



**OFFICE OF THE
CHIEF FINANCIAL OFFICER**
Office of Development and Grants

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1026
Detroit, Michigan 48226

Phone 313•628•1258
Fax 313•224•0542
www.detroitmi.gov

July 9, 2025

The Honorable Detroit City Council
ATTN: City Clerk Office
200 Coleman A. Young Municipal Center
Detroit MI 48226

RE: Request to Accept a Donation of In-kind Technical Assistance

The Urban Institute has awarded a donation of in-kind Technical Assistance, to the City of Detroit Planning & Development Department (PPD), valued at \$45,000.00. There is no match requirement for this donation.

The objective of the donation is to provide technical assistance to increase the department's understanding of foundational equity concepts, equity-driven, evidence-based approaches to advancing local community engagement and resources across data, community engagement, and other policy-specific domains.

I respectfully ask your approval to accept this donation in accordance with the attached resolution.

Sincerely,

DocuSigned by:
Terri Daniels
4D2BEE23C8D489...

Terri Daniels
Director of Grants, Office of Development and Grants

DocuSigned by:
Donald R. Johnson
34E0071313554A4...
Office of Budget

CC:
Sajjiah Parker, Assistant Director, Grants



Office of Development and Grants

RESOLUTION

Council Member _____

WHEREAS, the Planning & Development Department (PPD) has been awarded a donation of in-kind Technical Assistance, from Urban Institute, valued at \$45,000.00; and

WHEREAS, this request has been approved by the Office of Budget; now

THEREFORE, BE IT RESOLVED, that the Planning & Development Department is hereby authorized to accept a donation of in-kind Technical Assistance, from Urban Institute.



Scope of Work for Urban Institute’s Advancing Local Equity Initiatives Cohort

Urban Institute (Urban) will serve as the training and technical assistance (TTA) provider to the Advancing Local Equity Initiatives cohort. The period of performance for this TTA will be from **March 4, 2025 to September 30, 2025.**

Urban’s TTA leads for this engagement are:

- Karolina Ramos, Policy Program Manager kramos@urban.org
- Olivia Soledad, Policy Program Associate osoledad@urban.org
- Tianna Newton, Policy Program Associate tnewton@urban.org

This work will additionally be supported by the below Urban staff, in addition to yet to-be-determined subject matter experts who will offer ad hoc advising to be responsive to specific needs and priorities of each locality:

- Celina Barrios-Millner, Co-Vice President cbarriosmillner@urban.org
- Lee Evans, Technical Assistance Coordinator levans@urban.org
- Adriana Vance, Research Analyst avance@urban.org

The project coordinator for **Detroit, Michigan** for this engagement is:

- Aaron Goodman, Manager, Community Benefits Ordinance, City of Detroit goodmana@detroitmi.gov

Urban will provide TTA to the following cohort of pre-identified cities and counties, with representation from municipal departments spanning planning, civil rights, and data, among others:

- Cleveland, Ohio
- Detroit, Michigan
- Genesee County, Michigan
- Montgomery County, Maryland
- San Francisco, California

As a result of the TTA provided by Urban, participants from each of the five community teams will achieve the following learning goals of increasing understanding of:

- Foundational equity concepts and definitions, such as distinctions between distributional and procedural equity, and their applications in policy and government contexts;
- Equity-driven, evidence-based approaches to advancing local community engagement and data initiatives;
- Best practices for integrating community engagement into multiple aspects of policymaking;



- Available data resources, including dashboards and individual metrics, that can complement local data to help departments monitor progress and program impact;
- Strategies for streamlining metrics into a set of headline indicators to monitor progress and program impact;
- Resources across data, community engagement, and other policy-specific domains via the Equity Resource Navigator that can be applied to ongoing local initiatives.

To achieve these learning goals,

Urban will:

- Host workshops with all cohort members featuring key concepts, resources, templates, and activities for localities to apply to local data and community engagement efforts, drawing upon materials from the Equity Resource Navigator, Community Engagement Resource Center, Upward Mobility Initiative, and other resources from Urban and peer institutions;
- Host recurring 1:1 team meetings with each locality to advance specific local goals, address questions and offer advisory support on local data and community engagement efforts;
- Arrange ad hoc advisory meetings and trainings with other subject matter experts both within Urban and from external peer institutions to address specific needs and interests from cohort members;
- Arrange peer learning opportunities within and outside of workshops for cohort members to share expertise, learnings, and project milestones with each other;
- Curate and share materials (PPT presentations, workshop recordings, templates and toolkits) with cohort members for continued reference;
- Conduct brief surveys and offer regular opportunities for feedback from cohort members to ensure workshop curricula, advisory sessions, and resources offered align with local needs;
- Synthesize key learnings and findings from localities' engagement and deliverables to share with our funder, the Gates Foundation, and with locality approval, in public-facing materials on the Urban website e.g. blogs, fact sheets.

Cohort participants will:

- Commit to having at least two team members, one of them being the project coordinator, regularly participate in workshops and individual team meetings;
- Prepare project updates, questions for Urban staff and other advisors, and relevant materials for discussion at regularly scheduled individual team meetings;
- By September 2025, produce a deliverable that responds to a local/departmental need and reflects learnings from the cohort engagement. Deliverables could include, but are not limited to, the below:



- A departmental theory of change for a particular data and/or community engagement initiative or embedded practice
- A set of metrics to inform local dashboards, program measurement, and/or public accountability efforts
- An engagement plan for a data interactive, community survey, or other community-focused outreach initiative
- A set of common equity definitions and/or practices to guide inter-departmental programming or policymaking

Program Valuation

Urban is offering this TTA engagement as a pro bono program. The value of this programming is estimated to be \$45K per locality, reflecting:

- Staff time for core team of six Urban staff for:
 - TTA strategy and programming development
 - Workshop content development and delivery
 - Recurring meetings with each locality, including collaborative agenda-setting, preparation, and follow-ups
- Advising time for non-core staff subject matter experts to deliver additional trainings, support one-on-one advising, and curate and share tailored materials and resources on relevant data and community engagement topics

Promotion and Dissemination

Localities may be interested in sharing their participation in this program or engagement with Urban through a press release, social media posts, or other public-facing communications. While localities are welcome to share products, outcomes, or commitments emerging from this TTA engagement through their communications channels, as of March 2025, Urban's communications team's guidance on program promotion is that Urban not be named in any partner press releases or external communications.

Our priority in this time is that local partners can advance equity-driven work with limited additional scrutiny that may prompt unintended funding risks in our current federal policy environment. At this time, Urban does not plan to publicly promote this TTA engagement, but may consider promotion if the policy environment and risk level evolves over time. In the event that promotion plans change, prior approval would still be required in order to share Urban or our funder's name in external communications related to the engagement.