

*Minneapolis Neighborhood Revitalization Program
Policy Board, Adopted on June 6, 1994
Amended on September 5, 1995
Amended on November 19, 2007*

Changing Approved Neighborhood Action Plans

Neighborhood Action Plans identify investments that residents believe will generate the greatest improvement and meet the most critical needs in their neighborhood. For a number of very appropriate reasons, some of the strategies initially defined in the Plan that are approved by the Policy Board may no longer have the same level of importance or warrant the approved investment when implementation is occurring. Other uses of the funds approved for the neighborhood may better meet its identified needs.

Different types of changes should be subjected to different approval processes. It is important to distinguish between changes that reallocate funds between different objectives and strategies that have been approved and changes that establish new objectives or delete approved objectives. Significantly changing the approved Plan should require a thoughtful process that involves wide resident participation. This policy provides guidelines for modifying approved Phase I and Phase II Neighborhood Action Plans.

Requesting the Change

1. Requests for Action Plan Modification can be initiated by an individual, an organization, or any group in the neighborhood but all requests must be made to the neighborhood organization contractually responsible for implementation related activities. All Requests for Action Plan Modification must be submitted to NRP by the neighborhood organization board.
2. All Action Plan Modification requests must be transmitted to the staff member of the Minneapolis Neighborhood Revitalization Program assigned to that neighborhood by the neighborhood organization **before** the proposed modification is scheduled for review by the neighborhood organization board or neighborhood residents.
3. An Action Plan Modification request must include the following elements:
 - A. The plan to be modified: Phase I or Phase II Neighborhood Action Plan.
 - B. The section(s), goal(s), objective(s) and/or strategies of the approved plan that are affected.
 - C. The change requested.
 - D. A rationale for the requested change.
 - E. The method(s) in number 7 below that will be used to demonstrate broad based neighborhood support, if required

4. Residents, businesses and property owners directly affected by any proposed change in an Action Plan must be informed about the change and its impact at least 21 days before the date of any scheduled neighborhood wide meeting on the change.
5. Action Plan Modifications that would reallocate \$25,000 or less of the funds approved for the neighborhood, minimally change the particular strategy to be implemented or reallocate the funds among strategies originally included in the approved Neighborhood Action Plan may be submitted to the NRP Program Office after formal approval by the neighborhood organization Board of Directors.
6. Requests for Action Plan Modifications that meet one or more of the following criteria may be submitted to the NRP Program Office only after broad based resident support for the request is demonstrated and after the neighborhood organization Board of Directors formally approves submission of the request.
 - A. Revise or delete an existing Goal, Objective or Strategy in the approved Neighborhood Action Plan;
 - B. Add a new Goal, Objective or Strategy to the approved Neighborhood Action Plan;
 - C. Reallocate more than \$25,000 of the funds approved for the neighborhood;
or
 - D. Request an increase in the commitment of NRP resources to the neighborhood.
7. Broad based neighborhood support can be demonstrated if the change is approved by the residents as needed and appropriate through:
 - A. At least one neighborhood wide general attendance meeting, promoted through broad means (such as flyers, newspaper ads/articles, church bulletins, broadcast emails, etc.) for which adequate notice (i.e. 21 days or more) has been given and at which a recorded vote is taken or a consensus decision is reached on the proposed change, and/or;
 - B. At least three focus groups (with populations representative of the neighborhood), and/or;
 - C. A survey or questionnaire of the neighborhood's households that has a minimum response rate of 20%, and/or;
 - D. An interview or survey covering a minimum of 350 randomly selected neighborhood households in which the response rate is at least 75%.

Combinations of these approaches can be used to meet the “broad based support” criteria.

8. All Requests for Action Plan Modifications must be submitted in writing to the Director of the NRP by the Chair of the neighborhood organization. The Request must include: all of the information proscribed in 3 above, a description of the method used to demonstrate broad based support, and a copy of the resolution or meeting minutes approving the requested change.

The Process for Approval

1. After receiving the Request for Action Plan Modification, NRP staff will review the Request and ensure that the Request shows the appropriate support for the proposed change. NRP staff and the NRP Policy Board will approve, reject or suggest modification of the Request.
2. If the proposed Request covers 25% or less of the total NRP funds originally approved for the Neighborhood Action Plan being modified and moves funds among specific strategies that were included in the specified plan, the Director will review the Request and the proposed changes with NRP staff and the neighborhood organization and may administratively approve part or all of the requested reallocation. The Director may refer any Request or part of a request to the Policy Board for final decision. (Note: If the aggregated total of all Action Plan Modification requests for the 12 months immediately preceding and including the current Request exceeds 25% of the total NRP funds approved for the neighborhood then the current request, regardless of the amount or percent of the total that would be reallocated, will be submitted to the Policy Board for review and action.)
3. Requests that meet any of the criteria that follow will be reviewed by the NRP staff and then submitted, with a recommendation for action, to the Policy Board:
 - A. Reallocation involves using NRP Funds to fund strategies that were not included in the originally approved Neighborhood Action Plan, and/or;
 - B. The total amount of the Request is for more than 25% of the originally approved NRP commitment to the neighborhood, and/or;
 - C. The Request is for an increase in the NRP resource commitment to the neighborhood.
4. If the proposed Request meets criteria 3A or 3C above, City Council approval will also be required.
5. If the request requires a change in a fully executed NRP /City contract, then the contract must be amended in a timely manner. The NRP staff assigned to the neighborhood shall be responsible for notifying the affected contract manager and working with the contract manager to make any necessary amendments.

6. If the proposed Request meets criteria 3B, is less than 40% of the originally approved NRP commitment, and moves funds among strategies that were included in the original plan, Policy Board approval will be required and sufficient to authorize the change in the plan and reallocation of the appropriated funds. If the proposed Request reallocates 40% or more of the originally approved NRP commitment, Policy Board and City Council approval will be required.
7. A legal review will be conducted of any Request meeting criteria 3A, if no prior opinions exist that address the content of the proposed modification, and any approval will be contingent on verification that the Request is a legal expenditure of NRP funds.
8. Approved Phase I Early Access Request or Neighborhood Action Plan funds and/or strategies may be rolled over to an approved Phase II Neighborhood Action Plan in accordance with the above approval requirements. Phase II Neighborhood Action Plan funds may not be rolled back to fund strategies in a Phase I Neighborhood Action Plan.
9. After the request for plan modification is approved, the appropriate changes will be made in the Neighborhood Action Plan and the resource commitments will be adjusted.
10. Approval of a requested plan modification will be communicated to the neighborhood using the NRP Plan Modification form, after all required signatures have been affixed.
11. The NRP Plan Modification form shall be consistent with the NRP Policy Board policy for “Changing Approved Neighborhood Action Plans and Early Access Requests.”