

2022

City of Bloomington

Application for Thriving Communities Grant

City of Bloomington
Department of Community Services
Public Health Division
1800 West Old Shakopee Road
Bloomington, Minnesota 55431

Applications are due November 14th 2022 at 4:00 p.m.

NOTICE OF CITY OF BLOOMINGTON POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY

The City of Bloomington does not discriminate against or deny the benefits of its services, programs, or activities to a qualified person because of disability. The City will provide a reasonable accommodation or modify its policies and programs to allow people with disabilities to participate in all City services, programs, activities, and employment. The law does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden on the City. To make a request for a reasonable accommodation, ask for more information, or to file a complaint, contact the Public Health Division, City of Bloomington, 1800 West Old Shakopee Road, Bloomington, MN 55431-3027; 952-563-8733, MN Relay 711.

Upon request, this information can be available in Braille, large print, audio tape, and/or electronic format.

Grant Application Overview

We believe the community has strengths and the wisdom to thrive. Communities most impacted by health disparities are the best equipped to lead work that will overcome the systemic barriers they face. Chronic conditions like heart disease, obesity, and type 2 diabetes are common in our communities, negatively affecting people's lives and driving up health care costs. Most of these costs are preventable. When community wisdom and strengths are followed and supported, authentic and lasting solutions arise to address these issues. Efforts to impact food systems, active living, commercial tobacco-free living, and well-being can help prevent such chronic diseases. The Statewide Health Improvement Partnership (SHIP) wants to make it easier to live well by working with partners on projects related to these focus areas.

This project is an opportunity to support community-led solutions through authentic collaboration and financial resources, using a racial equity lens. It is also an opportunity to build upon the City's strong foundation of past SHIP-funded work to expand opportunities for active living, healthy eating, commercial tobacco-free air, and well-being in our community. We invite both individuals and organizations to submit proposals for projects and request funding between \$15,000-\$25,000.

SHIP Focus Areas include:

MN Eats

Vision

All people in Minnesota experience an equitable, just, nourishing, and resilient food system that is responsive to change.

Strategic Directions

- Work in partnership with community to assess and shape food systems, considering culturally diverse assets and opportunities across multiple sectors.
- Strengthen connections across sectors and settings to increase healthy and culturally appropriate food access at every age and in every place.
- Work in partnership to build a resilient food system that benefits the health of consumers and producers, while protecting natural resources.

MN Moves

Vision

Moving is vital for our health: in daily life, as transportation, for recreation, and to foster thriving communities. Many communities have been systematically denied access to these

kinds of movement, especially Black, Indigenous and People of Color (BIPOC) communities, people with disabilities, low-income and low-wealth communities, youth, and older adults.

Strategic Directions

- All people in Minnesota move regularly throughout the day. People in Minnesota move regularly because opportunities to do so are a natural part of their day.
- Activity-friendly routes to everyday destinations. Routes and destinations within a community are welcoming, inclusive, affordable, and convenient for people walking, biking, and using transit.
- Work to reduce auto trips to help achieve public health goals regarding climate change and transportation by supporting investments in walking, bicycling, and transit.

MN Commercial Tobacco-free

Vision

Intentionally working with communities to improve the health and environments of all Minnesotans, especially communities facing tobacco-related disparities and most targeted by the tobacco industry, recognizing social determinants of health and lifting up community assets.

Strategic Directions

- Preventing initiation and eliminating use of commercial tobacco products among youth and young adults.
- Eliminating commercial tobacco and nicotine use and secondhand smoke disparities.

Well-being

Vision

SHIP intentionally invests in creating opportunities in partnering with communities to create equitable, healthy, and positive conditions that promote well-being for all Minnesotans

Strategic Directions

- To increase policy, systems, and environmental change (PSE) opportunities for healing, social connection and belonging within all Contexts.
- To build mental well-being and resiliency within a community or specific age groups within a setting or across settings.

In addition, SHIP's focus is on projects that are community led and long-lasting. We want to create or change policies, systems, and environments (PSE). These changes might be in:

1. organizational (or group) rules, usually written (**policy**),
2. the way an organization (or group) operates (**systems**), or

3. places where people live and spend time (**environmental**).

Some examples of past PSE projects include:

- Coordinating a leadership network of child care providers to offer trainings and support in Spanish and in culturally meaningful ways;
- Purchasing bikes for students at school and working with stakeholders to create safe routes to school;
- Worksite Wellness initiatives like asking employees what is important to them and then creating ways to support the findings, i.e., walking meetings, flexible work schedules;
- Making a workplace or child care center breastfeeding friendly by implementing a policy to support breastfeeding and creating a physical space for breastfeeding;
- Creating a mobile food shelf to reach more community members;
- Adopting a smoke-free policy in housing, school district, or other location; and
- Training bilingual sports instructors to engage with youth in recreational activities.

Please see the questions from the SHIP Financial Guide (Attachment A) as a resource to determine what projects can be funded.

When we create or change policies, systems, and environments that support healthy lifestyles, it is easier for community members to thrive. While investing in individual programs is good, it often benefits specific groups and may not have long-lasting impact. PSE work seeks to change the built environment, local rules and regulations, and local systems so that being healthy is a default way of life – being healthy becomes easier.

Priority Population(s):

- People who live in Bloomington, Edina, and Richfield, Minnesota
- Black, Indigenous, and People of Color (BIPOC) communities including immigrants, refugees and those with undocumented status – 32% of Bloomington’s population is non-white, 34% of Richfield’s population is non-white, and 14% of Edina’s population is non-white.
- LGBTQ+ individuals and communities
- Individuals and families with low socioeconomic status
- People who live with disabilities

Priority projects have the following characteristics:

- **Support Bloomington City Council strategic priorities of equity and inclusion and high-quality services** – Projects that are focused on reducing racial disparities and are provided in a cost effective and efficient manner. Projects do not duplicate existing City programs and services.

- **Community-based** – projects that are informed by community strengths and needs and elevate voices of priority populations.
- **Designed for sustainability (PSE)** – projects are designed thoughtfully to continue beyond the life of the contract period (one-year contract) and specifically lead to policy, systems, or environmental changes so that healthy living is the default option.

How to Apply

Interested applicants must complete this brief application which includes a description of the project(s) and a detailed budget. These applications will be reviewed by a cross-departmental committee of City staff. All selected applicants will be expected to define what success looks like for their project(s) and provide an evaluation of their work, detailing lessons learned and success stories. If you are selected to receive a grant, your application will be incorporated into a contract with the City. A sample of the contract is attached as Attachment E.

Applicants can choose to audio record their responses to the questions and upload them instead of writing if they prefer. If you are selected to receive a grant, your audio response will be summarized in writing and incorporated into a contract with the City.

Some funding restrictions do apply under this RFP:

- Projects must follow SHIP guidelines for allowable expenses (see Attachment A)
- Funding must support Bloomington, Edina, or Richfield individuals and families.
- Funding must not be used to cover costs that have been or will be reimbursed under another local, state, or federal program, or private grant.

Note: Applicant who receives award must mention the Statewide Health Improvement Partnership (SHIP) in their project communications.

Upon receiving an award, the recipient will be expected to:

- 1) Enter into a contract with the City of Bloomington outlining duties and expectations. A sample of the contract is attached as Attachment E.
- 2) Use funds appropriately to implement plan by the end of the contract period.
- 3) Incur costs of the project, then submit invoices for reimbursement.
- 4) Participate in pre, post, and ongoing evaluation of the project. Submit report on the results of the program implementation by the contract end date or as requested.

Information sessions

There will be at least two information sessions to answer questions and walk applicants through the application process. *The first information session will be a virtual meeting on*

Wednesday, October 26th at 5:00 pm via WebEx (the link to the meeting will be shared online). The second information session will be in-person at the Oxboro library in Bloomington on Thursday, October 27th at 10:00 am. Applicants are welcome to attend one of these, both, or none.

I. REQUIRED APPLICATION INFORMATION

A. Organization or Individual Information

Applicant Organization, Tribe, or Individual Name:	Type of Organization (if applicable) <input checked="" type="checkbox"/> Non-Profit
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Contact Person
Phone Number
Email Address

B. Scope of Project(s) and Criteria for Scoring: Applicants must provide information related to each component listed below. This information may also be inserted into your Agreement if selected to provide services.

1. Requirements: In order to be eligible for consideration, your application must first meet the four requirements below.

1. Serve Bloomington, Edina, or Richfield residents.
2. Serve community members representing the local BIPOC community (32% of Bloomington, 14% of Edina, or 34% of Richfield, respectively), as well as one or more of the following groups: the LGBTQ+ community, people with disabilities, or people of low socioeconomic status.
3. The organization must have a racial equity or inclusion policy (include with application); individual applicants are exempt from this requirement.
4. Applicant fully completes all sections of funding request document.

Does your request for funding apply to residents of the City of Bloomington, Edina, or Richfield?

Does your organization or project serve BIPOC communities, as well as one or more of the following groups: LGBTQ+, people with disabilities, or people of low socioeconomic status?

☐ Yes (Target group is identified in application)

☐ No. Your application will not be considered for funding.

Does your organization have a racial equity or inclusion policy? (Individuals do not need to have a racial equity or inclusion policy)

☐ Yes (attach to application)

☐ No. Your application will not be considered for funding.

Have you fully completed the Project Budget spreadsheet? ☐ Yes
☐ No. Your application will not be considered for funding.

2. Qualitative scoring: Applicants that have met all four requirements above will be scored on the seven criteria listed below. Please describe how you or your organization meets each of the following criteria.

Project Summary (not scored) – 250 character limit

Please provide a brief summary of your proposal (i.e., communities engaged, activities/strategies, and anticipated outcomes).

1. Project(s) is community-based – 1000 character limit

How do you or your organization share power with BIPOC communities, disability communities, and/or LGBTQ communities and involve them in your decision-making?

Describe the methods and strategies you use or plan to use to engage with the community, including any partnerships with leaders, networks, and others. Describe what makes these methods and strategies effective and culturally rooted (shaped by the communities you serve).

2. Project(s) demonstrates prevention and sustainability – 1000 character limit

What are the project goals and objectives? (Use Attachment B Workplan template)

Goal: broad statement of what you wish to accomplish

Objective: a step toward accomplishing goal. In contrast to the goal, an object is narrow, precise, tangible, concrete, and can be measured.

Do you plan to make sustainable policy, systems or environmental changes? Please explain.

(For example: changes to a written policy in an employee handbook, parent handbook, or policy manual; change the way we do business – buy local food, make environment healthier by adding mother's rooms for breastfeeding, etc.)

If there are ongoing costs, how will the project be sustained when grant funding is no longer available?

3. Impact on Bloomington, Edina, or Richfield residents – 1000 character limit

Indicate your primary and additional communities you plan to engage with and estimated number of persons you intend to impact/reach.

For example: Youth, Adults, Older adults (60+), Low income, Special needs, Race and ethnicity, LGBTQ+

4. Project fits with SHIP allowable funding and financial guide – 1000 character limit

How does your project fit with the questions from the SHIP Financial guide? (see Attachment B)

How does your project(s) fit into one or more of the following focus areas?

- **MN Eats**
- **MN Moves**
- **MN Commercial Tobacco-Free**
- **MN Well-being**

5. Reasonable Budget – 1000 character limit

What is the budget requested and for what will it be used? *(Requests should be between \$15,000-\$25,000. Use budget template in Attachment C or attach your own budget sheet.)*

What is the timeline for carrying out the project activities and requested funds?

6. Program Evaluation – 500 character limit

Who will define success of the project?

How will you know if you are successful?

I certify that, to the best of my knowledge and belief, all information contained in this application is correct and complete; that, if approved, programs/services will be conducted according to the application. I also understand that I will be required to enter into agreement with the City of Bloomington to perform the programs and services agreed upon. A sample of the City's required terms and conditions is available upon request. The applicant agency has authorized me, as its representative, to give these assurances and to file this application.

Signature...

II. APPLICATION PROCEDURES

A. Application Submissions Procedure and Format

1. Complete I. A. Organization or Individual Information
2. Respond to I. B. Requirements
3. Complete 2. Qualitative Scoring
4. Sign
5. To be considered for funding, applications must be received at either the physical or electronic address listed below **no later than 4:00 P.M., Monday, November 14th**

2022. Paper Submissions:

City of Bloomington
Finance Department, attn: Dana Chou
1800 West Old Shakopee Road
Bloomington, MN 55431

Electronic Submissions: dchou@BloomingtonMN.gov

- B. Application should be completed for a 12-month period of time from December 1, 2022 – December 1, 2023. Grant funds will be awarded on a reimbursement basis; awardees will purchase first and then submit an invoice to be reimbursed.

- Application need **not** include elaborate brochures, expensive bindings, etc.
- Legibility, clarity, and completeness are essential.
- **Past funding does not guarantee future funding.**

C. Inquiries

For inquiries or to request a paper version of the application contact Dana Chou at dchou@BloomingtonMN.gov.

Questions related to the application or process are due by November 7th, 2022.

Questions may be directed to dchou@BloomingtonMN.gov.

ATTACHMENT A

Questions to determine allowable expenses (from SHIP Financial Guide)

As you go through these four questions and have questions or would like to talk through your ideas, please contact Rebecca Chelene, rchelene@bloomingtonmn.gov 651-308-6279.

1. Is the item or request included in your budget?
2. Did you check to see if the item/expense is listed on the Unallowable Uses of SHIP Funds list below (page 4-5)? In order to proceed to question 3, your answer to this question should be 'Yes, and the expense is not listed on the list'
3. Did you obtain support or buy-in from community partners for the item/expense?
 - a. There could be an opportunity where some of the expense/items already exist in the community. Leveraging a community's strengths and successes is an asset-based community engagement strategy for sustainable, community- driven change.
4. Is there a sustainability plan related to this expense? What is the plan, and who will cover the ongoing maintenance expenses? How will the funds change policy, systems, and/or environment (PSE)?
 - a. Links between the expense and the sustainable PSE change are required to be clear and significant.
5. Does the expense support the overarching goals of SHIP? Does the expense align with one or more of the SHIP 2022-2025 Vision, Strategic Directions, and Long-term Outcomes? (see Table 1 below)

Remember, SHIP's Focus areas are:

MN Eats, MN Moves, MN Commercial Tobacco-Free, and MN Well-Being

Policy, Systems, and Environmental changes are:

4. *organizational (or group) rules, usually written (**policy**),*
5. *the way an organization (or group) operates (**systems**), or*
6. *places where people live and spend time (**environmental**).*

SHIP intentionally invests in creating opportunities in partnership with communities that lead to equitable, healthy, and positive conditions that promote the health and well-being of all Minnesotans.

Table 1

Focus Areas	Vision	Strategic Directions	Long-term Outcomes
MN Eats	All people in Minnesota experience an equitable, just, nourishing, and resilient food system that is responsive to change.	<ul style="list-style-type: none"> ▪ Work in partnership with community to assess and shape their food system, considering culturally diverse assets and opportunities across multiple sectors. ▪ Strengthen cross-sector and cross-setting connections to increase healthy and culturally appropriate food access at every age and in every place. ▪ Work in partnership to build a resilient local food system that benefits the health of consumers and producers, while protecting natural resources. 	<ul style="list-style-type: none"> ▪ Communities are connected statewide to drive solutions to identified needs in their food system. ▪ People have access to healthy food throughout every stage of life and in every setting. ▪ Create sustainable connections within local food economies/systems that increase production and sales of Minnesota-grown foods for the health of all.
MN Moves	Moving is vital for our health: in daily life, as transportation, for recreation, and to foster thriving communities. Many communities have been systemically denied access to these kinds of movement, especially people of color, people with disabilities, low-income and low-wealth communities, Black communities, Indigenous communities, youth, and older adults.	<ul style="list-style-type: none"> ▪ All people in Minnesota move regularly throughout the day. People in Minnesota move regularly because opportunities to do so are a natural part of their day. ▪ Activity-friendly Routes to Everyday Destinations. Routes and destinations within a community are welcoming, inclusive, affordable, and convenient for people walking, biking, and using transit. ▪ Work to reduce auto trips to help achieve public health goals regarding climate change and transportation by supporting investments in walking, bicycling, and transit. 	<ul style="list-style-type: none"> ▪ People in Minnesota move regularly because opportunities to do so are a natural part of their day. ▪ People in Minnesota have safe routes to places that support their health year-round. ▪ Minnesota is building a culture of getting places by walking, bicycling, and riding transit by default. Minnesota has improved air quality, increased physical activity, streets that are safe for everyone, casual social cohesion, reliable and affordable access to destinations, preservation of land, and a more balanced transportation system. Minnesotans understand the connection between transportation and health.

<i>MN Commercial Tobacco- Free</i>	Intentionally working with communities to improve the health and environments of all Minnesotans, especially communities facing tobacco-related disparities and most targeted by the tobacco industry, recognizing social determinants of health and lifting up community assets.	<ul style="list-style-type: none"> ▪ Preventing initiation and eliminating use of commercial tobacco and nicotine products among youth and young adults. ▪ Eliminating commercial tobacco and nicotine use and secondhand smoke disparities. 	<ul style="list-style-type: none"> ▪ Minnesota youth and young adults are tobacco- and nicotine-free. ▪ Commercial tobacco-related disparities are eliminated.
<i>MN Well-Being</i>	SHIP intentionally invests in creating opportunities in partnership with communities to create equitable, healthy, and positive conditions that promote well-being for all Minnesotans.	<ul style="list-style-type: none"> ▪ To increase policy, systems, and environmental change (PSE) opportunities for healing, social connection and belonging within all Contexts. ▪ To build mental well-being and resiliency within a community or specific age groups within a setting or across settings. 	<ul style="list-style-type: none"> ▪ People in Minnesota feel an increased sense of belonging and feel respected (e.g., increased number of people who report they belong to their community, schools, and workplaces). ▪ People in Minnesota have opportunities to heal and live and work in trauma-informed environments.

Unallowable uses of SHIP funds (please note this is not an exhaustive list)

- Alcohol/cannabis or any illegal substance
- Any cost not directly related to the SHIP grant
- Bad debts
- Building or improving a fitness center
- Building or paving a walking or bike path
- Cash assistance paid directly to individuals to meet their personal or family needs
- Cement (with the exception of cement for bench or basketball hoop installation)
- Clothing
- Contingencies
- Contributions or donations
- Costs incurred prior to the grant award
- COVID response expenses
- Designated smoking area signs
- Direct patient medical services or care including nicotine replacement therapy; other non-FDA approved devices such as vape pens or essential oil vaporizers
- Direct treatment of disease or disability
- Entrance fees to parks or recreational facilities for individuals or small groups

- Equipment repair or maintenance costs
- Fines and penalties
- Gifts for staff
- Goods or services for personal use
- Interest on bills, loans, etc.
- Land rental for gardens
- Liability insurance for community partners/sites
- Lobbying at the federal, state, or local level (See Glossary document for definition)
- Losses on agreements or contracts
- Meals for community social gatherings are not allowed unless they are connected to PSE change or community engagement that directly informs SHIP work. Stand-alone meals are not a PSE change.
- Memberships to clubs, camps, fitness centers and similar groups
- Mischarging of costs
- Ongoing subsidies of healthier food alternatives in vending machines, school lunches or workplaces
- Ongoing subsidies of rental fees for equipment use at a recreational center or park
- Political campaigns on behalf of, or in opposition to, any candidate for public office
- Raffles (raising money by selling tickets)
- Rental or purchase of a facility for ongoing activity programming such as smoking cessation or weight loss groups
- Replacement of functioning equipment
- Research (The distinction between research and program evaluation is complex and dependent on the purpose of the study. However, the difference can be summarized in this way: “Research...is done for the purposes of generating knowledge, whereas program evaluation is done for the purpose of understanding the extent to which the intervention was effective” (Issel, 2009).
- Scholarships (includes camp fees and scholarships for individuals to participate in events, classes or programs not linked to PSE change)
- Sidewalks or curb cuts
- Staff meals (except during approved travel) ☐ Staff time beyond 5 percent of individual time to lead trainings (SHIP staff are encouraged to conduct train the trainer courses with partners/sites to ensure sustainability of training programs in their communities)
- Start-up of a non-profit or private business venture
- Subsidizing the ongoing cost of a weight loss program or group
- Subsidizing the purchase of smoking cessation medications, including nicotine replacement therapy (NRT), or non-evidence-based cessation programs (e.g., hypnosis)
- Supplanting of funds from other sources (See Glossary document for definition)
- Travel outside of the USA

ATTACHMENT B

Work Plan Template

Complete a separate work plan table for each distinct Project Goal. Proposed work plans should only be for Year 1 (December 1, 2022 – December 1, 2023).

Add and remove work plan tables and rows as needed to align with your project. For example, if your project has three Project Goals, delete Work Plan 4. **It is recommended that applicants include work plan tables for no more than four Project Goals.**

Work plans should be submitted as a Word document and awardees may be asked to provide additional activities or details during grant agreement negotiations.

Guidance

- **Project Goal:** Identify the overall goal(s) for your work. A goal is a broad, brief statement that provides focus or vision for planning.
- **Objective(s):** Objectives should help reach your Project Goals. Focus on just a few (1-2) objectives per goal and follow the *SMART* approach to develop objectives. *SMART* objectives are:
 - ✓ **S – Specific:** concrete and well defined so that you know where the work is going and what to expect as it progresses.
 - ✓ **M – Measurable:** can determine what changed and how much it changed.
 - ✓ **A – Achievable:** able to be accomplished within the proposed time frame.
 - ✓ **R – Realistic:** considers constraints such as resources, personnel, cost, and time frame.
 - ✓ **T – Time-bound:** includes a timeframe for the objective; one-year objectives should reflect what is achievable within the first year, however, they may be part of intermediate or longer-term objectives that must be achievable within the duration of the grant (December 2022-December 2023).
- **Implementation Activities:** Specify the activities, steps, or processes to achieve objectives. List only *key activities* that will result in observable, measurable milestones. For application review and selection purposes, applicants do not need to list every activity in detail.
- **Milestones:** Identify how you will know you have accomplished your activity. Milestones may also be considered the “outputs” of your activities.

Work Plan

Project Goal:	
Timeframe:	Year 1 (December 1, 2022 – December 1, 2023)
Objective(s):	
Community(ies) Served:	
Geographic Area(s):	

Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Lead Name of person or group responsible for the activity.	Key Partners Individuals or organizations helping to implement the activity.

Project Goal:					
Timeframe:	Year 1 (December 1, 2022 – December 1, 2023)				
Objective(s):					
Community(ies) Served:					
Geographic Area(s):					
Implementation Activities Activities, steps, or processes to achieve objectives.	Milestones How you will know you have accomplished the activity.	Start Date	End Date	Lead Name of person or group responsible for the activity.	Key Partners Individuals or organizations helping to implement the activity.

ATTACHMENT C

Project Budget Template

[illegible]

ATTACHMENT D
Scoring Criteria

Criteria	Description	Available points
1. Project(s) is community-based (1000 character limit)	<p>1. How do you or your organization share power with BIPOC communities, disability communities, and/or LGBTQ communities and involve them in your decision-making?</p> <p>2. Describe your effective, culturally rooted community engagement methods and strategies, including strong partnerships with leaders, networks, and others</p>	<p>Available Points: 6</p> <p>6 =</p> <ul style="list-style-type: none"> • Application demonstrates that project(s) has strong connection and collaboration with community • Primary community is identified and directly engaged in project development and decision-making • Primary community includes equal or more percentage of BIPOC individuals represented in community. <i>See "Priority Populations" section of RFP Overview for percentages.</i> <p>3 =</p> <ul style="list-style-type: none"> • Application demonstrates that project(s) has some connection and collaboration with community • Target population provides feedback • Target population includes half of the percentage of BIPOC communities represented in community. <p>0 = Disqualified</p> <ul style="list-style-type: none"> • Application demonstrates that programming has little to no connection and collaboration with community • Target population not involved • BIPOC communities are not represented.
2. Project(s) demonstrates prevention and sustainability (1000 character limit)	<p>Please provide a summary of your project proposal.</p> <p>1.What are the project goals and objectives? <i>(Use Attachment C Workplan template)</i></p> <p>Goal: broad statement of what you wish to accomplish Objective: a step toward accomplishing goal. In contrast to the goal, an object is narrow,</p>	<p>Available Points: 6</p> <p>6 =</p> <ul style="list-style-type: none"> • Application demonstrates that project(s) has strong focus on prevention and is clear on what policy, systems, or environmental change will take place <p>3 =</p> <ul style="list-style-type: none"> • Application demonstrates that project(s) has some focus on prevention and policy, systems, or environmental change is a possibility

	<p>precise, tangible, concrete, and can be measured.</p> <p>2.Do you plan to make any changes to a written policy? Please explain. . <i>(For example: employee handbook, parent handbook, policy manual, etc.)</i></p> <p>3.Do you plan to make sustainable system or environmental changes? Please explain. <i>(For example: change the way we do business – buy local food, make environment healthier by adding mother’s rooms for breastfeeding, etc.)</i></p> <p>4.If there are ongoing costs, how will the project be sustained when grant funding is no longer available?</p>	<p>0 = Disqualified</p> <ul style="list-style-type: none"> Application demonstrates that project(s) has little to no focus on prevention and early intervention and no plan to make policy, systems, or environmental change
<p>3. Impact on Bloomington, Edina, or Richfield residents</p> <p>(1000 character limit)</p>	<p>Indicate your primary and additional communities you plan to engage with and estimated number of persons you intend to impact/reach.</p> <p>For example:</p> <ul style="list-style-type: none"> Youth Adults Older adults (60+) Low income Special needs Race and ethnicity LGBTQ+ 	<p>Available Points: 6</p> <p>6 =</p> <ul style="list-style-type: none"> Project(s) clearly demonstrates a meaningful linkage between community needs, activities and outcomes AND a meaningful volume of services and/or people served. SHIP funding will make a significant difference. Proposal includes which communities will be served, as well as an estimated number of individuals who will be impacted/reached. <p>3 =</p> <ul style="list-style-type: none"> Project(s) demonstrates some linkage between community needs, activities and outcomes and a corresponding volume of services and/or people served. SHIP funding will make a difference. Proposal refers to communities served but does not include specifics on reach/impact.

		<p>0 = Disqualified</p> <ul style="list-style-type: none"> Project does not demonstrate a linkage between community needs, program activities and outcomes or a volume of services and/or people served. Primary community is not mentioned.
<p>4. Project fits with SHIP allowable funding and financial guide</p> <p>(1000 character limit)</p>	<p>1. How does your project fit with the questions from the SHIP Financial guide (<i>see Attachment B</i>)?</p> <p>2. How does your project(s) fit into one or more of the following categories?</p> <ul style="list-style-type: none"> Active living Healthy food Commercial tobacco-free living Well-being 	<p>Available Points: 6</p> <p>6 =</p> <ul style="list-style-type: none"> The project(s) directly aligns with what SHIP is allowed to fund based on the attached financial guide The project(s) fall under the categories of active living, healthy eating, commercial tobacco-free living, and/or well-being <p>3 =</p> <ul style="list-style-type: none"> The project(s) is compatible with SHIP allowable funding The project(s) does not fit into the categories of active living, healthy eating, commercial tobacco-free living, and/or well-being. <p>0 = Disqualified</p> <ul style="list-style-type: none"> The project(s) does not relate to SHIP allowable funding The project(s) does not fit into the categories of active living, healthy eating, commercial tobacco-free living, and/or well-being.
<p>5. Reasonable Budget</p>	<p>1. What is the budget requested and for what will it be used? (<i>Requests should be between \$15,000-\$25,000. Use budget template attached.</i>)</p> <p>2. What is the timeline for carrying out the project activities and requested funds?</p>	<p>Available Points: 6</p> <p>6 =</p> <ul style="list-style-type: none"> Total amount requested is realistic and appropriate for the proposed project activities, number/size of communities reached, and area reached. Timeline is within 12 months of funding award. Budget supports community partners/co-creators. <p>3 =</p>

		<ul style="list-style-type: none"> • Total amount requested is somewhat realistic and appropriate for the proposed project activities, number/size of communities reached, and area reached. • Timeline is goes over 12 month timeframe. • Budget does not reflect compensation of community co-creators. <p>0 = Disqualified</p> <ul style="list-style-type: none"> • Total amount requested is not reasonable or appropriate for the proposed project • Timeline is missing • Budget does not reflect compensation of community co-creators.
6. Program Evaluation (1000 character limit)	1. Who will define success of the project? 2. How will you know if you are successful?	<p>Available Points: 6</p> <p>6 =</p> <ul style="list-style-type: none"> • Applicant clearly defines how they are going to define and measure success and how this information will be used to improve programs and services <p>3 =</p> <ul style="list-style-type: none"> • Applicant defines how they are going to measure success, and the information is likely to be useful in improving programs and services <p>1 =</p> <ul style="list-style-type: none"> • Applicant presents a project evaluation plan, but it's not very clear, or it is not clear that this information will be useful in improving programs and services <p>0 = Disqualified</p> <ul style="list-style-type: none"> • Applicant presents no plan to measure results
7. Proposal is complete, clear, and comprehensive.		<p>Available Points: 1</p> <p>1 = Clear, includes project activities, timeline, and budget</p> <p>0 = Disqualified Confusing, missing parts</p>

SERVICES AGREEMENT

INSERT CONTRACTOR LEGAL NAME – ALL CAPS/BOLD

THIS AGREEMENT is made on _____ (“Effective Date”) by and between **INSERT CONTRACTOR LEGAL NAME – ALL CAPS/BOLD**, a **choose type of business from drop down** located at **enter Contractor’s registered business address** (“Grantee”), and the **CITY OF BLOOMINGTON, MINNESOTA**, a Minnesota municipal corporation located at 1800 West Old Shakopee Road, Bloomington, *Minnesota* 55431-3027 (“City”):

RECITALS

- A. Grantee has submitted a Proposal to the City to provide **[Comments]** services to the community.
- B. The City desires to secure a contract to provide such services to the community.
- C. Grantee represents that it has the expertise and capabilities to provide the community, on behalf of the City, the requested services.
- D. City desires to engage Grantee to provide the services described in this Agreement and Contractor is willing to provide such services on the terms and conditions in this Agreement.

NOW, THEREFORE, based on the Recitals above and in consideration of the terms and conditions expressed in this Agreement, the City and Contractor agree as follows:

AGREEMENT

- 1. **Services to be Provided.** Grantee agrees to provide the community, on behalf of the City, **[Comments]** services as described in Grantee’s Proposal attached to this Agreement as Exhibit A or any supplemental letter agreements, or both, entered into between the City and Grantee (the “Services”). The Services referenced in the attached Exhibit A or any supplemental letter agreements shall be incorporated into this Agreement by reference. All Services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by organizations or individuals currently providing similar services.
- 2. **Time for Completion.** This Agreement shall remain in force and effect commencing from Effective Date and continuing until the earlier of **enter completion date of contract** or completion of the project unless terminated by the City or amended pursuant to the Agreement.
- 3. **Consideration.** The consideration, which City shall pay to Grantee and shall not exceed **\$enter total \$ amount of contract.00**, for both the Services performed by Grantee and the expenses incurred by Grantee in performing the Services, shall be as set forth in Exhibit A and incorporated into this Agreement. City shall make progress payments, based on quarterly invoices from Grantee. City’s payment shall be made within 30 days after

Grantee's statement. Grantee's statement shall contain a detailed summary of the services provided by the Grantee during that billing period.

4. **Expense Reimbursement.** The Grantee will not be compensated separately for necessary incidental expenses. All expenses of the Grantee shall be built into the Grantee's fixed compensation rates, unless reimbursement is provided for an expense that received the prior written approval of the City, which approval may be provided via electronic mail.
5. **Approvals.** The Grantee will secure the City's written approval before making any expenditures, purchases, or commitments on the City's behalf beyond those listed in the Services. The City's approval may be provided via electronic mail.
6. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:
 - a. The parties, by mutual written agreement, may terminate this Agreement at any time;
 - b. Grantee may terminate this Agreement in the event of a breach of the Agreement by the City upon providing thirty (30) days' written notice to the City;
 - c. The City may terminate this Agreement at any time at its option, for any reason or no reason at all; or
 - d. City may terminate this Agreement immediately upon Grantee's failure to have in force any insurance required by this Agreement.In the event of a termination, City shall pay Grantee for Services performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.
7. **Amendments.** No amendments may be made to this Agreement except in writing signed by both parties.
8. **Remedies.** In the event of a termination of this Agreement by City because of a breach by Grantee, City may complete the Services either by itself or by contract with other persons or entities, or any combination thereof. The foregoing remedies provided to the City for breach of this Agreement by Grantee shall not be exclusive. City shall be entitled to exercise any one or more other legal or equitable remedies available because of Grantee's breach.
9. **Records/Inspection.** Pursuant to Minnesota Statutes § 16C.05, Subd. 5, the Grantee agrees that the books, records, documents, and accounting procedures and practices of the Grantee, that are relevant to the contract or transaction, are subject to examination by the City and the state auditor or legislative auditor for a minimum of six years. The Grantee shall maintain such records for a minimum of six years after final payment.
10. **Indemnification.** To the fullest extent permitted by law, the Grantee, and the Grantee's successors or assigns, agree to protect, defend, indemnify, save, and hold harmless the City, its officers, officials, agents, volunteers, and employees from any and all claims; lawsuits; causes of actions of any kind, nature, or character; damages; losses; or the costs, disbursements, and expenses of defending the same, including but not limited to attorneys' fees, professional services, and other technical, administrative or professional assistance

resulting from or arising out of Grantee's (or its subcontractors, agents, volunteers, members, invitees, representatives, or employees) performance of the duties required by or arising from this Agreement, or caused in whole or in part by any negligent act or omission or willful misconduct, or arising out of the failure to obtain or maintain the insurance required by this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled. The parties agree that these indemnification obligations will survive the completion or termination of this Agreement.

11. **Insurance.** Grantee shall maintain reasonable insurance coverage throughout this Agreement. Grantee agrees that before any work related to the Agreement can be performed, Grantee shall provide certificate of insurance with limits of insurance of at least the following amounts: Worker's Compensation Insurance as required by Minnesota Statutes, Section 176.181; Auto Liability in an amount not less than \$1,000,000.00 per occurrence; and Commercial General Liability in an amount of not less than \$1,500,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,500,000.00 per occurrence for property damage. To meet the minimum Commercial General Liability and Auto Liability requirements, the Grantee may use a combination of Excess and Umbrella coverage. The Grantee shall also name the City as an additional insured on its Commercial General Liability, Auto Liability, and Umbrella or Excess policies, and will provide the City with a current certificate of insurance that includes the following language: "The City of Bloomington is named as an additional insured with respect to the commercial general liability, automobile liability and umbrella or excess liability, as required by the contract. The umbrella or excess liability policy follows form on all underlying coverages." The certificate of liability insurance must also contain a statement that the Grantee or its insurance provider shall not cancel or amend the policies included on the certificate unless thirty (30) days' written notice is provided to the City, or ten (10) days' written notice in the case of non-payment.
12. **Assignment and Subcontracting.** Neither the City nor the Grantee shall assign, subcontract, or transfer any rights under or interest (including, but without limitation, moneys that may become due or moneys that are due) in the Agreement, in whole or in part, without the written consent of the other except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent the Grantee from employing such independent consultants, associates, and subcontractors, as it may deem appropriate to assist it in the performance of services required by this Agreement. Any instrument in violation of this provision is null and void.
13. **Independent Contractor.** Grantee shall be deemed an independent contractor. Grantee's duties will be performed with the understanding that Grantee has special expertise as to the services which Grantee is to perform and is customarily engaged in the independent performance of the same or similar services for others. All required equipment and personnel shall be provided or contracted for by Grantee. The manner in which the services are performed shall be controlled by Grantee; however, the nature of the services and the results to be achieved shall be specified by City. The parties agree that this is not a joint venture and the parties are not co-partners. Grantee is not to be deemed an employee or

agent of City and has no authority to make any binding commitments or obligations on behalf of City except to the extent expressly provided in this Agreement. All services provided by the Grantee pursuant to this Agreement shall be provided by the Grantee as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

14. **Compliance with Laws.** Grantee shall exercise due care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Grantee agrees to provide the applicable services detailed in the attached exhibits or any supplemental letter agreement. Grantee's guests, invitees, members, officers, officials, agents, employees, volunteers, representatives, and subcontractors shall abide by the City's policies prohibiting sexual harassment, firearms, and smoking, as well as all other reasonable work rules, safety rules, or policies regulating the conduct of persons on City property, at all times while performing duties pursuant to this Agreement. Grantee agrees and understands that a violation of any of these policies or rules constitutes a breach of the Agreement and sufficient grounds for immediate termination of the Agreement by the City.
15. **Entire Agreement.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Grantee, and supersedes any other written or oral agreements between the City and the Grantee. This Agreement can only be modified in writing signed by the City and the Grantee. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.
16. **Third Party Rights.** The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.
17. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Hennepin County, Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
18. **Conflict of Interest.** The Grantee shall use reasonable care to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict of interest, Grantee shall advise the City and either secure a waiver of the conflict or advise the City that it will be unable to provide the requested services.
19. **Work Products and Ownership of Documents.** All records, information, materials and other work products, including, but not limited to the completed reports, drawings, plans, and specifications prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City, but reproductions of such records, information, materials and other work products in whole or in part may be retained by the Grantee. Regardless of when such information was provided, the Grantee agrees that it will not disclose for any purpose any information the Grantee has obtained arising

out of or related to this Agreement, except as authorized by the City or as required by law. These obligations survive the termination of this Agreement.

20. **Agreement Not Exclusive.** The City retains the right to hire other **[Comments]** service providers for other matters, in the City's sole discretion.
21. **Data Practices Act Compliance.** Any and all data provided to the Grantee, received from the Grantee, created, collected, received, stored, used, maintained, or disseminated by the Grantee pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Grantee agrees to notify the City within three (3) business days if it receives a data request from a third party. This paragraph does not create a duty on the part of the Grantee to provide access to public data to the public if the public data are available from the City, except as required by the terms of this Agreement. These obligations survive the termination of this Agreement.
22. **No Discrimination.** Grantee agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement. Grantee agrees to comply with Americans with Disabilities Act, as amended ("ADA"), Section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act, Minnesota Statutes, Chapter 363A. Grantee agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of these laws by the Grantee or its guests, invitees, members, officers, officials, agents, employees, volunteers, representatives and subcontractors. Upon request, the Grantee shall provide accommodation to allow individuals with disabilities to participate in all services under this Agreement. Grantee agrees to utilize their own auxiliary aid or service in order to comply with ADA requirements for effective communication with people with disabilities.
23. **Authorized Agents.** The City's authorized agent for purposes of administration of this contract is **enter City's department contact for this contract**, the **enter title of City contact** of the City, or designee. The Grantee's authorized agent for purposes of administration of this contract is **enter Contractor's contact name**, who shall perform or supervise the performance of all Services.
24. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

Grantee: **enter Contractor's business name and address;**

Attn: **enter Contractor's name, email and phone number;**

City: City of Bloomington, 1800 West Old Shakopee Road, Bloomington, MN 55431,

Attn: **enter City's contact name; fill in City contact's email address; 952-563-fill in phone number;**

or such other contact information as either party may provide to the other by notice given in accordance with this provision. A convenience copy may be provided electronically.

25. **Waiver.** No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.
26. **Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit or affect the scope and intent of this Agreement.
27. **Mediation.** Both parties agree to submit all claims, disputes and other matters in question between the parties arising out of or relating to this Agreement to mediation at the Conflict Resolution Center, 2101 Hennepin Avenue, Suite 100, Minneapolis, Minnesota 55405. In the event mediation is unsuccessful, either party may exercise its legal or equitable rights.
28. **Payment of Subcontractors.** Pursuant to Minnesota Statutes § 471.425, Subd. 4a, Grantee agrees that it must pay any subcontractor within ten (10) days of the prime contractor's receipt of payment from the municipality for undisputed services provided by the subcontractor. Grantee agrees that it must pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.
29. **Publicity.** City and Grantee shall develop language to use when discussing the Services. Grantee agrees that any publicity regarding the Services or the subject matter of this Agreement must not be released unless it complies with the approved language. Grantee must not use the City's logo or state that the City endorses its services without the City's advanced written approval.
30. **Severability.** In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.
31. **Signatory.** Each person executing this Agreement ("Signatory") represents and warrants that he or she is duly authorized. In the event the Grantee did not authorize the Signatory to sign on its behalf, the Signatory agrees to assume responsibility for the duties and liability of the Grantee, as described in this Agreement, personally.
32. **Counterparts and Electronic Communication.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. This Agreement may be transmitted

by electronic mail in portable document format (“pdf”) and signatures appearing on electronic mail instruments shall be treated as original signatures.

33. **Compliance with Funding Requirements.** If this Agreement is funded in whole or in part by the State of Minnesota or the Federal Government, Grantee agrees that all work under this contract will comply with the applicable funding requirements.

[Signature pages follow.]

SAMPLE

IN WITNESS WHEREOF, the City and the Grantee have caused this Services Agreement to be executed by their duly authorized representatives in duplicate on the respective dates indicated below.

CITY OF BLOOMINGTON, MINNESOTA

DATED: _____

BY: _____

James D. Verbrugge
Its: City Manager

Reviewed and approved by the City Attorney.

Melissa J. Manderschied

INSERT CONTRACTOR LEGAL NAME – ALL

CAPS/BOLD

DATED: _____

BY: _____

Its: _____

EXHIBIT A TO AGREEMENT BETWEEN
THE CITY OF BLOOMINGTON, MINNESOTA AND INSERT CONTRACTOR LEGAL
NAME – ALL CAPS/BOLD

SCOPE OF SERVICES

SAMPLE

