

## **Proposed Scope of Services for Neighborhoods 2020:**

Minneapolis has a vibrant network of neighborhoods comprised of 84 distinct residential neighborhoods that are served by 70 neighborhood organizations. The City of Minneapolis supports those organizations in a variety of ways, most notably through the support and services offered directly by the City's Neighborhood and Community Relations department ("NCR").

City funding for neighborhood associations is expected to run out by the end of December 2020, and the City has been looking at ways in which to provide sustainable funding and support to neighborhood associations in the future. To that end, the City has recently approved the Neighborhood 2020 Framework that includes a variety of activities – from community engagement to program guideline recommendations. To support staff in these efforts, NCR has proposed contracting with a consultant(s) on the below scope of activities.

The City may select more than one vendor to perform the work. Vendors proposing partial services shall so specify and identify which portions of the scope they will be able to deliver.

Proposed vendors shall assist City staff in various activities related to the neighborhood 2020 framework, including:

- Assisting in the development of program guidelines and goals, including a logic model with inputs, activities, outcomes, metrics for evaluation, monitoring and accountability. This work shall include community engagement with residents at the "Collaborate" level of engagement based on the International Association of Public Participation Spectrum.
- Assisting in the development of templates for the Diversity Action Plan and Outreach Plan, ensure a racial equity focus and alignment with the City's Strategic Racial Equity Action Plan.
- Assisting in the review of NCR services and support to and for neighborhood organizations.
- Convene the Governance and Funding workgroups and including additional stakeholders such as, but not limited to NRP Policy Board Members, NCEC Commissioners, and members of neighborhood associations.
- Assist City staff in developing recommendations for a budget-neutral structure aimed at supporting neighborhood associations. Such recommendations shall be designed to in such a way not to exceed the \$4.1 million currently allocated to neighborhood organizations.
- The proposed program guidelines and logic model are to be reported back to the PECE Committee on October 28, 2019. A 45-day public comment period is required prior to submission to PECE Committee.
- The final draft is to go before the PECE Committee on November 18, 2019, with final approval by the City Council on November 22, 2019.

Additional assumptions for this work to include:

- A racial analysis framework shall be part of all aspects of the work performed.
- Community engagement shall ensure that an emphasis be placed on community members that are not currently engaged in neighborhood associations and renters.
- The consultant(s) will meet bimonthly with an internal City steering committee comprised of NCR Director, NCR lead staff, PECE Committee Chair, two Council Members, a representative from the Mayor's Office, the Chief Financial Officer, and the City Coordinator.
- The consultant(s) may be required to present findings, recommendations or methodology to the City Council and other significant stakeholders.

Given the quick reporting back timeframes, successful vendors will need to demonstrate:

- Extensive familiarity with community and neighborhood organizations/associations.
- Experience with logic models and racial equity concepts and analysis.
- Extensive experience convening community and neighborhood organizations.
- Proven experience reviewing and working with community-focused or place-based budgetary allocation models.
- Proven track record of meaningful and programmatically-focused community engagement, including evidence of measurable and tangible deliverables.