attached as Exhibit C to the Funding Agreement Guidelines, incorporated herein by reference.
- I. Assignability – The Contractor shall not assign or transfer any interest in this Agreement without the prior written consent of the City.
- J. Conflict of Interest and Code of Ethics.
- (1) The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. The Contractor further covenants that in the performance of this Agreement no person having such an interest shall be employed by the Contractor hereunder. The Contractor further agrees to comply with the conflict of interest disclosure and prohibition requirements of Section 419.80, Minneapolis Code of Ordinances, which are incorporated herein by reference.
- (2) In addition to the NRP Conflict of Interest Policy adopted September 24, 2001, the Contractor agrees to be bound by the City's Code of Ethics as codified by Minneapolis Code or Ordinances, Chapter 15. The Contractor Certifies that to the best of its knowledge all City employees and officers participating in this Agreement have also complied with the Chapter 15. It is agreed by the parties that any violation of the City's Code of Ethics constitutes grounds for the City to void this Agreement. All questions relative to this Section shall be referred to the City's Ethic Officer at 612-673-2254.
- K. Subcontracts – The Contractor shall not enter into any subcontracts with any agency or individual in the performance of this Agreement, except for those subcontracts referenced in this Agreement or authorized in Exhibit A, without the prior written consent of the City.
- L. Copyright – If this Agreement results in any copyrighted material, the author is free to copyright the work, but the City reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work for governmental purposes.

- M. Governing Law – This Agreement shall be construed and enforced according to and governed by the laws of the State of Minnesota.
- N. Termination – This Agreement shall terminate on the earlier of (i) December 31, 2019, or (ii) immediately upon notice of contract termination from the City to the Contractor.

SECTION 8. PERSONNEL & PARTICIPANT CONDITIONS

A. Civil Rights

- (1) Compliance – The Contractor agrees to comply with Chapters 139 and 141, Minneapolis Code of Ordinances, incorporated herein by reference.
- (2) Nondiscrimination – The Contractor shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability or other handicap, age [forty to seventy (40-70)], marital status, or status with regard to public assistance. The Contractor will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this nondiscrimination clause.
- (3) Noncompliance – In any event of the Contractor's noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations or provisions herein, this Agreement may be canceled, terminated or suspended, in whole or in part, and the Contractor may be declared ineligible by the Minneapolis City Council from any further participation in City contracts in addition to other remedies as provided by law.
- (4) Liability – In the event there is probable cause to believe the Contractor is in noncompliance with the nondiscrimination clauses of this Agreement or with any applicable rules or regulations, the City shall have the right to withhold up to fifteen (15) percent of said contract funds until such time as the Contractor is found to be in compliance or is otherwise adjudicated to be in compliance.

B. Affirmative Action

- (1) Approval – The Contractor agrees that it shall be committed to carry out an affirmative action program. The City shall provide affirmative action guidelines to the Contractor to assist in the formulation of such program.

The Contractor shall submit the necessary affirmative action documentation to the City for approval prior to the disbursement of funds.

- (2) Access to Records – The Contractor shall furnish all information and reports required hereunder and by the rules and regulations of the City, and will permit access to its books, records and accounts for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.
- (3) Notifications – The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the City contracting officer, advising the labor union or worker's representative of the Contractor's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) EEO/AA Statement – The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that it is an "Equal Opportunity" or "Affirmative Action" employer.
- (5) Subcontract Provisions - The Contractor will include the provisions of Section 8A. Civil Rights and 8B. Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each subcontractor or vendor.

C. Employment Restrictions

- (1) Prohibited Activity – The Contractor is prohibited from using funds provided herein or personnel employed in the administration of the NRP for political activities, sectarian, religious or anti-religious activities, lobbying, political patronage, nepotism, and unionization or anti-unionization activities. NRP participants may not be placed into or remain working in any position which is affected by a labor dispute.

SECTION 9: ADMINISTRATIVE ADJUSTMENTS

The time of performance for services to be performed under this Agreement may be extended, prior to its expiration, for a period not to exceed one year, by written administrative approval from the contract administrator. All such notices of extensions to the time of performance shall be provided to the contract representatives listed in Section VI of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY OF MINNEAPOLIS

DocuSigned by:

By Mwende Ngimbi
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Finance Officer
Assistant Director of Purchasing
City Purchasing Agent

NCR Department approval:

DocuSigned by:

David Michael Rubedor
18829C56971E4F8A...
NCR Director

Approved as to form:

DocuSigned by:

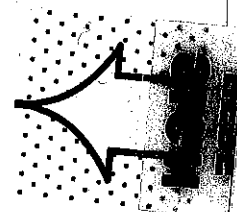
Bradley Cousins
18829C56971E4F8A...
Assistant City Attorney

EAST PHILLIPS IMPROVEMENT ASSOCIATION

By Carol Ann Pae

Its President

Tax ID # 32-0036350



**EXHIBIT A
SCOPE OF SERVICES**

COMMUNITY PARTICIPATION PROGRAM

In accordance with the adopted Community Participation Program guidelines of the City of Minneapolis, the following roles are defined.

- A. **ROLE OF THE CONTRACTOR.** The CONTRACTOR shall be responsible for the following within the boundaries of the Neighborhood as defined by the City of Minneapolis:
1. The CONTRACTOR shall carry out the activities as outlined in its application for Community Participation Program funding (Exhibit B to this contract). Regardless of any budget contained in Exhibit B, the total compensation shall not exceed the rate stated in Section 3 of this contract.
 2. The CONTRACTOR shall follow the guidelines set forth in the Community Participation Program guidelines (incorporated herein by reference). Specifically, the CONTRACTOR shall have and follow its Articles of Incorporation and By-laws, shall have no barriers to participation and shall be a democratically elected and representative group of the Neighborhood. The CONTRACTOR shall make every effort to ensure that participation in all phases of its activities is inclusive of all members of the neighborhood and represents the diversity of that membership.
 3. The CONTRACTOR shall provide opportunities on a regular basis for residents and property and business owners to participate in the decision-making process by attending meetings and by serving on committees or task forces.

B. **REPORTING PROCEDURES.**

The CONTRACTOR will be responsible for submitting a report to the Neighborhood and Community Relations (NCR) Department at the end of the contract year to account on the expenditure of all funds received through this contract. The CONTRACTOR shall provide such other reports and information as required by NCR to comply with department requirements (including narrative reports on community participation activities). All such reports are considered public documents and may be published on the City's website.

EXHIBIT (B)**2017-2019 COMMUNITY PARTICIPATION PROGRAM**

Application Template

Please use this template as a guide to developing your application for funding from the Community Participation Program. The level of detail should be appropriate to your organization's proposed activities, and to the level of funding allocated for your organization.

May have been revised since your last funding submission.

CONTACT INFORMATION:

Organization Name:	East Phillips Improvement Coalition (EPIC)
Address:	2536 18 th Avenue S, Minneapolis, MN 55404
Website url:	eastphillips-epic.com
Organization email:	<u>cpass@runbox.com</u> , eastphillipsepic@gmail.com
Federal EIN:	32-0036350
Board Contact:	Name: Carol Ann Pass Phone: 612 280 8418 Email: <u>cpass@runbox.com</u> Address: 2536 18 th Avenue S, Minneapolis, MN 55404
Staff Contact:	Name: None Phone: Email: Address:

Who should be the primary contact for this application? Carol Ann Pass, Board Chair, EPIC

Date of Board review and approval: April 24, 2019

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FUNDING ACTIVITIES.

Use the following questions as a guide for your application. For questions 1-8, please limit each response to no more than 3 paragraphs.

1. Eligibility.

EPIC has previously received funding through the Community Participation Program.

2. Community participation efforts. Describe proposed outreach activity in the neighborhood, and methods to involve residents and other stakeholders in one or more of the three key program purposes. How will you engage residents and other stakeholders of their neighborhood in developing a Neighborhood Priority Plan?

Prelude- This document is being written somewhat after the fact, since it is currently more than two thirds of the way into the funding cycle. Much of what is stated here is already in process. EPIC takes very seriously the first article of the City's statement of 2007 in the 'Core Principles of Community Engagement' namely the Right to be involved: that "public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process." If this is to be meaningful it must mean more than being involved in the conversation. It involves not just being involved with decisions about people's projects, but also in the actual creation and direction of projects and programs rising up and driven by members of the community.

Our answers to these questions reflect that the East Phillips voters who have reelected most of the members of this board to continue the work, respect the fact that the board listened to and helped them transform their choices into projects to focus on and actually accomplish. From the East Phillips Park Cultural & Community Center to the Phillips Aquatic Center to forty new affordable homes to the speed bumps to the roundabout to mention a few, the people were listened to. These reflect priorities related to youth and young adult programming, partnerships with other organizations, and addressing health needs of the community.

This Strategy of community engagement can be seen in the dedication of the board and community to the current projects mentioned here that have so altered our lives for the better. When the clarity of the community's intensified concern for the health of the families and children of East Phillips revealed itself, the board and the community joined together in an effort to actualize our mutual dreams. That is the secret of the durability of this board and the respect it has acquired. The project-based community organizing that EPIC has followed has continued to work well and engendered many great successes. As long as the board and community remain goal driven and goal aligned and they all are involved in choosing the goal in an open process, we believe we can count on a strong future. This is our method of community engagement and it rests heavily on communication including but not limited to, door knocking, flyering, monthly and special meetings, surveys, newspaper articles and etc.

Engagement Strategy- To continue this journey is to continue to explain the emergence and unfolding of our key **priority plan**. When after a series of EPIC meetings, complaints heard, discussions had, new science discovered, the community brought the issue of childhood illness and pollution to the front and center of our discussions. It was decided in a series of meetings that we must try again to remove the asphalt plant and foundry from the neighborhood. Then the cascade began. Group discussions led to a conviction on the part of most that no more polluting industries should be allowed in this already over-burdened community. Then the Roof Depot came up for sale. We polled the community and it was concluded that we needed to respond with a project of the community's own and consider trying to buy the Roof Depot site. Then discussions of what sort of project should occur began. We began neighborhood surveys then pooled the results. Affordable housing, entry-level jobs, environmental justice oriented, a food desert setting led to the notion of an indoor urban farm using aquaponics.

The fact that we have 12 community meetings a year and 12 board meetings allow strong convictions and unity to emerge. We note this because heavy flyering and lots of meetings allows the growth of convictions in the community and the will to action rises to the top. We found investors and community support grew. The meetings swelled in the hope that we could see the end of chronic asthma, school days lost, the attendant joblessness, the drug use and lives lost for another generation. Some of our meetings grew to over 200 people. Efforts to implement the Urban Farm are on-going.

During this time we had been training residents to lobby the legislature for funds to deal with these problems with a focus on environmental justice and how that could deliver a project that would address our issues. More residents were learning to lobby and understand the process. Then enter the City Public Works Department staff, who had been planning for over a decade, without engaging the community at all, to purchase the Roof Depot site. They threatened eminent domain. The owner pulled out of negotiations with the community despite the fact that we obtained almost 9 million dollars in committed funds.

This is a roadmap for how EPIC residents and other stakeholders in the community are engaging each other in developing a **Neighborhood Priority Plan**. We are writing from the middle of the implementation of a Neighborhood Priority Plan: the plan has been to come up with and implement solutions to the problem of community-wide childhood illness. This led to **engagement strategies**, which in the process grew and changed as needs arose, initially a lot of door-to-door surveying, many smaller meetings to gauge support, to larger ones and lots of flyering and broadcast emails, to groups of neighbors learning and lobbying the legislature, but always the 12 community meetings a year and the board meetings were a mainstay and the backbone of it all. A major outcome has been a legislative award from the Department of Employment Economic Development (DEED) of \$319,000 over a three year period to engage neighborhood cultural organizations working together on the Urban Farm Project.

Some other avenues of engagement are our programs: the large community garden serves 32 diverse families, assisting the Hispanic Baseball League which EPIC cofounded, Latino and Somali soccer, as well as the East Phillips Park Programming Partnership which as a committee of

EPIC meets monthly and connects EPIC members with both neighbors involved at the park and partnering agencies to work together in programming the park.

3. Building organizational capacity. How will you work to: (1) provide opportunities for the direct involvement of members, (2) build your membership and volunteer base, (3) encourage and develop new leadership, and (4) expand the organization's capacity through self-assessment and other activities.

EPIC's chosen projects have either been strongly desired or ambitious enough for many to engage in them, providing many opportunities for direct involvement. Committees have almost formed by themselves and leadership is allowed to develop naturally, which it has, almost miraculously. More local and smaller projects have been taken on by smaller groups, which worked to bring about a more local change for the better. All groups report back to the main community at a community meeting of their choice. They can either request more volunteer support, ask for more funding, or report to the whole East Phillips community of their achievements. These events are usually wildly applauded. The Native Youth Arts Collective is one such highly successful project. The speed bumps are an example of a smaller project that pulled together many residents to make it happen. The urban farm project is an example of a larger such project pulling in many members. Another set up a special Facebook page and many contribute to it. Another is working on a website. Others are distributing leaflets explaining the Urban Farm project. These examples engaged, and are engaging, residents across ethnic and cultural barriers. This process also fosters membership growth and new leadership. A specific example is the interest of several new multi-cultural prospective board members who only became active in EPIC in the past two years.

4. Building neighborhood relationships. Describe your outreach, networking and inclusivity efforts to: (1) build a sense of a whole neighborhood among residents, (2) build bridges among neighbors and diverse communities within the neighborhood, (3) work with other neighborhoods and organizations on issues of common interest, (4) build partnerships with private and public entities, and (5) benefit the neighborhood as a whole.

While working with only volunteers is a lot of work, the depth of commitment and focus for someone at work on their own living space and with their own neighbors is remarkable.

Note: *Since our community is 87% persons of color and almost all from traditionally underserved backgrounds, all the previously mentioned projects and programs plus those mentioned here serve them and build relationships. Some with a more focused intent are the following:*

- An annual park festival in June that celebrates our diversity and unity through performance, informational booths, participation with the police and fire departments, ethnic vendors, children/youth/and adult programming. It is a time to meet and greet old and new neighbors across language and ethnic differences. EPIC always provides information about the neighborhood organization, special events and opportunities with other nonprofit and for-profit groups, and actively recruits new members.
- We help sponsor and attend the Little Earth Native American Mother's Day PowWow which is a public event.

- We worked with Ventura Village on promoting and funding the Phillips Indoor Pool.
- We worked with the Banyan on the traffic circle on 17th Ave and E 25th St.
- We targeted youth—particularly Native American and African-American to sponsor basketball camps with Clyde Turner.
- Clean Sweep each fall is perhaps the best example of working with other neighborhoods and private as well as public and city departments to improve the entire neighborhood and to bring all of our diverse members together in an immense effort to clean the neighborhoods and then to celebrate with info booths, meals, and music at Stewart Park.
- On a smaller scale our Fall Harvest party in our community garden invites residents to come together in an ethnic food potluck and traditional pumpkin carving contest, smores, music and conversation until the fire goes out.

These are examples and not meant to be an exhaustive list. We believe these activities bring people together and create a better understanding and rapport among various ethnic members of the community.

5. Work with City departments and other jurisdictions. Discuss your efforts to connect with City of Minneapolis departments and other jurisdictions on behalf of your community and in support of your neighborhood priorities. Please also discuss how the NCR Department can help with this work.

These activities reflect a commitment to health, crime and safety, youth programming opportunities, and partnerships with other organizations, all of which are explicit priorities for EPIC in this funding cycle.

- Workshops at public meetings with police on crime prevention and trespassing process.
- Multiple engagements with developers reflecting city planning and development.
- Meetings with the county officials about traffic on Hiawatha.
- Meetings with city departments about changes on Franklin/Minnehaha/Cedar and Bloomington Ave/E 27th.
- Attending meetings with CPED about buying and remodeling homes.
- Multiple meetings with Little Earth and Park Board staff about redesign of Cedar Field.
- Multiple meetings with Public Works Dept; city council members, and state legislators over the Roof Depot site and neighborhood proposal for the Urban Farm.
- Some EPIC members are on the Green Zone committee & others attend meetings.
- Many calls to 311 and contact with traffic related city departments to try to resolve road rage and dangerous intersections especially on E 24th and E 26th and E 28th streets in peak hours. It is a mystery as to how NCR can help with these chronic traffic problems that block neighbors in their driveways, alleys, and cross streets. However, NCR as an organization can help by verbally and in writing support the decisions, programs and projects of the community. Problems are often exacerbated by month to month neglect instead of solved. With City Council help, we did get a round-about and a barricade removed on E 25th St.
- Our major "other jurisdiction" is state government which awarded the grant for the purpose of pursuing the Urban Farm project to address health problems as well as

employment and housing and energy efficiency. Great if NCR would lobby on behalf of this project!!

6. Involvement of under-engaged stakeholders. Discuss which stakeholder groups are typically un-engaged or under-engaged in your work, and how you will work to involve those groups. Please also discuss how the NCR Department can help with this work.

1) Successfully recruited Board nominees from the Somali, Native American, Anglo and Latino communities. Made sure they served in positions of importance and public speaking engagements to represent the organization's positions and point of view, especially before government authorities. The EPIC By-laws call for a board of 9 members. Two positions are currently vacant. The current EPIC Board consists of: one Native American women; one Somali woman; one Latino/First Nation woman; and four Anglo women. There is an age range of 30 years. New elections will probably include a Native American president and men as well as younger members.

2) Again, East Phillips is 87% persons of color, all of whom are from groups that are traditionally underserved. EPIC has responded to all of the following: Nepalese, Native Americans, Somalis, African Americans, West Africans, Latinos, Elders, and Youth. See answers to 2, 3, 4, 5.

Some additional activities of greater intentionality are mentioned below. Both the Board and the broader membership worked together in conceiving and achieving these efforts which required multi-cultural understanding and cooperation:

Completed:

- Native Youth Arts Collective and our collaboration with Little Earth Residents Association.
- Speed bumps led by Latinos and Native Americans and Somalis as well as Southside Learning Center all working together as a team.
- Completion of Ogema Place Memorial Park at Little Earth of United Tribes: Little Earth Residents Association (LERA) working with the EPIC Board.
- Successfully acquired a Round-about worked on by Native Americans, Somalis, Anglos, Hispanics.

On-going:

- Somali Radio station which broadcasts East Phillips information/concerns is planned in concert with radio staff and community members.
- Hispanic Baseball League recruiting and funding in collaboration with Latino residents.
- Immigration court testimony and letters of support for residents by EPIC Board.
- Swimming scholarships for the East Phillips pool for all ethnic groups Sponsored by EPIC.
- Basketball recruitment and funding especially for Native Americans and African Americans both boys and girls in Clyde Turner programs.

- National Night Out block parties often with block by block emphasis on different ethnic groups: Haitian, Latino, Somali, African American.
- Refugee resettlement assistance for Nepali and Liberian families by the EPIC Board.
- EPNI, the East Phillips Neighborhood Institute, is composed of organizations representing various cultures working together on the Urban Farm project for which EPIC is the fiscal agent and primary organizer.

7. Unused funds. Discuss how you plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.

EPIC has purposely captured considerable unused funds by remaining a volunteer organization and is committed to spend them carefully and productively. The money will go into Priority Plans which were discussed and prepared for in the past year. Refer to the budget for Priorities.

8. Policies and other documents. Applications should include copies of required policies and documents, if changed since your previous application. This should include bylaws, grievance procedures, personnel procedures and policies, EOE or AA plan, ADA plan and policy, and a current board list (Contact your Neighborhood Support Specialist at NCR if you have questions or need samples).

We are appending the current bylaws and policies and procedures. Particular changes include and are not limited to attendance requirements for board members and grievance procedures. We don't have a personnel procedure or policy manual because we have no employees. We are planning to work on other plan/policy requirements with the new Board members.

Current Board Members:

Cruz, Rosie; Dale, Laura; Gonsior, Mary; Holmes, Cassandra; Leonard, Linda;

Mohamed, Abah; Pass, Carol

We are two members short and the elections soon will fill all the positions.

9. New organizations. If your organization was not funded in the previous year, a report on the previous year's activities must be included with your application.

NA

10. Budgets. Please use this budget template when submitting your Community Participation Plan for approval. Your budget should show how Community Participation Program funds will support the organizations community participation work and an amount set-aside, if any; for implementation of Neighborhood Priority Plans. An annual budget for the organization should also be provided.

ESTIMATED BUDGET

CPP Budget	2019	2020	2021
Staff Expenses	\$50,000	\$50,000	\$50,000
Employee Benefits	\$5,000	\$5,000	\$5,000
Professional Services	\$3,000	\$3,000	\$3,000
Occupancy	\$6,400	\$6,400	\$6,400
General Liability Insurance	\$900	\$900	\$900
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$3,000	\$3,000	\$3,000
Translation, interpretation and ADA support	\$1,000	\$1,000	\$1,000
Supplies and Materials	\$2,000	\$2,000	\$2,000
Meetings/community building events	\$2,000	\$2,000	\$2,000
Development	\$1,000	\$1,000	\$1,000
Fundraising			
Other Services (please describe):	\$1,000	\$1,000	\$1,000
Total for contract:	\$76,200	\$76,200	\$76,200
Neighborhood Priorities-Youth & Young Adult	\$2,187	\$2,187	\$2,187
Programming, Partnerships with organizations			
Health of East Phillips Residents			
Crime and Safety			
TOTAL:	\$78,387	\$78,387	\$78,387

Notes:

- Staff expenses should include payroll, FICA, and withholding, and contract staff.
- Employee benefits should include any health insurance, retirement, or other benefits.
- Professional services should include the cost of temporary contractors, bookkeepers, accountants, etc.
- Occupancy should reflect costs related to rent, utilities, phone, websites and email expenses, and other similar expenses.
- Each neighborhood organization is required to acquire General Liability Insurance and provide a certificate of insurance to the City of Minneapolis. Contact your Neighborhood Support Specialist for details on required coverage and limits.
- NCR organizes bulk purchase of Directors and Officers Liability insurance for most neighborhood organizations. An additional \$900 is allocated to each neighborhood organization to cover the cost.
- Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
- Translation, interpretation and ADA support should be included as part of the neighborhood organization's budget, and could include the cost of contract services for translation and interpretation, or accommodations required under the ADA.
- Supplies and materials should include office supplies as well as expenses for supplies related to ongoing programs such as block patrols, etc.
- Meetings and community building events can include those costs related to community meetings and events (excluding food and entertainment).
- Development expenses could include costs related to training, education, recognition, or orientation for board, staff and volunteers.
- Fundraising could include any costs related to fundraising for your organization (hiring of consultants, costs of materials, postage, events, etc).