

**Request for Proposals for Community Outreach and Support Services During and After
the Trials Related to the Killing of George Floyd**

Name of Applicant Organization: Encouraging Leaders

Organization Address: 715 Penn Avenue North Minneapolis, MN 55411

Organization Telephone Number: (651) 324-1120

Contact Person Name and Title: Marcus Hamilton, Project Coordinator

Contact Person Telephone Number: (320) 309-2194

Contact Person Email address: hamilton@encouragingleadersmn.org

Geographic Area for services (South, North, or citywide): North

Total Amount Requested: \$175,000

Proposal Checklist:

☒ Completed cover sheet

☒ Project narrative (maximum 10 pages)

☒ Attachment D – Budget & Narrative

1. Organizational Capacity

Project **STEER** (Supporting Timely, Emotional & Educational Resources) led by Encouraging Leaders (EL) aims to create teams of Outreach Workers (OW) to provide positive, proactive and responsive community engagement; two-way communication between community and the City of Minneapolis (City); informal de-escalation, mediation and conflict resolution; and share information about existing City and community resources and supports and will assist in helping community members access those resources when appropriate. EL and its community partners will provide these services to North Minneapolis neighborhoods including Central, University, Near North, Northeast and Camden neighborhoods.

EL was created in response to the killing of Jamar Clark by MPD in 2015, similar to the circumstances of the traumatic killing of Mr. George Floyd. Uprisings and violent behaviors tend to ensue when a group/groups of people feel like their voice is not being heard or being ignored as well as other factors such as poverty, unemployment, and poor living conditions. In efforts to calm tensions within the North Minneapolis community, namely amongst African Americans, EL took to the streets with iPads, camera equipment and other multi-media tools to provide a platform for the voices of our community to help cope with the feelings of trauma, loss, despair, sorrow, and hopelessness/helplessness our community was experiencing. Our communities are, again, experiencing these emotions; EL strongly believes that allowing the disenfranchised to be heard, in any society, is the most critical factor to deterring/preventing uprisings and violent behaviors from occurring.

Fiscal Responsibility, Capacity, Experience, and Community Networks

EL understands the importance and, thus, prides itself on the ability to manage finances as well as tracking, analyzing, and reporting expenses and activities completed effectively and efficiently as a result of funding. Being aware of this critically important task, EL will designate an accountant/grant manager to oversee all funds awarded and track all relevant data using a Microsoft Word, Excel based, software named Vertex42 to accurately budget all income and expenses for all funds received and spent. Vertex42 is a financial planning software designed to help businesses and individuals track their finances in a centralized and organized manner. With this software, EL is able to set different constraints and categories to accurately track income and expenses, to and from whom, and when they occurred or are set to occur. Vertex42 also allows for the tracking of finances via other metrics such as monthly budget reports and budget summaries, yearly budget reports, and yearly income and expense reports categorized by month. This software allows EL to plan, track, and analyze every aspect of our budget, income, and expenses on a daily, weekly, monthly, and yearly basis. Being that Vertex42 is an Excel-based program, figures will be represented in both tables and graphical form to provide visual representation of all relevant financial data.

During the 2015 demonstrations following the killing of Jamar Clark, EL created approximately 50 teams of 5-10 OW to perform street based, non-physical reporting and intervention among

community members who displayed extreme behaviors or who wanted their voices heard. Our OW performed these duties by broadcasting interview footage with members of the community on our social media pages like Facebook/Instagram Live to not only allow them to get their points across and voices heard, but to inform other community members, who were tuning in, of the events that were unfolding during the demonstrations. We received feedback from community members thanking EL and our OW teams for the live broadcasts because they were able to protect themselves and their families by staying away from hot zones as well as utilize them to stay informed of developments throughout the duration of the demonstrations as they, too, were extremely concerned for the future of Minneapolis. As a result of our works, EL received a request from the Mayor of Kenosha, John Martin Antaramian, to make a presence in Kenosha following the killings committed by Kyle Rittenhouse in August 2020 and the wake of emotions and disturbances brought about as a result. Our OW teams traveled to Kenosha wearing our uniforms and bearing multimedia tools to capture the voices of the people and provide information regarding community aid and resources. All of EL OW were hired as temporary on-call contractors throughout the duration of the George Floyd related demonstrations and were expected to be ready to assist the community with boots on the ground at a moment's notice.

In addition to the usage of multi-media tools to defuse violence, convey important information about resources and defuse conflict, EL's OW teams helped community members write their local government officials and lawmakers to address issues they have experienced within in their community by educating and guiding them on proper channels to use in order to communicate with ranking officials. Most community members, especially communities of color, have little to no knowledge on how to file a formal complaint, request a work order, or lobby for legislative changes that would benefit their families and their communities. In combination with being hurt/frustrated with aspects of society and a lack of knowledge on how to officially make your voice heard and complaints addressed, these factors can unfold into events like we witnessed after the killing of George Floyd. Therefore, EL will serve as a liaison between the City and community to open up these official channels of communication in efforts to prevent a buildup of frustrations and potential acts of violence.

EL has become very well connected since its establishment in 2015. We have professional relationships with other non-profit organizations, coalitions, schools, community centers, churches, mosques, social activist groups, primary care providers and development programs who we refer individuals of different ages, faiths, races, economic statuses, sexualities, and abilities for access to resources that can help them improve the quality of their life and do so in a manner that matches their traits and characteristics to increase positive outcomes of services rendered. Following up with individuals after services are provided, is an integral part in ensuring that individuals remain on a healthy path and avoid partaking in certain behaviors or exposing themselves to specific environments that can trigger a relapse in behavior. With that being said, EL has a system in place where we maintain periodic contact with individuals for a period of one year after they have gone through our development programs or if we referred

them to a community resource for assistance, to keep track of their progress and provide accountability so they can continue to improve their own lives, the lives of their family and of their communities/neighborhoods.

Previous Approach to Community Outreach and Support Services

Prior to their shift, OW were required to meet at EL designated locations to record attendance as well understand the agenda for their shift and specified goals to be achieved such as number of individuals to interview, number of flyers/contact information of community/City resources to distribute, and specific areas to occupy. OW were also required to report any emergency level situations that occurred, during shift, involving OW including other challenges so the Project Coordinator could record, plan, and implement new methods to avoid similar occurrences on future shifts. Following their shift, OW were required to prepare narrative reports of the activities performed on shift as well as collect and submit all media captured to be filed and posted on our social media accounts given, they were appropriate enough to do so. Furthermore, the Project Coordinator was responsible for compiling and interpreting data and delivering it to designated parties for evaluation.

The George Floyd related demonstrations were particularly chaotic as they were fueled by the added frustrations of living life during the pandemic and the health, economic, and racial disparities that COVID-19 exacerbated in our communities. To address some of the needs of the community, OW were able to distribute personal protective equipment (PPE) like masks and hand sanitizers to protect community members and suppress the spread of COVID-19 during demonstrations. During the George Floyd related demonstrations, many individuals were using ineffective means of face coverings, such as shirts and bandanas, due to lack of access to PPE and/or the ability to afford them on a regular basis. Therefore, EL distributed over 500 masks and 350 bottles of hand sanitizer to the community. We also encouraged those who were wearing masks to ensure their nose and mouth were covered to protect themselves and other community members throughout the duration of the demonstrations and in their daily lives.

Other than feelings of anger and frustration, community members were deeply wounded and mentally disturbed at the manner in which George Floyd was killed. They feared for their lives and their children's lives should they come into contact with law enforcement, and they were fearful of the riots that ensued following the incident. EL recognized the need for a space to channel these emotions and address/release them in safe and appropriate way. Therefore, EL hosted community vigils, peace walks, and provided safe spaces and places of healing where individuals could grieve, mourn and have moments of silence and artistically express their grievances via art, dance, hip hop and spoken word. At these events, community members were given PPE and access to information about community resources they could utilize for access to food and water, healthcare, shelter, mental health services and drug addiction and treatment services in their area.

Project STEER Proposed Operations, Management and Activities

Given the depth of EL community connections and partnerships, our organization would be able to mobilize approximately two teams of 5-10 OW during the day, evening, and overnight hours: each for six-hour long shifts, two to three days per week. Previously, EL had about 35 individuals we employed/called upon during times of unrest to assist in the documentation and de-escalation of events who would be more than willing to assist again. Those 35 individuals worked approximately 8-10 hours per day for a month during the height of the George Floyd related demonstrations. Many of times, large-scale incidents would occur in the evening hours well into the night. Nevertheless, our OW were attentive on shift as they understood this is when the community needed them the most and that most crime and violence would occur under the cover of night. EL is willing and ready to take to the streets, once again, to be of assistance to the City and our community during these painful times our city is experiencing.

EL is a youth-led organization who fully utilizes the energy afforded to us from our youth and passion we have toward being advocates of peace and prosperity and a wealth of beneficial resources to our community. Our previous OW were on call 24/7 and they will be required to maintain that status for Project STEER. EL can mobilize all of its teams of OW within thirty to forty-five minutes of request from the City. These were our approximate response times during the previous demonstrations, and we anticipate being able to meet, if not exceed, these same standards once again for Project STEER. To ensure timely responses to incidents, EL's OW drove their own vehicles and/or carpooled to whatever area needed our attention. However, there were times when certain team members were unable to attend an event occurring during overnight hours due to a variety of circumstances. Therefore, EL will designate different shifts according to time of day to different OW to ensure an adequate response to demonstrations and gatherings in timely manner. We will also designate voluntary drivers to eliminate confusion as to who will be the driver for specific shifts/occurrences and to ensure all OW can be present for their shift/s.

Certain moments from the George Floyd related demonstrations were especially alarming at the amount damage caused, value of goods stolen, and numbers of people in attendance. Events of this magnitude may require an all-hands activation to prevent an increase of damage and destruction from occurring. When Cadillac Pawn and other Lake street businesses were damaged, OW were on scene documenting and attempting to de-escalate the situation. Many of these types of incidents occurred during the previous demonstrations and our OW teams were on site every time. Given the previous experience, availability, and qualifications of the previous team of OW, EL can confirm that day and evening responses will have a minimum of 95-100% attendance and late/overnight all-hands activations will have at least 75% of OW in attendance.

Leadership and Management Staff Qualifications and Responsibilities

In addition to OW, other staff who will be involved in the planning and implementation as well as the development and expansion of policy/procedure will be the Project Coordinator, Marcus Hamilton, and the EL Executive Director, Tezzaree El-Amin Champion. The Project Coordinator will be tasked with meeting with representatives from the Office of Violence Prevention, as well as other participating organizations, to maintain awareness of any and all requirements, guidelines, and criterium to keep in compliance and assure alignment with Office of Violence Prevention goals for this project. He will need to keep in constant and direct contact with OW team supervisors, coordinate training for team members and supervisors prior to beginning job duties, hold one-on-one meetings with team supervisors to ensure clarity of required duties, and all policy/procedure in relation to tracking of activities and conduct guidelines before, during, and after all interactions with community members. The Project Coordinator will be responsible for compiling all data of interactions such as type of interaction; nature of engagement; total number of engagements between OW teams and community members; number of individuals referred to rehabilitative resources, type of referral, and name/location of service provider; progress reports on individuals referred to services; and other graphical/narrative representation of results.

The Executive Director will oversee the work of the Project Coordinator and hold bi-weekly meetings to review the progress OW make, example data retrieved in the field, challenges and successes, and other points of interest or concern as a result of working with OW teams. He will serve as a back-up to the Project Coordinator should there be an emergency and will not be available to address the needs of/stay in contact with OW on the ground. He will attend meetings with representatives from the Office of Violence Prevention to stay up to date with any and all developments, tasks, and expectations required of EL as a part of and throughout this initiative.

Both the Project Coordinator and Executive Director have experience in performing street-based work and managing teams of individuals who perform street-based work duties. The Project Coordinator will lead the training program and will be supported by his post-secondary education and experience working in a para-law enforcement agency for four years where his job was heavily street-based and often had to employ his formal training in de-escalation and mediation techniques. His training and experience in managing operations of street-based teams and understanding of North Minneapolis' geography, afford EL an edge in being able to mediate an array of situations and be present at events in which our services would be appropriate. The Executive Director has a superb knowledge of how to gather and manage a group of like-minded individuals to reach a specified goal and/or series of goals. His knowledge of the role that multi-media tools play in collecting and projecting the voices of community members will provide EL with high level insight and creativity in the endeavor by understanding the needs of the community and positioning the organization in a way that allows EL to be the resource the community needs or direct community members to resources that will be of benefit to themselves and their families.

Insurance Coverage

EL does not have any active insurance policies for street based OW at this time but if selected to carry out the proposed activities of this initiative, we ensure the acquisition of insurance policies that cover all requirements such as type of coverage and coverage amounts.

2. Relevant Organizational Experience

Programs We Offer and Community Impact

EL is heavily involved in positive and proactive community engagement and the sharing of information of City resources and community resources and supports to community members who need it. Since 2015 we have helped thousands of community members, specifically of the African American community ages 13-24, by raising awareness of the availability of services and opportunities available to them throughout the city and through EL's programs.

EL hosts programs like S.W.A.G. (Spoken Work Affecting Generations). S.W.A.G. is a spoken word curriculum developed to promote the power of youth as change agents that are committed to social justice and equity in today's society. It provides African American youth ages 13-24 with a space and method to express themselves in a positive and productive way, thereby, coping with stress and anxiety associated with negative environments, life situations, and disparities they experience. Our Entrepreneurial/Workforce Development Training and Cognitive Skill Building provide a place for youth to engage in meaningful activities that promote self-awareness, confidence, and increase the skills needed to live a rewarding and positive life. To help them achieve that goal we focus on the six domains of functioning: cognitive, physical, emotional, social, spiritual, and vocational. These six domains of functioning allow us to adequately prepare our youth for the most positive and fulfilling lifestyle they can achieve. The 100% Pledge Program is a 150-hour gang intervention and counseling-based curricula designed for high-risk students. It addresses gang activity, bullying, peer pressure, substance abuse, anger, aggression, and violence as well as gender-specific anti-gang strategies for gang intervention, and gang resistance. Under the 100% Pledge Program, over 342 students last year pledged to not become involved in gangs, gang activity or hang around current gang members. The Strengthening Families Program is a 14-session, evidence-based parenting skills, children's social skills, and family life skills training program specifically designed for high-risk families. Parents and children participate in a group setting, both separately and together. Group Leader Manuals contain a complete lesson for every session. The family sessions allow the parents and children to practice what they learned in their individual sessions in experiential exercises. Lastly, we hold what is called Hip-Hop Shop which is an 8-week program in which we discuss the origin and history of hip-hop, its current role in society, how we can use it as a means of expression in a positive way; and we hold Creative Movement which offers a creative dance curriculum that incorporates movement education concepts and educates our youth on the benefits of dance and its aesthetic, social, and communicative properties. These are just a few of the many program EL offers in order to spread positivity by educating our youth and preparing them with skills on how to lead successful and fulfilling lives no matter the industry they enter when they become adults.

3. Activities

Training Principles, Proposed Service Area, and Means of Connecting Community and the City

During the previous demonstrations, there were several occasions in which our OW were involved in the prevention of property damage and theft. They used informal and non-physical means of mediation to deter community members from partaking in violence by using effective means of communication and other multimedia tools to document actions thereby deterring individuals from joining these acts due to fear of repercussion. However, our OW teams were not fully prepared to mediate situations as they did not receive formal training on proper techniques to use in those types of situations. If selected for this opportunity, EL will conduct group training sessions with OW in which they will be educated on informal mediation techniques, interviewing and communications principles and technical training to use multi-media tool as effectively as possible.

EL will conduct a comprehensive training program, in addition to any provided/required curriculum from MHD, and OW will be trained on how to employ non-physical de-escalation techniques during the events prior and following the trials related to the killing of George Floyd, such as the **CARE** (Communicate, Actively Listen, Review Options, End with a Win-Win Solution) model to diffuse potentially dangerous situations before they begin or before they escalate. Additionally, they will be trained on interviewing techniques that focus on asking thought-provoking and open-ended questions to set the stage for the person being interviewed but giving them the mic. Lastly, OW will be trained in basic camera and digital photography/videography skills, by the Executive Director, to ensure quality usage of multi-media tools in order to gather, track and analyze findings for reporting purposes and to ensure the effective transmission of communication between community and the City.

All of the work EL performs is within the surrounding neighborhoods of North Minneapolis including Downtown. This sector of Minneapolis is our primary focus as our purpose is to benefit the development of African American youth ages 13-24 and African Americans make up 55% of the population of the Near North neighborhood. In addition, African Americans in North Minneapolis face disparities in access to essential resources such as affordable grocery stores, transportation, and health care facilities unlike any other sector of Minneapolis. There is much work to be done in improving the overall quality of lives of African Americans in North Minneapolis and EL promises to be on the front lines of change, not only for the African American community, but of all communities that reside in North Minneapolis.

Although, we pride ourselves on our skilled-based knowledge of technology, social media, and other multi-media tools, EL currently does not have any dedicated and direct channels of communication with the City that is open to the public. Allowing equitable access to communication tools with the City is a critical factor in avoiding future conflicts within the city as well as ensure more voices from all communities can be heard and represented on a city-level. These changes would be an excellent addition to the services EL provides to community members who have concerns about laws, policies, and other ongoing in Minneapolis and

specifically, the North Minneapolis community. To meet this expectation, EL will not only submit video recorded interviews from community members on the ground, but we will also host community events specifically dedicated to educating community on the different forms of direct communication with the City and how to properly file a complaint, request a work order, where to find updates on new and existing public policy, and how to write local politicians to voice their opinion regarding such policies.

Credibility, Community Partners, and Other Qualifications/Experience

EL has connections with many different organizations that serve all communities of North Minneapolis. They include organizations and care facilities that provide services for those who struggle with food insecurity, drug addiction and alcoholism, homelessness, medical conditions, and mental health issues such as anxiety, depression, and anger management. We refer individuals to agencies and organizations who offer the above services and ensure service providers are appropriate matches for community members who belong to the LGBTQA+, faith-based, disabled, and elderly communities. This will allow the greatest possible outcomes of service rendered as the individual receiving these services will feel welcomed and understood.

Throughout the many projects, initiatives, collaboratives, and coalitions that EL has been a part of, we have created many strategic partnerships that have benefitted thousands of members of the North Minneapolis community. More notably, EL has strong partnerships with organizations such as Asian Media Access (AMA), Neighborhood Youth Academy (NYA), Hispanic Advocacy and Community Empowerment through Research (HACER), and Zintkala Luta (ZL), who provide services and have deep connections within the Asian, Pan African, African American, Latinx and Native American communities, respectively. Utilizing the diversity of our partnerships will allow EL and its OW to better serve the community as we have the ability to access different ethnic communities and their culturally specific perspectives which can/will be used to integrate customized techniques to better interface with community members and provide equal and easy access to getting their voices heard and concerns addressed.

When you stand as an agent of change or “go against the grain” in any community, you may encounter differing opinions and may, very well, be challenged on your viewpoints publicly. Thus, it is important that whoever is representing the City be well prepared and well respected to address questions, comments, concerns, and differences of opinion effectively and efficiently. Throughout the many programs we have held to benefit African American youth, we have gotten to know their parents, siblings, aunts/uncles, grandparents, teachers, mentors, counselors, pastors/bishops, Imam, coaches, and many other individuals relevant to that youth’s life in some way. In addition, North Minneapolis can be a small world at times, so you see folks out in public and they recognize you, speak with you and thank you for all your hard work being done in the community. Due to the sheer visibility both physically and virtually in the community, people have become familiar with the name, EL, and fully support our initiatives and lend an ear to our perspective-shifting and innovative teachings and

recommendations as we have never steered them wrong in the past. Hence the name, Project STEER. EL will be the driving force for positive change in the North Minneapolis community and surrounding neighborhoods as we live and raise our children in this very community, and we want it to prosper for the benefit of generations today and tomorrow.

Project STEER will conduct its community outreach and support services wherever the City sees fit, however EL has a strong desire to serve the North Minneapolis community as that is where we are located, have helped the most people, are the most credible, and have the most partnerships and connections. We believe the City would find our efforts more impactful in North Minneapolis as the framework we have, in place, is created with the goal of interfacing with individuals who endure struggles particular to North Minneapolis; therefore, there is a feeling of empathy and not sympathy. Understanding and being able to relate to where an individual comes from and the problems they face allows for better outcomes of training and development since that community members feels you are a credible source and will be more open to different viewpoints and new ways of living.

Our experiences from both the Jamar Clark incident, the George Floyd incident, and everything in between; tell us that the community will be entering another wave of emotions following the results of this trial regardless of the outcome. Therefore, safety is a top priority in serving the community and the families that reside here. To protect our community, EL will use the power of intellect, peace, and technology to meet irrational behavior with reason, meet hostility with peace, and utilize technology to convey messages and updates to those following at home. If we can provide an accurate and well-informed picture of the updates and developments occurring prior to and following the events of the trial, most will be inclined to stay in doors and watch from the safety of their homes. Many residents are doing their best to protect themselves from the spread of COVID-19, so the inclination is to stay home as it currently stands. Furthermore, our OW will be using iPads, owned prior to this RFP, to interview community members to get their opinions on the issues they believe we face and to get a better understanding of what exactly community would like to see from the City. Most people just want to be heard, so affording them this platform which serves as a direct line of communication to the City, will have benefits in the form of inclusivity and the relief of feelings of frustration from the lack of being heard. 96% of Americans have cellphones and 79% of Americans have a social media account on either Facebook, Instagram, and/or Twitter. Given this information, EL will ensure a robust social media presence surrounding these events to keep community members informed and well connected to the events of the trial. OW will carry printed material such as flyers and business cards bearing our information, such as phone number, address, email address, and social media accounts so they can stay up to date with the ongoing of the trial from a safe location. In addition, the printed materials will bear information on how, best, to contact the City if they have questions, comments, and/or concerns about the trial or anything else. If we can eliminate barriers and address the lack of information on how to connect with city officials, many potential issues can be avoided in the future. The City of Minneapolis, and the people of Minneapolis, never wants to see any events

similar to those the ensued after the killing of George Floyd, ever again. To prevent these types of occurrences, it is imperative that gather as many public perspectives as possible as to create a more inclusive and culturally competent approach to how we run our city and our communities.

More on Our Approach

EL will create two teams of 5-10 OW who will be assigned approximately two to three shifts throughout the week. These workers will be contracted by EL and will be paid upfront for their efforts in Project STEER. There will be a minimum of two teams available during the day/evening hours and one team available during the evening/overnight hours. There will be shifts Sunday through Saturday to stay at the ready for whenever community outreach and support services are needed. The Project Coordinator will be directly managing teams of OW and communicating with shift supervisors to keep our teams safe, prepared, and informed. He will also serve as the emergency contact for OW teams and will be relieved by the Executive Director should he not be available due to an extenuating circumstance. The Project Coordinator is considered a staff member will be working on both direct and indirect tasks that will benefit the outcomes of Project STEER.

EL, although taking on this project solo, will call on our community partners and neighborhood organizations such as AMA, NYA, HACER and ZL to propagate trial, support, and assistance related messaging to their respective audiences as to increase the breadth of access to information and education of current events and how to directly communicate with the City. Utilizing these partnerships is in direct alignment is with the City's diverse, inclusive, and community-centric approach to understand the needs of the community and better serve them moving forward. Moreover, EL ,including its collaborative and community partner social media accounts, followers exceed 20,000 people and have garnered hundreds of thousands of engagements from community members in the past few years. EL has an astounding social media presence and can assure that relevant and important information will be spread throughout Minneapolis with haste and lead to the suppression of violence occurring prior to and following the events of the George Floyd related trial.

Perceived Challenges

Perceived challenges include the injury of an OW during shift. EL will ensure OW are covered by workers compensation, commercial general liability, professional liability, and network security and privacy liability insurance coverage. EL does not anticipate the usage of vehicles therefore no commercial automobile liability coverage is needed. Other challenges include the common struggles with working with contractors such as no-shows and lack of proactivity while on shift. EL will do its best to mitigate these issues prior to hiring by creating sound job requirements/qualifications and comprehensive interviews before hiring an applicant.

PROGRAM/PROJECT BUDGET

APPLICANTS SEEKING PROGRAM/PROJECT FUNDING MUST

Enter your organization's name here:

Total Cost of Program/Project:

Total Amount Requested from MN Dept of Public Safety:

Timeframe during which grant funds will be spent:

Please enter below the income and expenses related to the total program/project.

Encouraging Leaders

\$175,000.00

\$175,000.00

From April. 1st, 2021-
December 31, 2021.

Project STEER (Supporting Timely, Emotional & Educational

INCOME

Funding Sources for this Program/Project (include Funder in the 1st line and other funders in subsequent lines). Be specific, EXCEPT for individual donor names.

**Project/Program
Income Amount**

**Status - Pending or
Committed or
awarded**

Explanatory Notes (if pending include anticipated decision date)

| | | | |
|---------------------|---------------------|---------|--|
| City of Minneapolis | \$175,000.00 | Pending | |
| | | | |
| Total Income | \$175,000.00 | | |

EXPENSES

PERSONNEL EXPENSES

List the staff positions supported by this grant request. Indicate the annual salary rate and the percentage of time dedicated to the project.

**Project/Program
Expense Amount**

Amount Requested

Explanatory Notes (Optional)

| | | | |
|--|--------------------|--------------------|--|
| Project Coordinator for partnership and coordination with the City to map out strategies, providing training and arranging the Outreach Worker schedules, evaluation and reporting, at \$60,000 annual salary (1 FT) for 9 months. | \$45,000.00 | \$45,000.00 | |
| Accountant/Grant Management at \$1,000 per month, total \$9,000 in 9 months | \$9,000.00 | \$9,000.00 | |
| | | | |
| Total Personnel Expenses | \$54,000.00 | \$54,000.00 | |

PAYROLL TAXES & FRINGE EXPENSES

Payroll Taxes & Fringe- List the payroll taxes and fringe for the staff positions supported by this grant request. Indicate what is included in the fringe category and the total percentage you are estimating.

Example: Coordinator (Health/life insurance, UC, WC, pension, FICA) @ 28.5% of salary = \$8,640

| | Project/Program Expense Amount | Amount Requested | Explanatory Notes (Optional) |
|---|---|-------------------------|-------------------------------------|
| Fringe Benefits @ 20% of Total Salaries at \$54,000 | \$10,800.00 | \$10,800.00 | |
| | | | |
| Total Payroll Taxes & Fringe Expenses | \$10,800.00 | \$10,800.00 | |

CONTRACT SERVICES EXPENSES

Funds subcontracted to another organization to carry out activities described in your work plan.

| | Project/Program Expense Amount | Amount Requested | Explanatory Notes (Optional) |
|--|---|-------------------------|--|
| Contracted with 10 Outreach Workers (at two 5 person teams, and maybe more navigators depending on the events), each at \$7,000 for minimum 12-18 hours per week for 9 months. | \$70,000.00 | \$70,000.00 | at \$7,000 per person for a total of 480 to 720 hours, a total allowable expense of \$70,000 |
| | | | |
| | | | |
| Total Contract Expenses | \$70,000.00 | \$70,000.00 | |

PROGRAM EXPENSES

| <i>Cost related to providing PROGRAM ACTIVITIES</i> | Project/Program Expense Amount | Amount Requested | Explanatory Notes (Optional) |
|---|---|-------------------------|--|
| PPE supplies and other protection gears | \$5,000.00 | \$5,000.00 | For Masks and Face Shields, safety jackets, etc. |
| | | | |
| | | | |
| Total Program Expenses | \$5,000.00 | \$5,000.00 | |

OFFICE EXPENSES

*Project costs related to expenses such as **phone, internet, postage, supplies, and copying, etc.***

| | Project/Program Expense Amount | Amount Requested | Explanatory Notes (Optional) |
|--|---|-------------------------|--|
| | | | |
| Office and Training Supplies | \$1,000.00 | \$1,000.00 | \$1,000 allowance for office supplies |
| Copying and Printing for Safety Brochure | \$1,000.00 | \$1,000.00 | \$1,000 allowance for Copying and Printing |
| | | | |

| | | | |
|-----------------------|------------|------------|--|
| Total Office Expenses | \$2,000.00 | \$2,000.00 | |
|-----------------------|------------|------------|--|

TRAVEL EXPENSES

| | | | |
|---|--------------------------------|------------------|------------------------------|
| Staff travel expenses such as <i>mileage, airfare, per diem, and lodging.</i> | Project/Program Expense Amount | Amount Requested | Explanatory Notes (Optional) |
| | | | |
| | | | |
| Total Travel Expenses | \$0.00 | \$0.00 | |

OTHER EXPENSES

| | | | |
|--|--------------------------------|------------------|---|
| List other project costs that do not fit into budget line items above. | Project/Program Expense Amount | Amount Requested | Explanatory Notes (Optional) |
| Liability Insurance for events and Outreach Workers including worker’s compensation, commercial general liability, professional liability, and network security and privacy liability insurance coverage totaling \$12,000 for 9 months. | \$12,000.00 | \$12,000.00 | \$12,000 allowance for the Insurance expenses |
| | | | |
| Total Other Expenses | \$12,000.00 | \$12,000.00 | |

TOTAL DIRECT PROGRAM EXPENSES

| | | | |
|--|--------------------------------|--|------------------------------|
| List the total amount for the project. The form should auto sum your total amounts based on the previous sections. | Project/Program Expense Amount | Amount Requested from MN Dept of Public Safety | Explanatory Notes (Optional) |
| | \$153,800.00 | \$153,800.00 | |

TOTAL ADMINISTRATIVE COST

| | | | |
|--|-------------|-------------|--|
| Not to exceed 15% of Total Direct Costs | | | |
| 13.8% of the Total Direct Costs of \$153,800 for rent, utilities, audit, and other administrative expenses | \$21,200.00 | \$21,200.00 | |

Budget Narrative

A. Personnel Expenses

Personnel expenses are including expenses for the time and effort of the Project Coordinator and the Accountant/Grant Manager for Project STEER. Base annual salary for the Project Coordinator is \$60,000 FTE, for 9 months equates to \$45,000. Accountant/Grant Manager will be allotted \$1,000/month for 9 months, equaling a total of \$9,000; totaling \$54,000 in personnel expenses.

B. Payroll Taxes and Fringe Expenses

Fringe benefits for the Project Coordinator and Accountant/Grant Manager includes Health/life insurance, UC, WC, pension, FICA @ 20% of total salary at \$54,000, equating to \$10,800 for 9 months.

C. Contract Services Expenses

Contracted with a total of 10 Outreach Workers creating two teams of approximately 5-10 workers, each at contracted at \$7,000 for a total allowable amount of \$70,000 working approximately 12-18 hours a week for 9 months.

D. Program Expenses

PPE supplies such as masks, hand sanitizers, and face shields including other gear such as traffic vest/jackets totals at \$5,000 for all Program Expenses for 9 months.

E. Office Expenses

Office and training supplies including copying and printing of EL business cards, flyers and other graphics with organization contact information and City contact information and educational materials needed for Outreach Worker training, at \$1,000 each totaling \$2,000 for 9 months.

F. Travel Expenses

All travel will be voluntary therefore no travel expenses are present for the funding period of 9 months.

G. Other Expenses

Liability insurance and events for Outreach Workers including worker's compensation, commercial general liability, professional liability, and network security and privacy liability insurance coverage totaling \$12,000 for 9 months.

H. Total Direct Program Expenses

Total Direct Program Expenses totaling \$153,800 for the funding period of 9 months.

I. Total Administrative Cost

13.8% of the Total Direct Program Expenses of \$153,800, totaling \$21,200, equating to a grand total of \$175,000 for Project STEER during the 9-month funding period.