

# City of Minneapolis

## Request for Committee Action

**To:** Health, Environment & Community Engagement  
**Date:** 7/25/2016  
**Referral:** Ways & Means  
**From:** Neighborhood & Community Relations  
**Lead Staff:** David Rubedor, Director, Neighborhood and Community Relations  
**Presented by:** Donald Joseph, Deputy Director, Neighborhood and Community Relations  
**File Type:** Action  
**Subcategory:** City Policy

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**Subject:**

Adopt revised Community Participation Program Guidelines and 2017-19 Program Allocations

**Description:**

1. Adopting the revised Community Participation Program (CPP) Guidelines. The CPP Guidelines identify how neighborhood organizations can use CPP funds to identify and act on neighborhood priorities, influence the City's decisions, and increase involvement in civic and community life.
2. Approving three-year funding allocations identified in Appendix B of the CPP Guidelines for a total of \$12.32 million. The allocations would be capitalized with revenue from the Consolidated Redevelopment Tax Increment Financing District.
3. Authorizing appropriate City officials to enter into contracts consistent with the approved CPP Guidelines.

**Previous Actions:**

- On December 10, 2010, the City Council approved the Community Participation Program Guidelines and a \$3 million allocation for neighborhoods for 2011.
  - In October 2011, the City Council extended funding support for the CPP through June, 2012 with an additional allocation of \$1,500,000.
  - On March 30, 2012, the City Council approved the revised Community Participation Program Guidelines and allocations of \$6.56 million for June 2012 to December 2013.
  - On August 2, 2013, the City Council approved \$11.4 million three year allocation of Consolidated Redevelopment Tax Financing District funds to be allocated to neighborhood organizations according to the three-year schedule for the years 2014, 2015, and 2016.
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**Ward/Address:**

All Wards

**Background/Analysis:**

NCR began a process to review and revise the CPP Guidelines in October 2015. The overall goal of these revisions was to make the Guidelines more readable and useful, and to provide clearer standards and expectations for funded neighborhood organizations. Following is a summary of the major changes in the CPP Guidelines from the 2014-2016 guidelines:

## Major Policy Changes

### Program Purposes:

- Inclusion of the Blueprint for Equitable Engagement strategies
- Inclusion of community building and placemaking activities

**Adoption of Public Standards** for governance, transparency, inclusion, membership, leadership and participation.

- Minnesota Council of Nonprofits *Principles for Nonprofit Organizations*
- Charitable Review Council *Accountability Standards*
- *Robert's Rules of Order Newly Revised*

### Additional Standards and Expectations:

- Participation in meetings, conflicts of interest, and notice of meetings
- Financial policies and reports

### Annual Meeting and Board Elections

- Elimination of Voter ID requirement
- No pre-screening of candidates for Board Eligibility

### NCR Initiated Review:

- Added a procedure for NCR Department to initiate a review of a neighborhood organization for compliance with the Guidelines

### Eligible Uses for Funds

- Added Americans with Disabilities Act compliance

### Allocations

- Minimum \$25,000 annual allocation per neighborhood organization
- Additional annual allocation of \$900 per neighborhood organization to cover the cost of Directors and Officers insurance premiums

### Clarified and Improved Process for Neighborhood Priority Plans

- Language on what activities can constitute and how to include a neighborhood priority plan

## Details on Policy Changes

1. Updates to program purposes to reflect NCEC input and adoption of the Blueprint for Equitable Engagement (approved by the City Council May 27<sup>th</sup>, 2016). The update to the language also recognizes and encourages neighborhood organization use of creative placemaking.
2. Moved the "Standards and Expectations" section to a new section later in the document, and significantly revised and expanded the Standards and Expectations to more directly address issues frequently addressed by NCR:
  - Identified general standards and expectations for governance, transparency, inclusion, membership and participation.
  - Provided specific standards and expectations for participation in meetings, conflicts of interest, and notice of meetings.

- Provided specific standards and expectations for annual meetings and board elections, including requirement that an alternative to photo-id must be provided for residency verification.
  - Provided standards and expectations for financial policies and reports.
  - Identified publicly available standards that NCR will use as reference when needed to provide further interpretation of standards and expectations.
3. Revised the application section. The intent of revisions is to clarify language and make the application more readable.
  4. Clarified the section on “Neighborhood Priority Plans.”
  5. Added a new section on the process the NCR Department will follow to review neighborhood organization compliance with the Guidelines in absence of a grievance.
  6. Clarified the grievance section.
  7. Updated Appendix A to reflect updated data used in the funding formula. In addition, there will now be a minimum \$25,000 annual allocation per neighborhood organization, and an additional annual allocation of \$900 per neighborhood organization is provided to cover the cost of Directors and Officers insurance premiums.

### **The Community Engagement Process**

On February 8, 2016, NCR staff sent a notice to all funded neighborhood organizations that NCR was proposing revisions to the Community Participation Program Guidelines for the 2017-2019 funding cycle, and would be hosting two informational meetings (on February 24 and March 29, 2016). The notice included clean and redline versions of the draft Guidelines showing NCR’s proposed changes for review. During this period, NCR reviewed proposed revisions with the Neighborhood and Community Engagement Commission (NCEC), and the Neighborhoods 2020 Committee of the Commission.

The feedback from the informational meetings, meetings with neighborhood organizations and feedback from the NCEC resulted in further revisions to the Guidelines.

On May 6, 2016, NCR staff sent the updated draft CPP Guidelines to all funded neighborhood organizations for a formal 45-day review and comment period NCR also reviewed the revised CPP Guidelines with the NRP Policy Board on May 17, 2016. NCR received eight written comments on the Guidelines.

Following the review and comment period, NCR again reviewed the CPP Guidelines with the NCEC on June 28, 2016. Comments from neighborhood organizations and the NCEC were incorporated in the most recent revised CPP Guidelines. The CPP Guidelines will be reviewed by the NRP Policy Board on July 21, 2016, and any comments will be forwarded to the City Council.

### **Financial Review:**

#### **Select financial statement.**

**Future budget impact anticipated.**

The three-year allocations of \$12.32 million for the program capitalized through revenues from the Consolidated Redevelopment Tax Increment Financing District.

**Approved by the Permanent Review Committee.**

**Meets Small and Underutilized Business Program goals.**

### **Attachments:**

1. Community Participation Program Guidelines
2. Three-year allocations for program years 2017-2019