
MEMORANDUM

TO: NCEC Commissioners
FROM: Robert Thompson, NCR staff
DATE: September 16, 2011
CC: David Rubedor
RE: Agenda item # 3 – CPP Guidelines Revision Work Plan

Action Requested: None. Informational only

The Community Participation Program (CPP) Guidelines will need to be revised prior to the 2012/2013 program year for the following reasons:

- The guidelines will need to comply with NRP statutory requirements.
- The guidelines will need to address equity principles proposed by the NCEC to the extent possible.
- Minor technical changes due to lessons learned during implementation of the 2011 guidelines.

One particular theme identified from earlier community engagement is that major changes to the CPP are unwarranted and unnecessary. As a result, the initial draft revisions to the guidelines will assume maintaining the core purposes of the CPP while making the minimal changes necessary to comply with NRP statutory requirements.

WORK PLAN

- Initial Draft of CPP Guidelines. NCR staff will prepare a draft set of guidelines for community review. The draft will include revisions necessary to comply with NRP requirements, and suggestions for technical changes based on lessons learned. Our intent in this first draft is to preserve the core of the program and keep changes to a minimum, while also balancing need to meet NRP statutory requirements. Staff will also assume no CIF and NIF program, at least for 2012 and 2013, and opening up CPP guidelines to allow project funding.
- Draft Work Plan and Community Engagement Process. NCR staff will prepare a provide a draft work plan, including a set of guiding questions for neighborhood feedback based on the questions presented to the Commission at the August 23 meeting of the NCEC.
- CoW review of Work Plan. The NCEC Committee of the Whole (CoW) will review the community engagement process on September 14, 2011. Staff will incorporate feedback on the community engagement process and on guiding questions.
- NCEC Review of Work Plan. The CoW will present proposed community engagement process to full NCEC at the full meeting of the NCEC on September 27, 2011.
- Communication to Stakeholders. If the community engagement process is approved, draft guidelines will be sent out to neighborhood organizations for review, along with guiding questions. This information will also be posted on NCR website, with notice and links in the inTouch newsletter.

- Deadlines for Neighborhood Organization Review. NCR staff will prepare and send materials to neighborhood organizations by Friday, September 30, 2011. Review and comment period will run through Friday, November 18, 2011.
- Informational Meetings. NCR staff will organize two informational meetings, one in early October, one in early September, so neighborhood organizations and other stakeholders can ask questions. Feedback will not be taken at the meetings. NCR staff will also be available for neighborhood meetings upon request.
- Neighborhood Staff meeting. NCR staff will organize an information meeting for staff and key volunteers of neighborhood organizations to provide relevant information to help guide board discussions on revised guidelines.
- Feedback in Writing. During the feedback period, organizations or individuals can submit comments in writing to the NCR office.
- Allocation Formula. The NCEC Committee of the Whole will address allocation formula issues during October and November CoW meetings.
- Analysis of Feedback. Following the feedback period, NCR staff will organize and consolidate comments, and make initial revisions to Guidelines based on those comments. Staff will provide draft analysis of feedback and draft revisions to the guidelines at the December 12, 2011 CoW meeting. NCR staff and NCEC CoW may propose an additional meeting to discuss guidelines.
- NCEC Review of Draft Guidelines. Revised guidelines will be sent to NCEC for approval at the full NCEC meeting in December 2011.
- NRP Policy Board Review and Approval of Draft Guidelines
- City Council. NCEC approved guidelines will go to City Council following NRP Policy Board approval.
- Roll Out. City Council approved guidelines will be rolled out to eligible organizations in January or February by mail, email, and posting on website.

COMMUNICATION PLAN

The goal of communications for this process will be to:

- (1) Keep neighborhood organizations and other stakeholders informed of the process;
- (2) Solicit useful input and feedback on revisions to CPP guidelines;
- (3) Create a feedback loop to keep stakeholders aware of how their input was used to develop the final recommendations.

To accomplish this, NCR staff will:

- (1) Set up a page on the NCR website to provide upcoming meeting dates, provide a mechanism for input and feedback, track input and feedback, provide the final recommendation, and inform stakeholders on how their input was used in achieving the final recommendation.
- (2) Call neighborhood organizations to ask that they include Guidelines discussion on their Board agenda.

- (3) Notify neighborhood organizations by postal mail and/or email on the process and upcoming meetings.
- (4) Provide context for neighborhood organizations for community feedback through meeting with neighborhood staff.
- (5) NCR staff will identify a representative sample of neighborhoods and follow up as necessary to encourage feedback, including attending neighborhood organization board meetings. Organizations will be sampled for neighborhood population, diversity, neighborhood income, neighborhood organization revenues (total), and geographic distribution.

Role of Commissioners in Community Engagement:

- (1) Help inform neighborhood organizations and other stakeholders of the opportunities for feedback and encourage participation in the informational meetings.
- (2) Encourage neighborhood organizations and other stakeholders to provide feedback in writing directly to NCR.
- (3) Refer to this work plan when answering questions about the community engagement process.
- (4) Refer technical questions about the guidelines, allocations, or contracts to NCR staff.
- (5) "Turn questions around" in order to encourage good feedback. For example, if someone asks "why aren't rain gardens an eligible expense," turn the question around by saying "what do you think? This is why your feedback is important."

GUIDING QUESTIONS

- (1) What about the submission process worked well for you in 2011?
- (2) What about the submission process could be improved?
- (3) What opportunities did the program funding provide?
- (4) What barriers did the program funding present?
- (5) What would you keep about the program?
- (6) What would you change?