

ACT Proposal: The City of Marshall, MN

Updated February 13, 2024

The City of Marshall's Diversity, Equity & Inclusion (DEI) Commission seeks an organization to assist them with strategic planning to aid in giving direction to goals and outcomes of the commission.

The City of Marshall is dedicated to building a welcoming, inclusive, and racially equitable community. The DEI Commission has a mission to create and sustain an ongoing dialogue, through which they explore inequities, share information so as a change agent for race equity within their community. They are dedicated to learning, creating innovative ideas, and adapting to the ever-changing environment. The DEI Commission is taking purposeful action to advance this commitment through the guiding principles of equity, equality, inclusion, collaboration and transparency.

Antiracism Community of Transformation, formerly known as ASDIC Metamorphosis and founding Member of FREC (Facilitating Racial Equity Collaborative), is pleased to respond to an invitation to submit a proposal to examine the City of Marshall's Strategic Plan documents to ascertain if these in language, intent, impact and outcome agree with and support the city to build community in its diversity, equity, and inclusion efforts toward racial and social justice. ASDIC/ACT would then review the DEI commission's strategic plan, suggest goals and schedule follow up training for moving forward. ASDIC/ACT expects the DEI commission to provide in-kind support for a dialogue workshop identified below.

Deliverables:

Strategic Plan (City of Marshall) - \$3,500

- Read, evaluate, critique, and provide written comments on the new strategic plan of the City of Marshall through a DEAI lens. [August/September]
- Confer in the review and crafting of additional survey questions [August/September]
- Give PPT presentation and written report on DEAI findings of strategic planning documents and offer recommendations. [October]
- Intercultural Development Inventory (IDI) for all leadership as identified. Initial thought was to have 25 folks take it. Report-back to employees. *Additional IDI cost that is not included in the cost of review (\$23 x 25 employees). Additional cost to reimburse ACT will be \$575.* [April]

Diversity, Equity & Inclusion (DEI) Commission - \$5,000

All members of the DEI Commission will take the Intercultural Development Inventory (IDI). ACT will interpret the results and report-back to the commission. *Additional IDI cost that is not included in the cost of review (\$23 x 8/tbd commission members). Additional cost to reimburse ACT will be \$184.* [Feb/March]

- Review the strategic plan and current activities including mission, policies, goals and outcomes of the DEI Commission. [April]
- Conversations and forums with local stakeholders [April/May]
- Develop a strategic plan and next steps in terms of goals and timeline for the Commission's vision and work. [June/July]
- Meet with the commission to strategize and review goals. [September/October]

Community Dialogue Collaborative - Organizational Sponsorships Requested

A collaborative of DEI Commission stakeholders sponsoring a ASDIC/ACT community dialogue of 10 weekly sessions over zoom [October-Dec]

- Provide support and sponsorship for community wide training - ASDIC/ACT Dialogue Circle.
 - Identify sponsors to support the registration costs of participants, assist with outreach to targeted segments of the community, collaborate in the development of a grant that could provide additional funding.
 - Goal to have a circle of 15-24 participants. Sponsorship and registrations should bring in between \$6,500-\$8,000. Personal discounted registrations at \$450, no one is turned away for lack of funds. *Note: normal cost of the workshop is set at \$750 per participant.*
 - Each participant will receive a digital manual including materials — opening reflections, text readings, study questions, video links, graphics and models, feedback forms (received & responded to), pre/post survey, personal and communal action planning

Timeline: Contract would begin in March and be completed by December of 2024.

Preferred Payment: $\frac{1}{3}$ due at signing the contract and $\frac{2}{3}$ as mutually determined.

Additional Cost: for travel/accommodations (for each visit)

- Mileage: \$227.88 (Red Wing - St. Paul - Marshall - St. Paul - Red Wing)= 211 miles one way x 2 x .54 mileage reimbursement. (cost for all 3 facilitators)
- Lodging: \$78.66/ per room/per person for 1 night stay at Travelers Lodge in Marshall, MN. (x3 for each facilitator)
- *We anticipate traveling for at least 1 half day workshop with the commission.*

CONTRACT BETWEEN ACT & the City of Marshall


The agreement above has been approved and accepted by the City of Marshall, on behalf of Sharon Hanson. The City of Marshall agrees to pay ACT for DEI support on the following activities:


1. ACT activities with the City of Marshall and the DEI Commission: \$8,500
2. Reimbursement for IDI (__ participants x \$23= _____) Dependent on # of participants
3. Reimbursement for mileage and lodging agreed upon beforehand by ACT and City of Marshall (*TBD*)
4. Collect and distribute sponsorship funds to ACT for the facilitation of the community dialogue circle (goal: \$6,500-8,000)

In exchange for these services, the City of Marshall agrees to pay ACT the total amount above in a payment schedule one third (\$2833) of the total immediately, one third (\$2833), in June , and the final third (\$2834) upon completion in December. The additional reimbursement funds for the IDI assessment and the mileage & accommodations will be requested when used. The collection and distribution of the community sponsorship funds will be sent to ACT in October.

The check can be written out to ASDIC Metamorphosis and sent to PO Box 984, Prior Lake, MN 55372. Please let us know when the check is sent.

We look forward to our upcoming time together!


2/27/24

 City of Marshall Representative Date

2/28/2024

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ACT Representative Date