

*Minneapolis Neighborhood Revitalization Program
Policy Board, Adopted on June 6, 1994
Amended on September 5, 1995
Amended on November 19, 2007
Amended on _____, 2013*

Changing Approved Neighborhood ~~Action~~ Plans

A Neighborhood ~~Action Plans identify~~ Plan identifies investments that residents believe will generate the greatest ~~improvement~~ community engagement outcomes and ~~meet~~ neighborhood improvements, and meets 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~~ currently approved objectives and strategies ~~that have been approved~~ and changes that establish new objectives or ~~delete~~ strategies or make substantial changes to approved objectives ~~and strategies~~. Significantly changing ~~the~~ an 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.

Definitions

For purposes of this policy, the following terms are defined:

Plan – refers to Neighborhood Revitalization Program (NRP) Phase I Neighborhood Action Plans, NRP Phase II Neighborhood Action Plans and any plans submitted through the Community Participation Program (CPP).

Strategy – refers to NRP Neighborhood Action Plan strategies, Community Participation Plans and Neighborhood Priority Plan priorities.

Funds – refers to NRP funds or Community Participation Program funds.

Requesting the Change

1. Requests for ~~Action~~ a 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 Plan implementation and 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.~~ Neighborhood organizations should consult with their assigned NCR staff **before** the proposed modification is scheduled for review by the neighborhood organization board or neighborhood residents.
3. ~~An Action~~ A draft Plan Modification request must include the following elements:
 - A. ~~The plan~~ Plan to be modified: ~~Phase I or Phase II Neighborhood Action Plan.~~
 - B. ~~The section(s), goal(s), objective(s) and/or strategies~~ strategy(ies), as appropriate, of the approved ~~plan~~ Plan that ~~are~~ would be affected by the Plan Modification.
 - 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~~ a Plan must be informed about the change and ~~its impact~~ the scheduled vote on the change at least 21 days before the date of ~~any scheduled neighborhood wide~~ the 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 any~~ any 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~~ NCR 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~~ NCR 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~~ Substantially revise or delete an existing ~~Goal, Objective~~ goal, objective or ~~Strategy~~ strategy in the approved ~~Neighborhood Action~~ Plan;
 - B. Add a new ~~Goal, Objective~~ goal, objective or ~~Strategy~~ 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~~ funds to the neighborhood.
7. Broad-~~based~~ neighborhood support can be demonstrated if the change is approved by the residents, with populations representative of the neighborhood, 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 NCR Director ~~of the NRP~~ by the Chair of the neighborhood organization. ~~The~~ Request must include: all of the information proscribed in number 3 above, a description of the method(s) 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, NRPNCR staff will review the Request and ensure that the Request shows the appropriate support for the proposed change. ~~NRPNCR~~ staff and, where appropriate, the NRP Policy Board will approve, reject or suggest modification of the Request.
- 2. If the proposed Request ~~covers 25%~~ makes a minor language revision to an existing plan strategy, or reallocates \$100,000 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 NCR Director will review the Request and the proposed changes with NRPNCR 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.)~~

Requests to reallocate more than \$100,000, or to substantially revise an existing strategy, may be approved by the NCR Director; the Director may choose to refer any such request, or part of the request, to the Policy Board for final decision. The

- Director will provide reports to the NRP Policy Board of approved plan modifications.
- ~~3. Requests that meet any of the criteria that follow involve a reallocation of funds to strategies that were not included in an approved Plan, or that request an increase in the commitment of funds to the Plan, will be reviewed by the NRPNCR 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.~~
- ~~4.3. If the proposed Request meets criteria 3A or 3C above, Policy Board and City Council approval will also be required.~~
- ~~5.4. If the request requires a change in a fully executed NRP /City contract, then the contract must be amended in a timely manner. The NRPNCR 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 that creates a new strategy or significantly revises an existing strategy, 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 funds.~~
- ~~of NRP funds.~~
8. Approved Phase I ~~Early Access Request or Neighborhood NRP~~ Action Plan funds and/or strategies may be rolled ~~overforward~~ to an approved Phase II ~~Neighborhood NRP~~ Action Plan in accordance with the above approval requirements. Approved Phase II Neighborhood NRP Action Plan funds and strategies may be rolled forward to a Community Participation Program Plan. Approved funds or strategies may not be rolled backbackward to fund strategies in a Phase I Neighborhood Actiona previous Plan.

~~9.~~ After the request for ~~plan modification~~ a Plan Modification is approved, the appropriate changes will be made in the ~~Neighborhood Action~~ Plan and the resource commitments will be 9. adjusted.

~~10.~~ Approval of a requested ~~plan modification~~ Plan Modification will be communicated to the 10. neighborhood using the NRPNCR Plan Modification form, after all required signatures have been affixed.

~~11.~~

11. The NRPNCR Plan Modification form shall be consistent with the -NRP Policy Board policy for “Changing Approved Neighborhood ~~Action~~ Plans ~~and Early Access Requests~~.”