

The 2012-13 Community Participation Program

For Minneapolis Neighborhood Organizations

Neighborhood funding for 2012 and 2013 requires two types of documents, the Community Participation Plan and Neighborhood Priority Plans. The Community Participation Plan describes the process an organization will use to increase involvement of neighborhood stakeholders, and is required to receive funding (see Section IV below). The Community Participation Plan is similar to the initial submission neighborhood organizations first provided in 2011. The Neighborhood Priority Plan is a new type of document that is developed with stakeholders (see Section V below). It defines the vision and goals for a neighborhood or a group of neighborhoods to work with the City and other partners to achieve defined goals. There is no prescriptive process or template for creating a Neighborhood Priority Plan but you are encouraged to work with the NCR Department as you begin this process. The NCR department has the experience and resources to help neighborhoods as they start this process.

Each neighborhood organization submits a single Community Participation Plan at the beginning of each funding cycle. A neighborhood organization will participate in developing one or more Neighborhood Priority Plans during each funding cycle, and may do so in partnership with other organizations.

CITY OF MINNEAPOLIS

Neighborhood and Community
Relations Department



Community Participation Program Guidelines

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To Submit Your Neighborhood Proposal:

We will accept and review submissions starting Monday, April 16, 2012.

Neighborhood organization submissions are due by Friday, June 15, 2012 for funding to start in July.

You may either email your submission to:

ncr@minneapolismn.gov (preferred)

or you may mail it to:

NCR
City of Minneapolis
Tri Tech Center, Room 220
331 2nd Avenue South
Minneapolis, MN 55401

Checklist:

1. Your organization's name and contact information;
2. A narrative submission (see page 6, Section IV);
3. A budget (see Appendix D). If you need help preparing a budget, please call NCR staff at (612) 673-3737;
4. A current copy of your bylaws;
5. Date of board approval of proposal.

2012-13 COMMUNITY PARTICIPATION PROGRAM GUIDELINES

I. COMMUNITY PARTICIPATION PROGRAM

A. Program Purposes

The Community Participation Program (CPP) provides funding to encourage and support participation through Minneapolis neighborhood organizations. These guidelines direct how at least \$3,000,000 per year will be provided to recognized Minneapolis neighborhood organizations for community participation activities in the following key areas: (1) identifying and acting on neighborhood priorities; (2) influencing City decisions and priorities; and (3) increasing involvement.

1. Identifying and Acting on Neighborhood Priorities

As partners in building a better city and creating vibrant, safe, welcoming and livable spaces, neighborhood organizations and the City each have unique roles in identifying and acting on neighborhood priorities. Neighborhood organizations will from time to time prepare and submit Neighborhood Priority Plans as a way of directing neighborhood CPP project funds or providing input to City plans and budgets (see Section V: Neighborhood Priority Plans, below.)

2. Influencing City Decisions and Priorities

City decision-making is improved when we involve those most affected by these decisions. The City's core principles of community engagement state that those who are affected by a decision have a right to be involved in the decision-making process. Through partnering with neighborhood organizations, the City of Minneapolis can better reach—and be informed by—the people who are most affected by City decisions.

3. Increasing Involvement

The City and neighborhood organizations are better able to develop meaningful strategies—and successfully implement those strategies—when more people are informed and involved. The City and neighborhood organizations will work to maximize the involvement of residents and other stakeholders.

About Minneapolis Neighborhood Organizations

- Minneapolis has more than 80 residential neighborhoods, represented by 71 established neighborhood organizations.
- While most organizations represent a single neighborhood, some represent 2, 3 or even 4 neighborhoods.
- Populations represented by Minneapolis neighborhood organizations range from as few as 800 to more than 20,000 residents.
- Over the last few years, revenues for Minneapolis neighborhood organizations run from less than \$2,000 annually to more than \$500,000.
- There are neighborhood organizations in Minneapolis with histories going back more than 100 years, and some neighborhoods were named for the organizations that represented them several decades ago!

B. Using Community Participation Program Funds

Each neighborhood will receive an allocation of CPP funds for the 18-month period starting July 1, 2012, and for three-year funding cycles starting January 2014 (see Appendix A: Determining Funding Levels, below). Neighborhood organizations may use CPP funds to support ongoing community engagement activities, to develop a Neighborhood Priority Plan, or in support of priorities identified in the Neighborhood Priority Plan.

At the beginning of each funding cycle, every neighborhood organization should submit a Community Participation Plan (see Section IV: Requests for Written Community Participation Plans, below) that identifies how the organization will inform and involve residents and other stakeholders in developing and acting on neighborhood priorities and issues. The Community Participation Plan should include a budget showing how CPP funds will be used to support ongoing community participation, planning, and implementation of neighborhood priorities. The budget may be revised as needed.

CPP funds may also be used to develop a Neighborhood Priority Plan (See Section V, below). Neighborhood Priority Plans may be developed in conjunction with Phase II planning. NRP Phase II Plan strategies may also be used to inform Neighborhood Priority Plans. Neighborhood Priority Plans are reviewed and approved by the NRP Policy Board.

Finally, CPP funds may be used to address priorities identified in approved Neighborhood Priority Plans. Use of funds must meet current NRP statutory requirements and policies.

II. ELIGIBLE NEIGHBORHOOD ORGANIZATIONS

Only organizations that meet the eligibility criteria in Section II.A, below, may apply for CPP funds. Organizations that apply for and receive CPP funds must meet the Standards and Expectations of the program identified in section II.B, below.

A. Eligibility

A neighborhood organization must meet all of the following criteria to be considered eligible for Community Participation Program funding. The organization must:

1. Represent a geographically-defined neighborhood (in its entirety) within Minneapolis as identified by the most current Minneapolis Communities and Neighborhoods Map as amended and approved by the City Council (see Appendix C).
2. Provide for the participation of all segments of the neighborhood, including, but not limited to, homeowners, renters, property owners, business owners, immigrants, non-English speakers, low-income residents and communities of color.
3. Ensure that membership in the organization is open to all residents of the geographically defined neighborhood. Neighborhood organizations may not impose

Questions?

Call your
Neighborhood
Specialist at
NCR if you
need sample
policies or by-
laws
language.

membership dues or require attendance at a certain number of meetings before voting rights are conferred.

4. Hold regular open meetings and take positive steps to encourage all interested parties to attend and participate. An organization may only hold closed meetings in cases of labor management and legal disputes.
5. Be incorporated (or identify an appropriate fiscal agent) and have adopted by-laws. The organization must also have a grievance procedure by which its members may have their concerns addressed by the organization, a conflict of interest policy and procedure, an Equal Opportunity Employment (EOE) or Affirmative Action (AA) plan and policy, and an Americans with Disabilities Act (ADA) plan and policy.
6. Have a board of directors elected, at least in part, annually by the membership of the organization. Neighborhood residents must comprise a majority of the organization's board. An elected board must be in place for a minimum of one year prior to the beginning of the contract year to be considered eligible for funding.
7. Have the capacity to properly manage and account for grant funds. This includes, but is not limited to, being current on all reporting on any previous Community Participation Program grants.
8. Organizations that primarily represent the interests of one segment of the neighborhood or concentrate primarily on one issue are not eligible (such as homeowner associations, rental property owner associations or business associations).

B. Standards and Expectations

The Neighborhood and Community Relations (NCR) Department encourages all neighborhood organizations to be thoughtful in their submissions for funding. While we encourage every neighborhood organization to make full use of their funding allocation, organizations should also be realistic about their organizational capacity for managing participation activities and the obligations required of community participation organizations. Organizations should be committed to full participation by all stakeholders, openness and transparency in their community participation process, and accountability to the community.

Eligible neighborhood organizations must make good faith efforts to:

- Conduct activities in an ethical manner;
- Build a sense of neighborhood identity within their communities;
- Conduct activities that promote the inclusion of all age, ethnic and economic groups in the neighborhood's community participation efforts and in the decision-

Is your neighborhood organization current on its filing requirements?

- Annual Registration with the Minnesota Secretary of State. Due anytime during the calendar year, but preferable to return early in the year.
- Annual Filing with the IRS (990 EZ or 990 N). Due on the 15th day of the 5th month following the close of your organization's fiscal year.
- Annual report to the Minnesota Attorney General's Office. Due on the 15th day of the 7th month following the close of your organization's fiscal year.

making processes of the organization, including renters. Explore new methods to stimulate participation;

- Identify the issues of significance that confront their residents;
- Bring neighborhood residents and stakeholders together to create and implement a vision for their neighborhood;
- Build bridges among neighbors and diverse communities within the neighborhood;
- Work cooperatively on common issues with other neighborhood organizations;
- Encourage leaders and develop new leadership;
- Engage current members and attract new members;
- Maintain an organizational structure and election process that maximizes opportunities for all residents to become involved. The board should make reasonable attempts to make sure the diversity of the neighborhood is represented;
- Expand the organization's capacities through self-assessment and evaluation;
- Ensure that official records of the organization (including financial reports, approved minutes) are available for review by any member of the organization, consistent with State law. An organization may deviate from this rule only in case of labor and legal disputes.

III. FUNDING ACTIVITIES

The broad description of funding activities reflects that neighborhood organizations may pursue a wide variety of community participation strategies so long as the contracting neighborhood organization demonstrates that the funding activities are consistent with program purposes and standards and expectations stated in Section II.B, above.

CPP funds directed to projects identified in Neighborhood Priority Plans will be subject to policies established by the NRP Policy Board and as allowed by NRP statutes.

A. Eligible Expenses

Eligible budget line items for Community Participation Program funds include:

- Staff, office space, supplies, neighborhood communications, accounting and related services, travel, training or other educational pursuits in connection with participation, and consultant fees that directly relate to participation activities.
- Community organizing and outreach programs, and neighborhood planning activities.
- Organization newsletters and newspapers.
- Neighborhood celebrations and events, if the event's purpose is to increase neighborhood awareness and involvement in the organization's planning and implementation efforts.
- Small equipment purchases. In the event of dissolution or insolvency of a contracting neighborhood organization, the City may reclaim equipment purchased with City funds and retrieve copies of organizational records required to fulfill all City contracts and to help facilitate forming a new organization to represent the neighborhood.
- Fundraising expenses, if revenues are to be used in support of further community engagement activities consistent with these guidelines, or in support of implementation of Neighborhood Priority Plans or NRP Neighborhood Action Plans.

- Administrative costs associated with NRP planning and implementation.
- Implementation of Neighborhood Priority Plans.
- Other activities consistent with the purposes of the Community Participation Program to identify and act on neighborhood priorities, impact City decisions and priorities, and increase involvement.

B. Ineligible Expenses

Ineligible budget items include:

- Undefined line items such as "miscellaneous" or "contingency";
- Food;
- Donations;
- Costs of legal action against the City; and
- Penalties and interest charges (such as insufficient fund fees, IRS penalties and interest, and similar fees).

C. Staff

Staff are considered to be employees of, or self-employed persons contracted by, the neighborhood organization. Each organization is responsible for budgeting an adequate amount to cover obligations in its employment agreement(s) (e.g., FICA, workers' compensation, unemployment insurance, withholding, health insurance). Paid staff members or contractors may not be members of the Board of Directors.

D. Funding Adjustments

Neighborhood organizations may reallocate funds within their contract budgets following neighborhood organization Board approval, and by submitting revised budgets in writing to staff within the NCR Department administering the contract. NCR staff will review for neighborhood Board approval and consistency with the Community Participation Program Guidelines and will notify the neighborhood organization when the adjustment has been approved.

Independent Contractor or Employee?

Make sure you are properly classifying your workers as a contractor or employee.

The IRS considers three broad categories of evidence in determining whether a worker is an employee or contractor:

1. **Behavioral:** Does the company control or have the right to control what the worker does and how the worker does his or her job?
2. **Financial:** Are the business aspects of the worker's job controlled by the payer? (These include things like how worker is paid, whether expenses are reimbursed, who provides tools/supplies, etc.)
3. **Type of Relationship:** Are there written contracts or employee type benefits (i.e. pension plan, insurance, vacation pay, etc.)? Will the relationship continue and is the work performed a key aspect of the business?

According to the IRS, If you classify an employee as an independent contractor and you have no reasonable basis for doing so, you may be held liable for employment taxes for that worker.

For more information, see:

<http://www.irs.gov/businesses/small/article/0,,id=99921,00.html>

IV. REQUESTS FOR WRITTEN COMMUNITY PARTICIPATION PLANS

The NCR Department will request Community Participation Plans from neighborhood organizations prior to the beginning of each funding cycle (see Appendix A, below). Community participation plans will be for the full funding cycle, and should describe the organization's plans for the coming years. Any proposed changes to the Community Participation Plan may be submitted for each of the following years of the funding cycle.

The following areas must be addressed in an organization's submission:

1. Evidence of the organization's eligibility, as identified in Section II.A above.
2. Community participation efforts. Organizations should discuss: (1) the proposed outreach activity in the neighborhood, and (2) the proposed methods to involve residents and other stakeholders in one or more of the three key program purposes from Section I.A, above):
 - Identifying and acting on neighborhood priorities. Organizations should identify how they will engage residents and other stakeholders of their neighborhood in developing Neighborhood Priority Plans (see Section V Neighborhood Priority Plans below).
 - Impacting City decisions and priorities. Organizations should discuss their proposed efforts to (1) review and comment on City decisions and priorities that affect their neighborhood and (2) involve those residents and other stakeholders most affected by those decisions in the decision-making process.
 - Efforts to increase involvement. Organizations should discuss their proposed efforts to maximize the involvement of residents and other stakeholders in the organization's decision-making processes and other activities.
3. Building organizational capacity. Organizations should discuss their proposed efforts to: (1) provide opportunities for the direct involvement of members, (2) build their membership and volunteer base, (3) encourage and develop new leadership, and (4) expand the organization's capacity through self-assessment and other activities.

4. Building neighborhood relationships. Organizations should discuss their proposed outreach, networking, and inclusivity efforts to: (1) build a sense of a whole neighborhood among residents, (2) build bridges among neighbors and diverse communities within the neighborhood, (3) work with other neighborhoods and organizations on issues of common interest, (4) build partnerships with private and public entities, and (5) benefit the neighborhood as a whole.

How can NCR help us reach under-represented groups?

The One Neighborhood Initiative is a new collaborative engagement opportunity intended to establish intentional partnerships between neighborhood organizations, community-based organization, residents and the Neighborhood and Community Relations Department (NCR) that will foster an increase in inclusion, diversity and resident participation, making sure to consider new and underrepresented members in this new endeavor.

Call your neighborhood specialist for more information.

5. Involvement of under-engaged stakeholders. Organizations should discuss which stakeholder groups are typically un-engaged or under-engaged in their work, and how they

will work to involve those groups. Organizations should also discuss how the NCR Department can help with this work.

6. Housing Activities. Neighborhood organizations should discuss their work on housing and housing related activities. Organizations should estimate the percentage of time to be spent on these issues.
7. Unused funds. Organizations should discuss how they plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.
8. Budgets. Submissions should include a budget showing how Community Participation Program funds will support the organization's community participation work and an amount set-aside for implementation of Neighborhood Priority Plans (specific information on the use of these set-aside funds will be provided through the Neighborhood Priority Plans process described in Section V, below). An annual budget for the organization should also be provided.
9. New organizations. If an organization was not funded in the previous year, a report on the previous year's activities will be required.

A. Evaluation/Recommendation

Evaluation of submissions from neighborhood organizations will be conducted by the NCR Department. The City will fund only one organization to provide community participation services for a neighborhood, however, organizations that represent several neighborhoods may apply for funds for all of the neighborhoods that they represent. Submissions first will be evaluated to determine eligibility as in Section II.A, above. If more than one submission should be received for any neighborhood, the NCR staff will review and evaluate all submissions.

All submissions from organizations determined to be eligible will be evaluated based on how well they meet the Community Participation Program guidelines. The formula discussed in Appendix A: Determining Funding Levels will determine the maximum funding level for each neighborhood.

The NCR Director will make a final determination on approval within 45 days of receipt of the submission.

An organization not approved for funding may file an appeal with the Neighborhood and Community Engagement Commission (NCEC). Such an appeal must be received within 45 calendar days of the notice of the Director's decision by submitting it to the City's Development Finance Division (DFD). DFD will prepare a report on the appeal for the NCEC. The NCEC may uphold the original decision or change the decision.

Challenges to existing organizations will be considered only in the context of the current request for submissions. This in no way hinders any organization or individual from filing a grievance concerning the contracted neighborhood organization in accordance with the grievance procedure outlined in Section VII, below. Such a grievance may be filed at any time during the year.

If a neighborhood organization is applying for recognition and first-time funding in a neighborhood that does not have an existing neighborhood organization, the NCR Director may waive portions of the eligibility criteria in Section II.A above to allow for funding of the new organization.

B. Contracting and Reporting

Following approval of submissions, NCR staff will prepare appropriate contracts with each neighborhood organization based on the organization's submission. Contracts consistent with these program guidelines will be used and the scope of services will delineate neighborhood organization responsibilities consistent with the approved program guidelines and their submission for funding. Contract timing may be based on either a calendar year or the organization's fiscal year, at the option of the funded organization. Contracts may be originated, extended or amended on an annual basis within each funding cycle (i.e., for the second and third years of the funding cycle).

Prior to a contract extension, NCR staff will confirm that the neighborhood organization has submitted an annual report and a budget for the upcoming year.

Upon approval of contracts, each neighborhood organization may opt to receive an advance on its allocation of up to \$10,000, but not more than 25% of the approved submission (not including funds set aside for future implementation of Neighborhood Priority Plans). An organization may request a waiver for a larger advance in extraordinary circumstances. Waiver requests must be approved by the neighborhood organization board and submitted in writing to NCR and approved by the NCR Director.

Reimbursement requests for Community Participation Program related expenses may be submitted on an as-needed basis. Reimbursements are requested by submitting a standard Community Organization Report Form.

Annual reports to NCR will include a final accounting of use of Community Participation Program funds (using the standard Community Organization Report Form) and a narrative report of the neighborhood organization's Community Participation Program activities. The annual report should include an account of efforts the organization made to meet the standards and expectations outlined in Section II.B, above, and a report on the extent of the neighborhood organization's work on housing related activities. The neighborhood organization may additionally choose to submit a report documenting its experiences working with the City of Minneapolis.

V. NEIGHBORHOOD PRIORITY PLANS

The goal of Neighborhood Priority Plans is to identify major initiatives for the neighborhood organization, and to communicate neighborhood priorities to the City and other jurisdictional partners. There is no specific deadline for submission of Neighborhood Priority Plans, but each neighborhood organization must participate in developing at least one Neighborhood Priority Plan during each funding cycle.

Neighborhood Priority Plans must be developed and adopted through a thorough neighborhood participation process. A plan identifies preliminary neighborhood priorities (as identified by the neighborhood) and potential partners. The plan can identify, preserve, and build on the existing assets and positive qualities of a neighborhood, or identify opportunities or problems to be addressed. The plan may identify possible actions. It can be as simple or as comprehensive as the neighborhood organization desires, covering a single issue, or several. A Neighborhood Priority Plan may also be submitted jointly by more than one neighborhood. These plans can be used as a way to focus discussion and marshal resources to deal with neighborhood issues or plan for improvements.

Plans approved by a neighborhood will be submitted to the NCR for review. Neighborhood organizations may then present their Neighborhood Priority Plan to the NRP Policy Board for review and approval. During their presentation, neighborhood organizations should (1) describe the community process they followed to develop the priorities, (2) discuss how they involved under-represented communities, and (3) provide background on their neighborhood's priorities. The NRP Policy Board will then forward those plans to the City Council or other appropriate jurisdiction for action. Approval by the City Council or participating jurisdiction will provide direction to NCR and City Departments or jurisdictional staff, as appropriate, to work with the neighborhood to address the priority outlined by the neighborhood in its Neighborhood Priority Plan. Neighborhood priority plans may be implemented not only through direct community participation program funding, but also through formal or informal agreements between neighborhood organizations and participating jurisdictions.

VI. SUPPORT AND MONITORING OF CONTRACTING NEIGHBORHOOD ORGANIZATIONS

The NCR Department will monitor organizations' compliance with the contract and provide support in the following ways:

- Maintain regular communication with neighborhood organizations.
- Provide support and assistance to neighborhood organizations in preparing submissions and reports, on an as-needed basis.
- Provide technical assistance to contracting neighborhood organizations as necessary to help guide and support their efforts in carrying out their community participation activities.
- Provide technical assistance to residents, neighborhood organizations, City Departments and participating jurisdictions in the development and implementation of Neighborhood Priority Plans.
- Attend neighborhood meetings to answer questions about the Department, the NCEC, the NRP Policy Board or funding programs of the Department on an as-needed basis.
- Provide support with appropriate documents, templates and training, on an as-needed basis.
- Recommend and provide samples of policies required to meet the eligibility requirements, and the standards and expectations identified in Section II Eligible Neighborhood Organizations.
- Provide relevant news and information to neighborhood organizations regarding NCR neighborhood program development, and to share information about successful neighborhood organization activities and practices.

- Receive and review Community Organization Report Forms on a regular basis and approve the release of funds within the terms and conditions defined by the contract.
- Conduct annual performance reviews to determine:
 - Adherence to the terms and conditions defined by the contract; and
 - The organization's assessment of City performance.

VII. GRIEVANCES AGAINST CONTRACTED NEIGHBORHOOD ORGANIZATIONS

A grievance against a neighborhood organization may be filed with the City if the following conditions are met:

- The grievance is within the jurisdiction of the City's community participation contract with the neighborhood organization;
- The grievance is regarding the process used by the neighborhood organization (but not about decisions or outcomes), or the grievance is regarding the management or use of Community Participation Program funds in a manner that is inconsistent with the program's standards and expectations (see Section II.B Standards and Expectations above);
- The person filing the grievance is a member of, or eligible for membership in, the organization, or is otherwise directly affected by the actions of the organization;
- The person filing the grievance has formally brought the issue to the attention of the neighborhood organization in a timely manner and the grievance has been addressed through the neighborhood organization's grievance procedure, or if the neighborhood organization has failed to respond to the grievance in a timely manner as addressed in the neighborhood organization's bylaws (but not to exceed 120 days); and

A grievance must be submitted in writing to the NCR Department. Upon receipt of the grievance, NCR will undertake an investigation of the complaint and prepare a report of its findings for the NCR Director, and will report the grievance to the NCEC at its next meeting. The NCR Director will issue a formal response to the grievance within 45 days of its initial receipt. This response will include the findings of the investigation and a proposed resolution to the grievance.

If the person filing the grievance or the affected neighborhood organization is unsatisfied with the Director's findings or resolution, they may appeal the matter to the NCEC within thirty days of the official response. The NCEC will convene a grievance committee to review the grievance. The decision of this grievance committee will be final and will be reported to the full NCEC.

VIII. UNUSED FUNDS

Community Participation Program funds that are not yet contracted within the previous or current funding cycle, or contracted funds that are unspent and not rolled-forward by neighborhood organizations (see Appendix A below), shall be retained by NCR to fund special requests from a neighborhood organization for distinctive projects that are above and beyond the scope of the organization's community participation contract, but still contribute to the organization's participation efforts. Unused funds also may be rolled-forward into the general pool of dollars to be available for future cycles of funding for the Community Participation

Program. The NCR shall review and approve reallocation, special requests or roll-forward of unused funds to future funding cycles.

The NCR Director will provide 60-day prior written notice to an existing neighborhood organization if possible when unused funds are retained by the Department. An organization may file an appeal over retained funds with the Neighborhood and Community Engagement Commission (NCEC). Such an appeal must be received within 45 calendar days of the notice of the Director's decision by submitting it to the City's Development Finance Division (DFD). DFD will prepare a report on the appeal for the NCEC. The NCEC may uphold the original decision or change the decision.

IX. ADMINISTRATION

Administration of the program will be the responsibility of the NCR Department of the City of Minneapolis. The NCR Director will report annually to the NCEC and the NRP Policy Board about the activities of the Program. The NCEC shall review changes to the guidelines and make recommendations to the NRP Policy Board and City Council.

APPENDIX A: DETERMINING FUNDING LEVELS

A. Funding Cycles

Allocations will be based on a three-year funding cycle. (However, the funding cycle beginning in July 2012 will be 18 months).

- The allocation formula will be revised for each three-year cycle, using the most complete and current data available.
- Final allocations based on the three-year funding cycle will be approved by the NCR Director.
- Neighborhood organizations may submit a proposal for funding for the three-year period as described in Section IV of the Community Participation Program guidelines.
- Contracts will be initiated or extended on an annual basis within any three-year period. Balances on contracts may be rolled over to subsequent years within a three-year funding cycle, subject to review of performance by NCR staff.
- Unused funds may be accrued past the three-year funding cycles if the contracting neighborhood organization provides a plan for use of accrued funds.

B. Allocation Formula

Eligible neighborhood organizations will be allocated community participation funds according to the following formula.

Neighborhood Size (30%)

Population – 20% of a neighborhood’s total allocation will be based on the population of the neighborhood. The total number of people residing within all neighborhoods will be divided into the funds allotted to this variable to determine a per capita allocation. The population of each neighborhood will be multiplied by the per capita allocation. **Source: U.S. Census Bureau**

Housing Units – 10% of a neighborhood’s total allocation will be based on the number of housing units in the neighborhood. The total number of housing units within all neighborhoods will be divided into the funds allotted to this variable to determine the per unit allocation. This per unit allocation will be multiplied by the number of housing units within a neighborhood. **Source: Minneapolis Assessor’s Office**

Under-represented Groups (40%)

Non-Homesteaded Housing Units – 10% of a neighborhood’s total allocation will be based on the number of non-homesteaded housing units in the neighborhood divided by the total number of housing units in the neighborhood (the “non-homesteaded housing ratio”). The total number of the non-homesteaded housing ratios within all neighborhoods will be divided into the funds allotted to this variable to determine the per non-homesteaded housing ratio allocation. This per non-homesteaded housing ratio allocation will be multiplied by the non-homesteaded housing ratio for each neighborhood. **Source: Minneapolis Assessor’s Office**

Index of Racial/Cultural Diversity – 20% of a neighborhood’s total allocation will be based on an index of the racial and cultural diversity within the neighborhood. The Shannon Diversity Index is a statistical formula commonly used in population and biology studies to weigh the relative diversity of a community. The source data is the U.S. Census classes for race (White, Black, American Indian, Asian/Native/Hawaiian and Other, Some other race alone, and two or more races). A neighborhood with equal numbers of individuals from each class would have a higher score than a neighborhood with a large number of individuals from a single class. **Source: U.S. Census Bureau**

Language Spoken at Home – 10% of a neighborhood’s total allocation will be based on the number of residents who speak English less than “very well.” The total number of residents speaking English less than “very well” within all neighborhoods will be divided into the funds allotted to this variable to determine the per person allocation. This per person allocation will be multiplied by the number residents that speak English less than “very well” within a neighborhood. **Source: American Community Survey**

Income (10%)

Low-Income Residents – 10% of a neighborhood’s total allocation will be based on the number of persons in a neighborhood with family incomes less than two-times the poverty rate. The total number of individuals for all neighborhoods will be divided into the funds allocated to this variable to determine the income allocation. This per unit allocation will be multiplied by the number of individuals below two-times the poverty that live within a neighborhood. **Source: American Community Survey**

Neighborhood Livability (20%)

Crime Statistics – 10% of a neighborhood’s total allocation will be based on the average number of Part 1 crimes that were committed in the neighborhood over the most current three-year period. These crimes include homicide, rape, robbery, aggravated assault, burglary, motor vehicle theft and arson. The total average number of these Part 1 crimes committed within all neighborhoods will be divided into the funds allotted to this variable to determine the per crime allocation. This per crime allocation will be multiplied by the average number of these crimes committed within a neighborhood over the most current three-year period. **Source: Minneapolis Police Department**

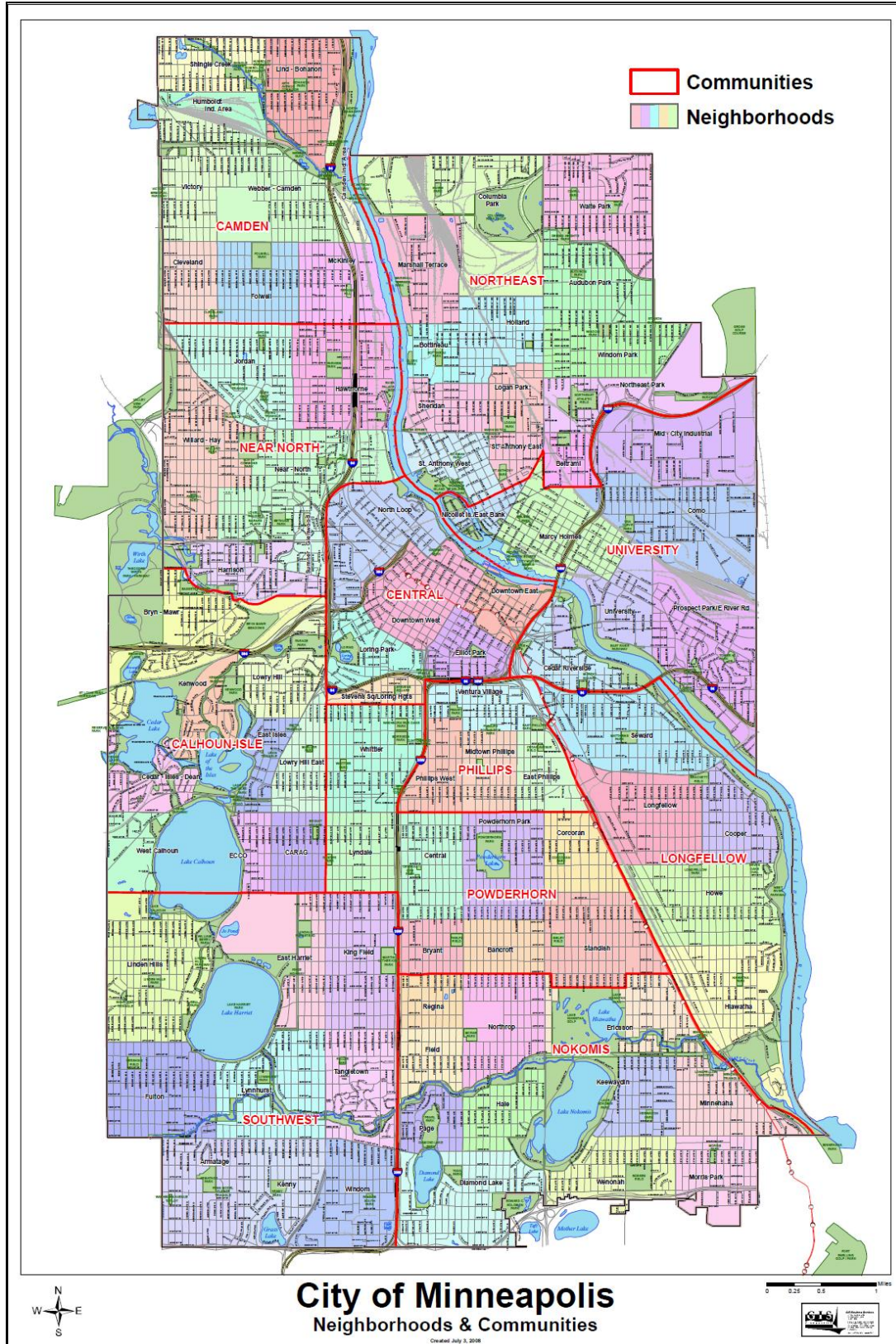
Foreclosures – 10% of a neighborhood’s total allocation will be based on the average number of foreclosed properties in the neighborhood over the most current three-year period divided by the total number of structures in that neighborhood (the “foreclosure ratio”). The total of the foreclosure ratios within all neighborhoods will be divided into the funds allotted to this variable to determine the per foreclosure ratio allocation. This per foreclosure ratio allocation will be multiplied by the foreclosure ratio for each neighborhood. **Source: City of Minneapolis Healthy Housing Indicators**

APPENDIX B: ALLOCATIONS

Neighborhood	2012-13 CPP Allocation	2012-13 Equity Fund	Total 2012-13 Allocation
Armatage	\$45,010		\$45,010
Audubon Park	56,630		56,630
Bancroft	56,280	10,574	66,854
Beltrami	50,500	10,802	61,302
Bottineau	49,460	8,924	58,384
Bryant	70,790	11,769	82,559
Bryn Mawr	29,020		29,020
CARAG	65,140	25,352	90,492
Cedar-Isles-Dean	30,810	10,412	41,222
Cedar Riverside	126,820	28,062	154,882
Central	151,680	32,363	184,043
Cleveland	60,870	17,860	78,730
Columbia Park	31,920	4,847	36,768
Corcoran	75,600		75,600
Downtown East/West	124,510	36,369	160,879
East Calhoun	35,880		35,880
East Harriet-Farmstead	36,760	8,695	45,455
East Isles	37,530	15,423	52,953
Elliot Park	104,050		104,050
Field-Regina-Northrop	130,290		130,290
Folwell	102,310		102,310
Fulton	40,520	15,425	55,945
Hale-Page-Diamond Lake	98,120		98,120
Harrison	77,290		77,290
Hawthorne	111,300	63,467	174,767
Holland	84,130	27,243	111,373
Jordan	139,800	660	140,460
Kenny	29,130		29,130
Kenwood-Isles	17,140		17,140
Kingfield	82,000		82,000
Lind-Bohanon	81,650	20,756	102,406
Linden Hills	56,090	21,115	77,205
Logan Park	56,810		56,810
Longfellow-Howe-Hiawatha- Cooper	234,750	91,861	326,611
Loring Park	94,310	20,000	114,310
Lowry Hill	40,520	8,628	49,148
Lowry Hill East	74,500		74,500
Lyndale	112,410		112,410
Lynnhurst	39,680	11,375	51,055

Neighborhood	2012-13 CPP Allocation	2012-13 Equity Fund	Total 2012-13 Allocation
Marcy-Holmes	124,360		124,360
Marshall Terrace	45,610	14,476	60,086
McKinley	83,370	23,102	106,472
Near North/Willard Hay	248,020	73,510	321,530
Nicollet Island/East Bank	21,710	7,014	28,724
Nokomis East Neighborhoods	179,840	64,554	244,394
Northeast Park	43,320		43,320
North Loop	51,570	11,670	63,240
Phillips			
East Phillips	104,450	19,484	123,934
Midtown Phillips	108,820	9,704	118,524
Phillips West	104,470		104,470
Ventura Village	126,930		126,930
Powderhorn Park	126,370		126,370
Prospect Park	92,940		92,940
Seward	98,740		98,740
Sheridan	57,080		57,080
Shingle Creek	63,770	12,900	76,670
Southeast Como	78,240		78,240
St. Anthony East	47,820	14,439	62,259
St. Anthony West	39,940	8,947	48,887
Standish-Ericsson	110,150		110,150
Stevens Square	69,950		69,950
Sumner-Glenwood	53,360	996	54,356
Tangletown	39,110	13,410	52,520
University	61,380	3,983	65,363
Victory	57,880	19,128	77,008
Waite Park	48,980		48,980
Webber Camden	96,570	25,995	122,565
West Calhoun	33,650	10,315	43,965
Whittier	195,900		195,900
Windom	70,380		70,380
Windom Park	73,280	22,440	95,720
Totals	\$5,699,970	\$858,050	\$6,558,021

APPENDIX C: MINNEAPOLIS NEIGHBORHOOD MAP



APPENDIX D: BUDGET TEMPLATE

ESTIMATED BUDGET

Staff Expenses	\$
Employee Benefits	\$
Professional Services	\$
Occupancy	\$
Communications/Outreach	\$
Supplies and Materials	\$
Festivals and events	\$
Development	\$
Fundraising	\$
Other Services	\$
TOTAL:	

Notes:

- Staff expenses should include payroll, FICA, and withholding, and contract staff.
- Employee benefits should include any health insurance, retirement, or other benefits.
- Professional services should include the cost of temporary contractors, bookkeepers, accountants, etc.
- Occupancy should reflect costs related to rent, utilities, phone, websites and email expenses, and other similar expenses.
- Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
- Supplies and materials should include office supplies as well as expenses for supplies related to ongoing programs such as block patrols, etc.
- Festivals and events can include any costs related to community events and festivals (excluding food).
- Development expenses could include costs related to training, education, recognition, or orientation for board, staff and volunteers.
- Fundraising could include any costs related to fundraising for your organization (hiring of consultants, costs of materials, postage, events, etc).

APPENDIX E: SAMPLE PRIORITIES

Bountiful Neighborhood Association

2345 Windom Street

Minneapolis, MN

www.bountifulneighborhood.org

(612) 678-9012

info@bountifulneighborhood.org

Contact: Andy Taylor

1. Promote homeownership in the Bountiful Neighborhood

The 2010 census showed a 15% decrease in the population of the Bountiful neighborhood from the 2000 Census, a trend going back to the 1980s. At the same time, the demographics of the neighborhood have changed considerably, with an increasingly diverse population, and fewer households speaking English as the primary language. The Bountiful Neighborhood Association would like to take advantage of the changing demographics to promote homeownership opportunities for non-english speaking communities, particularly the Latino community, which is the fastest growing demographic in the neighborhood.

The BNA developed this priority following discussions with focus groups with homeowners and renters to identify what attracted them to the neighborhood, and what was missing. We also met with Somali, Hmong, and Latino residents and community leaders from inside and outside the neighborhood to learn what would make the neighborhood more attractive for these communities. We have had discussions with housing organizations such as CPED, CEE and the Homeownership Center to identify programs available to assist new homeowners, in addition to existing NRP programs.

2. Attract commercial businesses that serve our growing diversity

Businesses along Crosstown Street, the main commercial corridor in Bountiful, have been struggling, and the street now has several vacant or under-utilized storefronts. At the same time, many of the residents shop at ethnic groceries in other parts of town or across the river. Additionally, many coffee shops and bakeries on Crosstown cater to local residents and ethnic communities, while some bookstores and antique shops continue to generate shopping traffic.

The Bountiful neighborhood would like to attract new businesses to Crosstown Street and to commercial nodes in and around the neighborhood to serve current ethnic communities and to make the neighborhood more welcoming to future residents. Many long-time residents have also indicated they would welcome a diversity of restaurants to eat at locally.

The BNA Economic Development Committee (BED) developed this priority through a series of committee meetings in which they invited residents and representatives of several organizations representing ethnic communities to participate. Since Crosstown Street runs through several neighborhoods, the BED met with other neighborhood associations as well as the Crosstown Business Association to discuss options for re-marketing Crosstown Street as "Meet Street."

3. Resolve traffic issues on Fulton Avenue from Lynnhurst and Armatage Streets

Families on Fulton Avenue, many with young children, have reported concerns about speeders along this important arterial street. Bountiful Neighborhood Association has identified possible strategies for slowing down traffic, including a campaign directed to local drivers to be aware of the speed limit and slow down.

This priority was developed following several block club meetings with families along Fulton Avenue.

4. Develop a Neighborhood Land Use Plan

The neighborhood has identified that several blocks are in crisis (with a large number of vacant or boarded properties), as well as some that have promise for future commercial or mid-rise residential development. The Bountiful Neighborhood Association will hold a series of neighborhood walking tours and charrettes, block meetings and open houses to develop a neighborhood land-use plan. The plan ideally will identify the residents' and other stakeholders' preferences for future development.

This priority was developed following neighborhood focus groups and community meetings, as well as meetings with City planning and regulatory services staff to identify blocks facing major issues, and future development opportunities.

The Bountiful Neighborhood Priority Plan was approved by the Bountiful Neighborhood Association Board on May 1, 2012

The neighborhood approved this Neighborhood Priority Plan through a balloting process in April that included tabling at several gathering spots throughout the neighborhood over several days to encourage participation in the balloting. Ballots were provided and filled out at tables during four hour sessions at: RiverPlaza Tower; Frank's Coffee Shop; The University Bookstore; the Bountiful Community Center; The Pierre Hosmer Library; the Pines High-rise; and at two stores on Crosstown Avenue. Volunteers door-knocked in high-rises and on blocks to encourage non-English speakers to participate, and ballots were provided in several languages. Residents could also mail in ballots or vote online. As a result, more than 500 ballots were returned.