

**THIRD AMENDMENT TO NRP FUNDING AGREEMENT NO. COM0001317
BETWEEN
CITY OF MINNEAPOLIS
AND
EAST PHILLIPS IMPROVEMENT COALITION**

(East Phillips: 2017-21 Community Engagement Plan/Neighborhoods 2020)

THIS AMENDMENT, entered into this 11th day of June, 2021, by and between the City of Minneapolis (herein called the "City") and the **East Phillips Improvement Coalition** a Minnesota nonprofit corporation (the "Contractor").

WHEREAS, the City and the Contractor have entered into that certain NRP Funding Agreement No. COM0001317 dated the 17th day of September, 2019, amended the 28th day of February, 2020, and the 29th day of January 2021 (the "Contract") for a Neighborhood Revitalization Program Action Plan activity; and

WHEREAS, by action published on November 21, 2020, the Minneapolis City Council approved the Neighborhoods 2020 Program Guidelines and neighborhood allocations for that program; and

WHEREAS, the Contractor would like an extension to the time of performance, an increase to the Contract amount and a change to the Scope of Services and Budget.

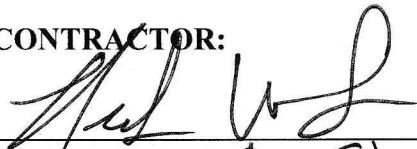
NOW, THEREFORE, the parties hereto agree to amend said Contract as follows:

1. The time of performance for services to be performed under the terms of the Contract shall be extended to December 31, 2021.
2. The Contract amount shall be increased by \$39,682.00 for a new Contract total of \$381,425.00.
3. Exhibit A to the Contract is supplemented by Exhibit A-1.
4. Exhibit B-2 to the Contract is replaced by a new Exhibit B-3.
5. Exhibit C is added to the Contract.
6. All other terms and conditions of said Contract unaltered hereby shall remain in full force and effect and are hereby ratified and reaffirmed.

[This space intentionally left blank.]

THE PARTIES BEING IN AGREEMENT, have caused this document to be executed as follows:

FOR THE CONTRACTOR:

Signature: 
Name: Nikolos Winter-Simat
Title: President

By signing this document, I represent that I have the authority to enter into and bind the above-named entity to this Contract.

FOR THE CITY:

Approved as to Form by:

Signature:
Assistant City Attorney

DocuSigned by:
Bradley Cousins 6/17/2021
18B29C56971E4F8...

Signature: 
90FA82057F494D8...

Department Head (or Designee) Authorized to Sign this Contract

Signature:  6/17/2021
02E06E87C1584F0...
Finance Officer or Designee/Purchasing Agent

**EXHIBIT A-1
SCOPE OF SERVICES**

NEIGHBORHOODS 2020 PROGRAM

In accordance with the adopted Neighborhoods 2020 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 promote the participation of all neighborhood residents in its decision-making processes to create and maintain an equitable civic participation system that enfranchises everyone and builds people's long-term capacity to organize to improve their lives and neighborhoods.
 2. The CONTRACTOR shall follow the guidelines set forth in the Neighborhoods 2020 Program guidelines (incorporated herein by reference), specifically those guidelines for the Citywide Neighborhood Network Fund and the Equitable Engagement Fund.
Citywide Neighborhood Network Fund—The CONTRACTOR will work to keep residents informed, connected to their community and empowered to guide and influence decisions that affect their lives. 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.
Equitable Engagement Fund—The CONTRACTOR will work to engage historically underrepresented residents meaningfully and effectively on policies and programs that impact them and in decision-making at the local geographic level, with a focus on furthering equity. Specifically, the CONTRACTOR shall develop an Engagement Plan in accordance with the template attached as EXHIBIT C to this Contract. A draft of the Engagement Plan must be submitted to the Neighborhood and Community Relations (NCR) Department no later than September 1, 2021.
 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 NCR 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-3
COM0001317**

**East Phillips Improvement Coalition
2017-21 Community Participation Program
2021 Neighborhoods 2020 Program**

	CPP Budget	CPP	N2020	Total
1	Staff Expenses	200,593.00	0.00	200,593.00
2	Employee Benefits	40,200.00	0.00	40,200.00
3	Professional Services	11,000.00	15,000.00	26,000.00
4	Occupancy	16,000.00	10,000.00	26,000.00
5	General Liability Insurance	2,250.00	0.00	2,250.00
6	Directors and Officers Insurance	2,700.00	0.00	2,700.00
7	Communications/Outreach/Direct Engagement	35,500.00	13,022.00	48,522.00
8	Translation, interpretation and ADA support	7,000.00	0.00	7,000.00
9	Supplies and Materials	9,000.00	1,660.00	10,660.00
10	Meetings/community building events	14,000.00	0.00	14,000.00
11	Development	3,000.00	0.00	3,000.00
12	Fundraising	500.00	0.00	500.00
13	Other Services:	0.00	0.00	0.00
	Total for Contract:	\$341,743.00	\$39,682.00	\$381,425.00

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 and Directors and Officers Liability Insurance and provide a certificate of insurance to the City of Mpls. Contact your Neighborhood Support Specialist for details on required coverage & limits.
- 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).

EXHIBIT C

NEIGHBORHOODS 2020 PROGRAM ENGAGEMENT PLAN

Neighborhood engagement plan template and guidance

This document contains guidance for each section on the engagement plan template with one sample column completed.

Engagement plan guidance

To apply for the Equitable Engagement Fund, neighborhood organizations must submit an engagement plan, which will plot out your organization's engagement work for the next year or several years by identifying goals, strategies and resources needed to reach all demographic groups present in your neighborhood.

A neighborhood organization's engagement plan is intended to be a living document on which an organization can continually apply lessons learned to improve the equity and effectiveness of your organization's community engagement.

I. Defining equitable engagement

Equitable engagement uses multiple strategies to promote the participation of all Minneapolis residents in the City's communication and decision-making processes. Equitable engagement should ensure that historically underrepresented and under-engaged community members have a fair role in decision-making.

II. Sections of the engagement plan

Below you can find explanations for each question on the engagement plan template.

B. Neighborhoods covered

Along the top of your neighborhood organization's engagement plan, please list the neighborhood(s) where you will complete your activities.

C. Time frame

List the time frame that the plan will cover. In 2023, the Equitable Engagement Fund will be in its first 3-year cycle, so you may consider creating a longer-term, 3-year plan or do annual one-year plans that can be amended to include lessons learned each year.

D. Work summary

Work summary should include a narrative of the work you intend to do over the elected time frame. This may include general outreach for information sharing, public hearings, general membership meetings and more specific initiatives that may include events, door knocking, outreach to schools, etc. This does not need to list everything your organization plans to do, but a summary of what is included in the plan.

E. Scope of work, outcome and goals

The scope of work outcome and goals should include your overall goals of your engagement plan for the time period you elect. In what ways do you hope your organization changes to include the voices of historically underrepresented and under-engaged community members? What overall goals does your organization have when it comes to how decision-making happens in your community? This is the place to list your organization's big picture goals.

F. Plan detail

Demographic groups

Use the top rows to identify the demographic groups in your neighborhood. Add more columns as needed or make a new table for each group. For each group, list information that corresponds to the headings in the first row on the left ([see example](#)).

If your engagement plan includes many different initiatives, programs, projects, or activities, you can either list out the engagement strategies, outcomes, goals, etc. for each demographic group and its individual initiative or use one column for each demographic group and note which strategies, goals or outcomes are specific to each initiative. For instance, under "outreach and engagement strategies," if you have multiple programs with different strategies for the same demographic group, you could specify "Connect with property owners (Tenant Engagement Program)."

Each of the headings in the first column will ask for specific information that corresponds to the demographic group listed along the top row of the plan. Below is more explanation about the other headings from the first column.

Numbers or percentage

In this row, please indicate how many people of the demographic group live in your neighborhood or what percentage of your neighborhood's population they make up. Demographic information for your neighborhood can be found here:

- [Minneapolis-Saint Paul Neighborhoods | MN Compass](#)
- [Census data explorer](#)
- [American Community Survey \(ACS\) \(census.gov\)](#)
- [Data & Reports - City of Minneapolis \(minneapolismn.gov\)](#)

Initiative, activity, project or program

List the name(s) of the programs, projects, initiatives or activities you will carry out.

Barriers to engagement

Here is where you may need to dig deep; what have you learned about barriers that exist for different demographic groups? If you are hearing that “that meeting is boring” or “I just don’t care”, explore why that meeting is “boring” or why folks “don’t care”. Does it mean that what is being presented isn’t relevant to that individual’s life? Does it mean that the individual feels powerless to enact change? Does it mean that they aren’t interested in hearing about everything going on but may be interested in one specific aspect?

You may not have all the answers as you fill out your plan, but keep asking the tough questions about your work and how it may or may not resonate with different individuals.

Outreach and engagement strategies

Here is where you list your strategies to connect with the different demographic groups present in your neighborhood. You may need to connect with outreach/engagement experts to understand the best ways to engage with these community members. Another way to understand how each community wants to be engaged with is to ask them. Incorporate asking community members how they want to be engaged, what platforms they use the most and how information is transferred in their communities.

Resources needed

What are the resources you need to do the work? You may need to reallocate funds in your budget to ensure that your organization will be able to do this work. You may need to translate more material, or you may need to hire organizers with language abilities. Make sure you have the resources to complete the work.

Partners

What existing partners does your organization have, and what are other organizations, people or programs that you may want to partner with in the future? How will you start to build relationships with new partners and nurture existing partnerships?

Person(s) responsible

List individual staff or contract employees that will be responsible for that work. This could include volunteers as well. If you anticipate needing volunteers for something, make sure to include volunteer recruitment in your plan.

Timeline

Plan out the activities, strategies, events, etc. on a timeline within your plan's time frame. For example, if you plan to do a large door-knocking campaign culminating in a community-wide event, you may want to start your outreach a few months before the event. If the event is planned for June, then for your door-knocking campaign (which may be focused on a particular community) you would list something like, "April-May: Door-knock identified buildings/area/streets, June: Event."

Quantitative goals

What are the measurable goals for your work? It may be the number of houses or apartments door-knocked, contact information collected, an attendance increase at meetings, etc. These goals are measurable with numbers, percentages, etc.

Qualitative goals

These goals are harder to measure but provide valuable information about relationship building and issue identification. Qualitative goals could be that you learn about a concern in the neighborhood that is disproportionately impacting certain community members. It could also be identifying partners in your work.

Outcomes of engagement

What do you hope will change as a result of meeting your goals? Perhaps it is that your organization's decision-making process will incorporate different feedback from community members, or that your board becomes more representative of the community. How would you want the community's interaction with your organization to change?

Next steps

This can be a place where you put down anticipated next steps. It can be updated as your organization starts to implement your plan.

III. Submitting your engagement plan

As you work on your engagement plan, reach out to your neighborhood support specialist if you need some feedback or have any questions. We see this as being an iterative process that might change as we work together. We also anticipate that some strategies and goals may change or not be met. These will be learning opportunities to reassess and explore ways to be more successful in the future.

Once your plan is submitted, it may be reviewed by a multi-department panel for suggestions, advice or guidance. Our neighborhood support specialists are committed to working together with neighborhoods to create a plan that makes sense for your neighborhood.

Remember that building relationships and establishing trust takes time. Don't be discouraged if movement doesn't happen as fast as you would like it to. We will be learning together and welcome your feedback.

Engagement plan template with example

Neighborhood

Neighborhood name(s)

Time frame

Year(s)

Work summary

Summary of activities cross all programs and demographic groups.

Scope of work, outcomes and goals

Overall scope of work, outcomes and goals across all activities and demographic groups. Show how your organization will engage historically under-engaged groups.

Plan detail

<i>Demographic group</i>	<i>Example: Tenants</i>	<i>Demographic group 2</i>	<i>Demographic group 3</i>	<i>Demographic group 4</i>
<i>Numbers or percentage</i>	<i>6,300</i>			
<i>Initiative, activity, project or program</i>	<i>Tenant Engagement Program</i>			
<i>Barriers to engagement</i>	<i>Accessing apartments</i> <i>Transient population</i> <i>Feeling unwelcome at meetings</i>			

Demographic group	Example: Tenants	Demographic group 2	Demographic group 3	Demographic group 4
Outreach and engagement strategies	<p>Connect with property managers/owners</p> <p>Identify resident leaders for multi-unit buildings</p> <p>Door-knocking</p> <p>Social media campaign</p>			
Resources needed	<p>Social media account and manager of the account</p> <p>Contact information for property owners/managers</p> <p>Wages for door-knockers</p> <p>Door-knocking logs</p> <p>Flyers with neighborhood organization information</p>			
Partners in the work	<p>Homeline</p>			
Person(s) responsible	<p>Outreach staff name(s)</p> <p>Volunteers</p>			

Demographic group	Example: Tenants	Demographic group 2	Demographic group 3	Demographic group 4
Timeline	<p><i>Jan.-March: Send letters to property managers and/or owners and recruit resident door-knocking staff</i></p> <p><i>April: Follow-up phone calls; set up date/time to door-knock buildings</i></p> <p><i>May-July: Door-knock identified buildings</i></p>			
Quantitative goals	<p><i>Have conversations with 75% of tenants whose doors were knocked</i></p> <p><i>Obtain contact information from 50% of tenants whose doors were knocked and add them to the distribution list</i></p>			
Qualitative goals	<p><i>Learn about what tenants care about in the neighborhoods</i></p> <p><i>Identify issues that need attention</i></p>			

Demographic group	Example: Tenants	Demographic group 2	Demographic group 3	Demographic group 4
Outcome of engagement	<p><i>More representation of tenants on neighborhood board and/or committee membership</i></p> <p><i>More tenants receive neighborhood organization updates, newsletters and other information</i></p> <p><i>Tenants have the knowledge and ability to become involved in the organization and in decision-making</i></p> <p><i>Issue is identified in the community</i></p>			
Next steps	<p><i>Community conversations around issue identified to discuss issue further, come up solutions and possible program implementation.</i></p>			