

MATERIALS FOR RECRUITMENT OF ORGANIZATIONS

Recruitment email to organizations



Project purpose

The Metropolitan Council is a regional body that oversees all the Twin Cities regional wastewater, metropolitan transit, housing projects, and regional planning efforts. The Council is working on the creation of *Imagine 2050*, the long-range plan to guide growth and development through the year 2050. *Imagine 2050* includes the vision for the region and policies designed to meet that vision within the Council's statutory authorities. We are looking for advice from residents who will live in the region in 2050. Young people are these future residents! The Council will partner with six organizations, each connecting with eight to ten leaders aged 14-24. The meetings will be held at the organization's location to reach young people close to where they live. The information/feedback will be shared with Council policy makers and staff.

Project goals

- Embed young people's perspectives in the 2050 Development Guide Process
- Create relevant, credible engagement to help policy makers understand the future of the region
- Build Council capacity to better include youth leadership, expertise, and experience
- Widely disseminate young leaders' ideas and engagement results
- Further build young leaders' practice of civic engagement and policy work

To apply:

Complete this online declaration of interest by **December 12, 2022**.

What will leaders and the organization get from the project?

- Fun activities, a chance to dream about the future, and a way to connect to policy makers
- A central voice in shaping the guiding values of regional policy affecting housing, transportation, parks, and water
- A chance to build engagement and leadership skills in the real world
- A chance to talk to people in your community and make sure their ideas are heard
- A chance to build networks with policy makers and early career mentors
- A stipend for the organization (\$10,000) and each youth leader (\$750)

Participation eligibility

An organization is eligible to declare interest in participation if it has existing young people’s leadership development. This may include youth development organizations, non-profits, colleges, schools, or other organizations with a young people’s leadership development component.

Project description

What are young people’s perspectives about the greater Twin Cities region now and in the future? What do they need from the region where they live now and as they become adults?

This project will elevate young leaders’ perspectives to generate high-quality engagement data through a process that their trusted organization and youth leaders help design. Young people will work with early career professionals and have opportunities to meet regional policy makers to share their ideas.

Each organization will recruit a cohort of 8-10 leaders ages 14-24. Meetings will be held at the organization. Total engagement time will be approximately 30 hours (including independent work), but this will be structured to fit the scheduling needs of participating young leaders and the organization.

Timeline: Primary project activities will occur between February and June 2024

| Date | Action | Result |
|-------------------|--|---|
| By January 4 | Selection of collaborating organizations. | Planning team in place. |
| By January 31 | Two planning meetings with the Council. | Plan workshop structure. |
| March 1 to May 30 | Activities to understand present and future youth needs, perspectives. | Policy advice from young leaders and organizations. |
| April 1 – June 30 | Collaborative review, presentation to policy makers. | Ensure clarity on young leader recommendations, policy makers understand recommendations. |
| Summer 2024 | Final report, information about how advice was used, future activities based on pilot program. | Accountability by the Council, future ways for interested young people and organizations to connect with the Council. |

Instructions and criteria for selecting organizations

This set of criteria was used to select organizations who submitted a declaration of interest for participation in the 2024 Young Leaders Collaboration.

Guiding criteria

1. Select the group of organizations based on organization capacity **and** creating geographic and social diversity.
2. Select alternates for each geographic region based on acceptable candidates.

Organizational criteria

- A. Capacity to successfully recruit 8-10 young leaders ages 14-24 living in the region to complete all activities (about 30 hours of work total).
- B. Contribution to geographic diversity of the project.
- C. Commitment to the outcomes/values of the research project (cultivating young leaders' interest in civic engagement, policy, and research).
- D. Contribution to the social diversity of the project (We seek diverse perspectives to weigh in on regional issues and the Metropolitan Council systems and policies from young people across race, ethnicity, income, national origin, and ability).

Additional information:

The application was written to create minimum barriers for participation for the organization. As a result, the information on the application is not extensive. I encourage you to review their website and draw on your community knowledge in scoring the applicants.

Once we have selected a cohort of organizations to reflect diverse geographies in the region and they have accepted, each organization will begin the process of recruiting young leaders, solidifying a meeting space and time, and prepared to coordinate with Metropolitan Council staff.

Outlining responsibilities of the sponsor and participating organizations

Organizations participating in the Young Leaders Collaboration needed to know what was expected of them and the youth participants. At the same time, the government agency needed to be transparent about what it would do, what the organization and youth would receive for participating, and how the agency would be accountable. The procurement process did not have these aspects of accountability and trust building. This document was intended to be the complete contract. However, due to rules within the Metropolitan Council organization, it became an addendum to the contract. The Met Council YLC team discussed this memo with the organization in the “get to know you” meeting.

Understanding of Collaboration

Between
Metropolitan Council (Council)
and
[Youth Serving Organization] (Contractor)

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Council and the contractor to serve as a community partner in the Metropolitan Council Youth Cohort. The relationship between the Council and the contractor aims to facilitate the community organizations’ youth participants to engage in the Youth Cohort curriculum and experiences. The outcome of the youth cohort will be policy recommendations developed from youth participants’ perspectives to help guide the 2050 regional planning process.

Background

The regional comprehensive planning process takes place every ten years with the purpose of creating a shared regional vision for the Twin Cities seven-county metropolitan area. A comprehensive plan is a long-range planning document that describes the broad vision for the future of a community by addressing key elements such as land use, transportation, water resources, housing, and parks and trails. The comprehensive plan provides the opportunity for a regional approach to solving complex problems, develop programs and policies to address emerging opportunities and challenges, and fostering orderly economic and community development in the Twin Cities region. While the comprehensive planning process engages with a variety of stakeholders in diverse geographies, youth constituencies and their perspectives have been absent in the regional planning process. This project aims to incorporate young leaders’ voices, values, and policy recommendations in the 2050 regional development guide planning process to ensure that youth perspectives are considered in regional planning.

Purpose

This MOU will help to gather and develop the perspectives and values of young people into policy recommendations. These policy recommendations will assist Council staff in incorporating youth priorities while developing the 2050 comprehensive plan.

The above goals will be accomplished by undertaking the following activities.

Contractor responsibilities

Give advice and participate in data analysis:

1. Meet with Council project team members twice before the workshop experience begins and once after the experience.
2. Coordinate with young leaders to ensure participation in all workshop meetings and curriculum.
3. Maintain confidentiality of young peoples' voices within the process as appropriate.
4. Coordinate locations for workshops, and coordinate with Council staff to set dates and times of these meetings. Provide meeting location and at least one staff member onsite during meetings between Council staff and young leaders.

Provide organizational and logistical expertise:

5. Recruit between 8 and 10 young people, ages 14-22, to participate who are available for all the workshop experiences. The workshops will be held at dates and times that will be finalized with the organization later for an estimated 30-hour total commitment by young leaders.
6. Assist the Council in designating youth leader participants.
7. Recruit members of the community organization to have a staff presence to help with logistics and supporting participants from their youth community organization.
8. Collect signatures for waivers by all participants before the workshop date.
9. Ensure participants are present and engaged in all workshops, activities, and curriculum.
10. Aid in identifying young leaders from the organization's participants to speak to council members, advisory committees, and council staff to present youth perspectives, values, and policy recommendations for the 2050 regional planning process.
11. Present invoice for total consultant fee at the end of the collaboration period. (\$10,000 plus \$750/young leader participant).
12. Distribute \$750 stipend to young participants upon successful completion of the workshops.

Council responsibilities

13. At the completion of these tasks, the organization will be paid \$10,000 plus \$750/young leader successfully completing their portion of the project. The organization will be paid in two parts. The first will be \$5,000 plus \$750/young leader. The second payment of \$5000 will be made immediately after evidence of successful distribution of young leader funds. Additionally, the Council will attend to details of:

Curriculum and engagement

14. Organize meetings with each community organization before the start of workshops.
15. Deliver a high-quality workshop experience that provides a space to learn about the Metropolitan Council, the Regional Comprehensive Planning process, and empowers young leaders to provide policy recommendations that reflect their values and priorities.
16. Value youth input and mentor youth on communication, collaboration, and other skills.
17. Allow a space for young leaders to present their policy recommendations and perspectives to relevant council members and staff.
18. Make findings available to stakeholders in ways that are useful and accessible to the community organizations.

Logistics

19. Maintain attendance and project completion checklist for all young leaders.
20. Present a certificate of completion to each young leader who completes the workshop.
21. Council staff and research team will meet with community organizations before and after the workshops.
22. Arrange food during the in-person workshop events.

23. Provide compensation for organization and youth effort while being good stewards of taxpayer money.
24. Demonstrate a process to ensure the safety of youth through background checks of all Council engagement staff and appropriate protection of participants' rights.
25. Reimburse reasonable expenses for time, expertise, transportation, and food.
26. Deliver youth presentations to Council members, policy experts, and relevant community development staff between April 30 and June 30, 2024. Exact dates to be determined in conversation with community organization.

Reporting

A principal council engagement staff member will evaluate effectiveness and adherence to the agreement. Evaluation will happen on or before July 1, 2024.

Funding

At the completion of these tasks, the contractor will be paid \$10,000 plus \$750 per young leader completing the program within 30 days of receipt of invoice. Payment will be in two parts, as stipulated above.

Conversation framework to understand organization needs

Introduction to the framework

No organization is alike, and youth participating in organizations have different goals, experiences, and identities. This conversation template was used to help the agency tailor the Young Leaders Collaboration to the organizations and youth's goals for participation. The meeting was an opportunity to share the YLC curriculum and answer questions. The Metropolitan Council requested that youth and adult leaders be present at this conversation. The Understanding of Collaboration was shared in this document.

Get to know you conversation

At our meeting, we'll review the phases of activities we've developed for the collaboration (the pdf sent to you). We are open to modifications from you to help meet the goals of the collaboration.

We want to learn more about the young people in your organization and your goals for participation.

Tell us what you want to get out of our collaboration.

1. What experiences have young leaders in your organization had that they could draw from for this work? What are their strengths? What are they confident about?
2. What would be the best schedule for youth? We need up to 20 hours of together collaboration time, including presentations. This needs to be completed by the end of May. Additionally, youth will work together and in the community on projects independently for 10-15 hours between program start.
3. We work in five policy areas. Are any of these of special interest to your group?
4. What do we need to be aware of to make this a successful collaboration?
5. What do you need to know from us?

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Go over this information in meeting:

Goals of the collaboration:

- Foster youth capacity for civic engagement and policy work.
- Build Met Council capacity to value youth leadership, expertise, and experience.
- Create relevant, credible engagement to understand the future of the region.
- Embed equity in the regional development guide vision process.
- Widely share youth perspectives and communicate how their ideas were incorporated in the regional development guide.

Expectations of your organization and of the Met Council:

Note: some small details may change due to contract requirements in procurement. This is not the contract but provides key details.

Your responsibilities:

Give advice to create a successful experience:

- Meet with Council project team members twice before the workshop experience begins and once after the experience.
- Coordinate locations for workshops, and coordinate with Council staff to set dates and times of these meetings. Provide meeting location and at least one staff member onsite during meetings between Council staff and young leaders.

Provide organizational and logistical expertise:

- Recruit between 8 and 10 young people, ages 14-22, to participate who are available for all the workshop experiences. The workshops will be held at dates and times that will be finalized with you for an estimated 30-hour total commitment by young leaders. At least ten of these hours will be independent work without Council staff. Collect signatures for waivers by all participants before the workshop date.
- Ensure participants are present and engaged in all workshops, activities, and curriculum. If projects and time in meetings are not completed, the Council will not pay stipend funds for the youth who did not complete the work.
- Provide transportation or ensure youth can go to one visit to Council offices to present to Council members, advisory committees, or Council staff.
- Present invoice for total consultant fee at the end of the collaboration period. (\$10,000 plus \$750/young leader participant).
- Distribute \$750 stipend to young participants upon successful completion of the workshops. Ensure each young leader receives appropriate tax documentation in January 2024.

Council responsibilities

- At the completion of these tasks, the organization will be paid \$10,000 plus \$750/young leader successfully completing their portion of the project. The organization will be paid in two parts (pending Council procurement approval). The first will be \$5,000 plus \$750/young leader. The second payment of \$5000 will be made immediately after evidence of successful distribution of young leader funds. Additionally, the Council will attend to details of:

Curriculum and engagement

- Convene meetings with each community organization before the start of workshops.
- Deliver a high-quality collaboration experience that provides a space to learn about the Metropolitan Council, the Regional Development Plan process, data analysis, priority setting, and personal experience. Collaboration empowers young leaders to provide policy recommendations that reflect their values and priorities.
- Value youth input and mentor youth on communication, collaboration, and other skills.
- Create a space for young leaders to present their policy recommendations and perspectives to relevant Council members and staff.
- Make findings available to stakeholders in ways that are useful and accessible to the community organizations.

Logistics

- Maintain attendance and project completion checklist for all young leaders.
- Present a certificate of completion to each young leader who completes the workshop.
- Council staff will meet with community organizations before and after the workshops.
- Arrange food during the in-person workshop events.
- Provide compensation for organization and youth effort while being good stewards of taxpayer money.
- Demonstrate a process to ensure the safety of youth through background checks of all Council engagement staff and appropriate protection of participants' rights.
- Deliver youth presentations to Council members, policy experts, and relevant community development staff between April 30 and June 30, 2023. Exact dates to be determined in conversation with community organization.

Evaluation

A principal Council engagement staff member (Darcie Vandegrift or Gaby Olvera) will evaluate effectiveness and adherence to the agreement. Evaluation will happen on or before August 1, 2024.

Funding

At the completion of these tasks, the contractor will be paid \$10,000 plus \$750 per young leader completing the program within 30 days of receipt of invoice. Payment will be in two parts, as stipulated above.