

**Capitol Region Watershed District  
PARTNER GRANT AGREEMENT**

**This Grant Agreement (Agreement) is entered into between Capitol Region Watershed District (CRWD), a political subdivision of the State of Minnesota; and Saint Paul Parks and Recreation (Grantee), this 31st day of January 2020.**

WHEREAS, CRWD has established a grant program to provide financial assistance to various individuals or organizations to protect and improve water resources within CRWD; and

WHEREAS, the mission of CRWD is to protect, manage and improve water resources of CRWD by encouraging water resource stewardship in the watershed district; and

WHEREAS, the Grantee has presented a proposal (Project) that CRWD believes will further its mission;

IT IS THEREFORE AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. SCOPE OF PROJECT

**The Grantee will perform the Project as described in the Grant Proposal, which is attached as Exhibit A and incorporated as part of this Agreement. The grant funding will be used for Task 1-3 with a total not to exceed \$12,500.00. Other work and costs not specifically identified in Exhibit A are not eligible for reimbursement.**

2. GENERAL CONDITIONS

A. Non Assignment

The Grantee shall not assign any part or all of this Agreement to any other person without the prior written consent of CRWD.

B. Independent Contractor

The Grantee is an independent contractor and neither the Grantee, its agent, employees, assigns nor other persons while engaged in the performance of the Project shall be considered employees of CRWD. Nothing contained in the Agreement shall be construed to create the relationship of co-partners, joint ventures or a partnership or association between CRWD and the Grantee.

C. Liability

The Grantee and CRWD agree that they will be responsible for their own acts and the results thereof to the extent authorized by law, and they shall not be responsible for the acts of the other party and the results thereof. The liability of Grantee is governed by the provisions contained in Chapter 466 of the Minnesota Statutes

Alteration

No alteration, variation, modification or waiver of the provision of the Agreement is valid until it is in writing and signed by both parties.

D. Insurance

Grantee shall purchase and/or maintain the insurance necessary to protect CRWD from claims, which may arise out of, or result from, the Grantee's performance of the Project. CRWD acknowledges that Grantee is self-insured under the laws of the State of Minnesota. Grantee shall provide a copy of all certificates of insurance or letter of self-insurance to CRWD upon request. It is the sole responsibility of the Grantee to purchase and maintain insurance that may be necessary for performance of the Project and Agreement.

E. Setoff

If damages are sustained by CRWD as a direct or indirect result of the Grantee's performance of the Project or Agreement, CRWD may withhold payments (not to exceed the amount of the damages) to the Grantee until the exact amount of damages is determined.

F. Termination

CRWD may terminate the Agreement for failure of the Grantee to meet the terms of the Project and Agreement, if CRWD funding is lost, or for any other reason. In such case, CRWD shall provide written notice to the Grantee specifying the termination, and the effective date. Upon receipt of such notice the Grantee shall discontinue further performance or expenditure of funds as related to the Project and Agreement, or shall continue under its own responsibility. In the event of termination, CRWD shall reimburse for costs actually incurred, but such reimbursement is limited to the amount budgeted for the task and Project.

G. Compliance With Applicable Law

The Grantee shall comply with all applicable federal, state and local laws and regulations, and apply, pay for and obtain all permits or licenses necessary for the performance of the Project and Agreement.

H. Documents

CRWD, its authorized representative or the State Auditor shall have full access to all documents relating to the performance of the Agreement. The Grantee shall maintain records for all services provided under the Agreement and retain those records for seven (7) years following the termination of the Agreement.

I. Data Practices

The Grantee's performance of this Agreement and all documents related thereto are governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and applicable federal law.

J. Publicity and Endorsement:

- a. Publicity. Any publicity regarding the subject matter of this grant agreement must identify CRWD as a sponsoring agency. For purposes of this provision, publicity includes traditional and digital media and communications, including but not limited to social channels, website, photography, videography, notices, informational pamphlets, press releases, research reports, signs and similar public notices by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. For

style and branding requirements please reference CRWD Grant Communications Guide (attached as Exhibit B).

b. Endorsement. The grantee must not claim that CRWD endorses its products or services.

K. Interpretation/Venue

This Agreement shall be interpreted and construed according to the laws of the State of Minnesota. Any disputes related to or arising from this Agreement shall be venued in the courts located in Ramsey County Minnesota.

L. Term

This Agreement shall be effective as of the date it is signed by both parties and continue until **December 31, 2020** or until terminated pursuant to the Agreement.

M. Ownership

All work products, including but not limited to concepts, ideas, layouts, drawing, maps, models, computer programs or simulations, photography, scripts, graphics, reports and recommendations become the property of CRWD upon completion of the Project. The Grantee shall be entitled to retain copies of all work products.

N. Entire Agreement

This Agreement and Exhibit shall constitute the entire Agreement between CRWD and the Grantee and shall supersede all prior oral and written Agreements or negotiations.

O. Final Report

Upon completion of the Project, the Grantee is required to prepare a Final Report of the Project's implementation and benefit and submit it to CRWD within 30 days of completion of the Project. The Final Report should include details about the audience reached (total # and demographics, if available), a detailed description of each funded task and associated outcomes, receipts for approved supplies and an invoice for staff time, high resolution photos/video and a brief quote about your experience working with CRWD for program promotion.

P. Counterparts

The parties may sign this Agreement in counterparts, each of which constitute an original but all of which together constitute one instrument.

Q. Electronic Signatures

The parties agree that the electronic signature of a party to this Agreement be valid as an original signature of such party and shall be effective to bind such party to this Agreement. The parties further agree that any document (including this Agreement and any attachments or exhibits to this Agreement) containing, or to which there is affixed, an electronic signature shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written when printed from electronic files. For purposes hereof, "electronic signature" also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (e.g. via PDF) of an original signature. Any party's failure to produce the original

signature of any electronically transmitted signature shall not affect the enforceability of this Agreement.”

3. PAYMENT

**CRWD shall reimburse the Grantee a total not to exceed \$12,500 of actual documented costs upon completion of the Project and receipt and review of a Final Report (Condition O).**

IN TESTIMONY WHEREOF, the Parties hereto have caused this Agreement to be executed by the respective duly authorized representatives as of the day and year written:

FOR THE GRANTEE:

FOR CAPITOL REGION WATERSHED DISTRICT:

By: \_\_\_\_\_  
(Title): Director, Dept of Parks and Recreation

By: \_\_\_\_\_  
(Title):

By: \_\_\_\_\_  
(Title): Office of Financial Services

By: \_\_\_\_\_  
(Title): Mayor's Office

Approved as to Form:

By: \_\_\_\_\_  
(Title): Assistant City Attorney



**Capitol Region Watershed District**

595 Aldine Street  
 Saint Paul, MN 55104  
 Capitolregionwd.org  
 (651) 644-8888

**PARTNER GRANT APPLICATION FORM**

PRE-APP FILE #  
 19-084GR

APPLICANT INFO

**PROJECT INFORMATION**

PROJECT NAME  
 BIPOC Parks Ambassadors

**APPLICANT INFORMATION**

ORGANIZATION OR AGENCY Saint Paul Parks and Recreation		
ADDRESS 25 West 4th street, CHA 500	CITY Saint Paul	ZIP 55102
CONTACT PERSON 'Asha Shoffner'	PHONE 651.403.3909	EMAIL ADDRESS asha.shoffner@ci.stpaul.mn.us

DESCRIBE THE AUDIENCES YOU SERVE THROUGH THIS PROJECT (GEOGRAPHIC AREA AND DEMOGRAPHICS)

For our BIPOC Parks Ambassadors program, we will serve BIPOC (Black, Indigenous and People of Color) people in the Twin Cities Metro Area, including residents of Saint Paul who live in the Capitol Region Watershed District, Through any other additional in person programming, we are specifically seeking to serve folks who are underrepresented in outdoor spaces, which includes but is not limited to: Black people, Indigenous people, people of color, people with limited mobility or resources, elders, and people from the LGBTQ community. We hope that our passive programming (Story Strolls) will reach folks from all areas of the city and of all backgrounds.

HOW MUCH ARE YOU REQUESTING? (BETWEEN \$2,000 AND \$20,000)

12,500

HOW DID YOU HEAR ABOUT OUR GRANTS?

We have been awarded this grant in the past and have been able to do some amazing work as a result of it.

1.) DESCRIBE THE MISSION AND GOALS OF YOUR ORGANIZATION AND HOW YOUR PROJECT HELPS MEET THEM.

Saint Paul Parks and Recreation’s mission is to help make Saint Paul the most livable city in America, by facilitating the creation of active lifestyles, vibrant places and a vital environment. Our BIPOC Parks Ambassadors project will connect residents of the watershed district, as well as Black, Indigenous and People of Color from across the Twin Cities Metro Area to nature in ways that are meaningful, accessible, sustainable and empowering. Specifically – through a series of scheduled outings (field trips) to nature, regional parks and urban waterways within the watershed, we will promote active and connected lifestyles.

Additionally, we will make places vibrant and the environment vital by educating and empowering folks to become stewards of the water and land, both through our BIPOC Parks Ambassador Outings, our Story Strolls, and any additional programming we develop later this year.

2.) DESCRIBE HOW YOUR PROJECT WILL PROTECT OR IMPROVE CRWD LAKES AND THE MISSISSIPPI RIVER.

It is hard to protect or improve places in which people do not feel connected to or educated about. As we connect folks to nature via outings and field trips, we will not only be doing activities that invite grounding and connectedness to the earth, but we will also be teaching them about water quality and how everything is connected as part of the larger ecosystem. By connecting people to themselves and to their natural environment, as well as providing a water quality education component, our intention is to create a deeper knowledge base from which folks will interact with and protect their nearby lakes and the Mississippi River.

Additionally, we will be paying BIPOC people with expertise in outdoor/nature skills to lead outings that are specifically for BIPOC people. This is an update to our original grant proposal, as our project and partner availability has shifted due to COVID-19. Our regular partners at Saint Paul Public Housing have not been able to participate in any activities since March (it is July 19, 2020, as I write this). Additionally, in the aftermath of the murder of George Floyd at the hands of police officers, the need for programming “by us and for us” became more apparent than ever. As far as we know, there are very few programs in Minnesota that are paying BIPOC people to lead outdoor/nature-based events that are specific to BIPOC people.

The environmental and outdoor industry has long struggled to connect with BIPOC people, thus leaving BIPOC people out of the movement to conserve and preserve our world. Through BIPOC Parks Ambassadors, we are changing the trajectory by leading programs by us and for us, and compensating the leaders of these programs so that we are not asking for free labor on the backs of BIPOC people, which has too often been the case within the industry and beyond.

We will also be putting together at least two Story Strolls, in partnership with CRWD and Lower Phalen Creek Project in which information about water quality, plants and animals and the Indigenous history of the region will be shared with folks who are at our parks, trails and waterways. By sharing this information to people in a passive way (not in-person programming), we will be able to reach more people and teach them about the environment, including water, so that we can create even more stewards of our water and our land.

3.) IF APPLICABLE, PLEASE LIST OTHER PARTNERS AND THEIR ROLE IN YOUR PROJECT.

Our target demographic is folks who have been historically underrepresented in the outdoors, which includes but is not limited to Black people, Indigenous people, people of color, people with limited mobility or resources, elders, and people from the LGBTQ community.

Due to COVID-19, we have not been able to partner in person with Saint Paul Public Housing. Additionally, we have not been able to transport rec center youth to regional parks or waterways. In the aftermath of George Floyd's murder, a Facebook group called BIPOC Outdoors Twin Cities was formed as a safe place for BIPOC folks who live in the Twin Cities and want to be active in nature, to connect with one another. From this, we have begun to develop programming based on feedback we have gleaned from the group around what folks are interested in, where they have expertise and the ability to lead, where and when they are available for programming, etc.

As COVID-19 continues to change what we can and cannot do each day, we are open to partnering with other groups and organizations when we can in the future. For now, at the time of this revised grant application (July 19, 2020) we are focusing the majority of our efforts on the community driven programming that has come from the BIPOC Outdoors Twin Cities group. The BIPOC specific programming that we have led thus far (as a result of this group's input via survey questions and polls) and the BIPOC programming that we plan to continue, is fully supported by our Parks Director, Mike Hahm.

PROJECT DESCRIPTION



4.) BRIEFLY DESCRIBE HOW WILL YOU MEASURE THE SUCCESS OF YOUR PROJECT.

Knowing that people are more likely to protect or improve their environment when they feel connected to it, we will consider the project a success if participants indicate that they feel more connected, more knowledgeable, and more empowered to protect and/or improve their environment. We will obtain this information using a combination of formal and informal surveys, conversations and observations.

We will also gather demographics from our in-person participants and leaders, if and as they are willing to share. We want to make sure that people do not feel tokenized when we ask for this information. We will collect zip codes from all attendees through our online registration and will include this in our reimbursement report.

For our story strolls, we will have a QR code added to the stroll, so that folks can get connected to a survey or a website, so we can have an estimate of how many people are engaging with these signs. Since we know that not everyone will, we will likely spend an afternoon sitting outside and watching how many people try the QR scan and divide the total number of people who have walked past the sign by the total number of people who scanned the code. This will help us have a better estimate of who has engaged with the sign and the story stroll.

## PROJECT TASKS

5.) IN THE SPACE BELOW, PLEASE BREAK DOWN YOUR PROJECT INTO MAJOR TASKS (UP TO 5), BRIEFLY DESCRIBE THEM IN THE SPACE

PROVIDED AND ESTIMATE COMPLETION DATE FOR EACH.

1	TASK NAME: BIPOC Parks Ambassadors	COMPLETION DATE (M/Y): 12/2020
<p>DESCRIPTION &amp; OUTCOMES:</p> <p>Description: Assuming that COVID-19 guidelines do not change and we are able to do small group programming, we will engage with at least 100 community members total, over the course of 10 outings/field trips to nearby nature, regional parks and urban waterways in Capitol Region Watershed District.. We originally hoped to increase our number of outings from last year, based on the success of them, but due to COVID 19 we are staying with 10 in hopes of doing more but not committing to more at this time because the future is still so unknown and ever changing. These outings will be an average of two hours each, and will focus on connecting underrepresented people to nature, educating them about water quality, and empowering them with actions they can take to protect and/or improve water quality. We will provide staffing – including paying BIPOC people who have knowledge in a variety of outdoor and nature-based topics. We will likely not provide transportation, due to COVID-19. With funding from CRWD, we will cover the cost of program supplies (food, equipment, rental fees, etc) for these outings and field trips. We anticipate leading the BIPOC programming through the end of the year, if participants are interested. We realize that water quality education will be more challenging in the colder months, but also are firm in our understanding that often times, it is just connecting to and being in nature that allows people to want to become water and land stewards. We anticipate needing to be creative in how we are connecting folks to nature, especially in light of COVID-19.</p> <p>Some activities may be adjusted and take place indoors, depending on the weather. While our strong desire is to complete all programming outside, we know that there will be instances of weather where participants do not want to go or are unable to go outdoors. Because we are committed to programming that is meaningful and accessible for participants, we understand that we may have to make adjustments along the way. Upon surveying folks in the BIPOC Outdoors Twin Cities Group, the name for this program has been declared BIPOC Parks Ambassadors.</p>		
2	TASK NAME: Story Strolls	COMPLETION DATE (M/Y): 12/2020
<p>DESCRIPTION &amp; OUTCOMES:</p> <p>Description: We will work with CRWD, Lower Phalen Creek Project and others to develop “Story Strolls” as a way to provide passive programming to community members while educating them about water quality, plants and animals, indigenous history and more.</p> <p>Outcomes: We will produce a minimum of 2 story strolls and will have these rotate around the city to at least 4 different park locations, provided that they are printed and ready by the end of August 2020.</p>		
3	TASK NAME: Evaluation	COMPLETION DATE (M/Y): 12/2020
<p>DESCRIPTION &amp; OUTCOMES:</p> <p>Description: We will conduct interviews, surveys and observations to assess the success and results of the BIPOC Parks Ambassadors program. We will have a QR code on our stroll strolls, to estimate the number of people who have engaged with our stories.</p> <p>Outcomes: At least 80% of surveyed BIPOC Parks Ambassadors participants will indicate that they feel more connected to their natural environment, more educated about water, and more empowered to protect and/or improve water quality in their area. We will have at least 50 people use the QR code from our story strolls.</p>		

**PROJECT EXPENDITURES**

LIST PROJECT EXPENSES BY TASK.

TASKS	PERSONNEL / STAFF COSTS	OTHER EXPENSES (MATERIALS / SUPPLIES)	EXPENSE TOTALS
TASK 1: BIPOC Parks Ambassadors	\$ 10,000.00	\$ 4,000.00	\$ 14,000.00
TASK 2: Story Strolls	\$ 1,000.00	\$ 2000.00	\$ 3,000.00
TASK 3:Evaluation	\$ 500.00	\$ 0.00	\$ 500.00
TASK 4:	\$ 0.00	\$ 0.00	\$ 0.00
TASK 5:	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTALS</b>	<b>\$ 11,500.00</b>	<b>\$ 6,000.00</b>	<b>\$ 17,500.00</b>

**PROJECT FUNDING**

LIST PROJECT FUNDING BY TASK.

NOTE: TOTAL PROJECT EXPENDITURES SHOULD MATCH TOTAL PROJECT FUNDING.

TASK	APPROVED CRWD FUNDING	FUNDING FROM OTHER SOURCE	FUNDING TOTALS
TASK 1: BIPOC Parks Ambassadors	\$ 10,500	\$ 3,500.00	\$ 14,000.00
TASK 2: Story Stroll	\$ 2000.00	\$ 1,000	\$ 3,000
TASK 3: Evaluation	\$ 0.00	\$ 500.00	\$ 500.00
<b>TOTALS</b>	<b>\$ 12,500.00</b>	<b>\$ 5,000</b>	<b>\$ 17,500.00</b>



## Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104

T: 651-644-8888 • F: 651-644-8894 • [capitolregionwd.org](http://capitolregionwd.org)

## Communications Toolkit for Capitol Region Watershed District Grants

Attachments: [CRWD Logo Files and Guide zipped folder](#)

### Mission and About

**CRWD's mission:** To protect, manage and improve the water resources of Capitol Region Watershed District and Mississippi River.

Capitol Region Watershed District (CRWD) is a local unit of government dedicated to protecting, managing and improving the water resources within the 40 square-mile District, which includes parts of Saint Paul, Roseville, Maplewood, Lauderdale and Falcon Heights. CRWD works across geographic and political boundaries to protect the health of the District's lakes, wetlands, streams and the Mississippi River through monitoring, regulation, planning and action.

#### *Tips for writing about CRWD:*

- Check your spelling – it's Capitol Region (not capital)
- Don't use "the" before Capitol Region Watershed District or CRWD.
- Please use the full spelling if there is only a single mention.

### Logo and Color Use

Please refer to CRWD's Logo Guide for use of the District's logo and use logo files from the attached zip folder. Don't change or alter the logo in any way.

### Photography & Video

All individuals in photos and videos must sign a photo release. Please list Capitol Region Watershed District as a user on all photo and video releases. Including captions on videos is encouraged. Contact CRWD grant program staff if you would like to use our photo release template.

### Social Media Channels

Facebook [@CapitolRegionWD](#) ■ Twitter [@CapitolRegionWD](#)

Instagram [@capitolregionwatershed](#) ■ LinkedIn [@Capitol Region Watershed District](#)

### Social Media Posts and Events Promotion

Tag Capitol Region Watershed District on social media channels for programs and events supported by grant funding by using the statement below. CRWD may repost or share programs and events that are supported by grant funding.

This program is supported in part by Capitol Region Watershed District.

### Questions about Digital Communications?

Please contact CRWD Communications Associate Mary Van Sant ([mvansant@capitolregionwd.org](mailto:mvansant@capitolregionwd.org)) with questions or for collaboration.