

Community Participation Program Guide to 2011 Annual Reports

Intended audience: Your Community Participation Program annual report is primarily intended to inform the NCR Department, the Neighborhood and Community Engagement Commission (NCEC) and the public about your Community Participation Program activities. You may also want to use your annual report to NCR as a way to inform others about your work, including funders, other neighborhood organizations, City departments and the City Council. If your organization produces a separate report for your annual meeting, you may also want to include it as supplemental material.

Contents: At a minimum, your annual report should address the following:

1. Accomplishments

What were your organization's major accomplishments in 2011? How were individuals in your community directly impacted by your work? (Note: focus on your accomplishments, not your activities, such as "Field Regina Northrup organized the Lee Family 80th Anniversary Commemoration on July 16, 2011, recognizing an important story in the history of Civil Rights in Minneapolis. In addition to engaging more than 1,000 residents, the event coincided with the City's Community One Read event, providing the opportunity to connect the commemoration with broader city events.")

***ANSWER:** One of our major accomplishments in 2011 was the initiation of QuickBooks to our organization. We have been able to maintain our financial records for reporting to the Beltrami neighborhood and the City of Minneapolis. This also gives our organization the opportunity to apply for grants and fundraising. We have also met with an accountant from MAP for Nonprofits to review our QuickBooks. We also contracted legal services for one year from MAP for Nonprofits. By having accounting and legal services, the Beltrami Neighborhood is doing its due diligence to the neighborhood and the City by having its records reviewed by a professional. During 2011, for the first time in our neighborhood history, we did fundraising. Our first fundraising effort was for a potential dog park in Beltrami. We held a spaghetti dinner and hosted a Doggie Bags Bean Bag tournament. Hosting and soliciting for a fundraiser gave us the opportunity to learn how to fundraise. This also was an opportunity to bring the neighborhood together and folks from outside into Beltrami.*

2. 2011 CPP Submission

Reviewing your submission for CPP funds for 2011, what outreach and engagement activities did you carry out? What worked well, and what did not work so well? Why?

***ANSWER:** We held monthly meetings and quarterly membership meetings. We featured a Movie-in-the-Park and hosted a neighborhood festival to bring Beltrami residents together. We door-knocked the neighborhood with information flyers for our housing programs and informed residents of a Noise Wall being considered by 4th St / I35W Ramp Project. We mailed newsletters*

and postcards to the neighborhood with information. We set up a website and posted information there. We also sent out email blasts with information, as well. We still struggle with getting more residents to participate in community engagement whether that is participation in our monthly meetings, or participating on committees. We believe this lack of participation is because Beltrami has a lot of rental property, so those folks don't feel they have a stake in the neighborhood and don't participate. We will be reaching out to this group, as well as other underrepresented groups in our CPP II participation.

3. *Stakeholder Involvement*

Reviewing your submission for CPP funds for 2011, how did you reach out to and involve under-represented communities? Did you find any strategies to be particularly successful?

Answer: *We flyered the neighborhood three times for our NRP II Housing programs; we flyered the neighborhood for a dog park fundraiser; we set up a Facebook page, we updated our website, set up a Twitter account; we mailed out four newsletters of which some articles were written in Spanish and Somali. We didn't find much success with participation of underrepresented groups, but we will try other methods with CPP II enlisting the help of City departments. Our Executive Director at that time personally visited the homes of residents that were home-bound to assist in filling out paperwork for neighborhood programs and listened to their concerns.*

Please also provide the following:

A. How many people currently serve on your board?

Answer: *We have 10 board directors.*

Are there vacancies?

Answer: *We currently have one vacancy.*

B. Approximately how many individuals have participated in committee meetings in the last year?

ANSWER: *Other than board directors, we approximate it to be 50.*

C. How many people attended your annual meeting?

ANSWER: *Approximately 40.*

D. How many households regularly receive your publications (such as newsletters or newspapers)?

ANSWER: *Approximately 500 residential households, including businesses in Beltrami.*

E. Approximately how many people participate in other activities of the organization?

ANSWER: *During this cycle, we had four committees. We had a Garden, Crime, Housing and Dog Park Committees. Approximately 30 people participated in those committees.*

A. *Financial Reports*

Please provide an income and expense report for your organization for the year. (Please include all funding sources).

ANSWER: *See attached.*

In addition to your annual report, please take time to describe your interactions with City departments and other jurisdictions.

1. *Impact*

What interactions occupied a major part of your time? What worked well, what could be improved?

ANSWER: *Most our interactions were with our NCR Representative, Jack Whitehurst. Those interactions included emails, telephone calls, and meetings. We worked with Mr. Whitehurst regarding our NRP contracts and CPP reports. Our treasurer worked closely with City Finance regarding reimbursements.*

2. *City Communications – effectiveness*

Is the information that you receive from the City understandable and useful?

ANSWER: *When we receive information from the City, it is by U.S. Mail. A lot of the information is regarding amendments to codes. It is difficult to decipher what it means to our neighborhood or as a resident of this City. Such correspondence quotes statutes and rules, but does not give the definition, so it makes it hard to interpret the meaning of the mailing and how it pertains to our particular neighborhood. But, there is a name and phone number to call for questions about the notice, so that does help.*

3. *City Communications – timeliness*

Do you receive adequate notice of City activities in your neighborhood? If not, did your organization inform somebody at the City of this? Did the City respond in a positive manner? Please explain.

ANSWER: *We don't know the process of how the City notifies a neighborhood of activities. What does "activities" mean? What are the City responsibilities, say for instance, if a developer wants to build a commercial unit or residential unit, we don't know the City's responsibility to notify our neighborhood, if any, for something like this.*

4. *City Departments*

How can City departments improve the way in which they function in your neighborhood?

ANSWER: *It would be helpful to have some-type of booklet that outlines all City Departments and their functions. This booklet should also include contact information for that department, including web address. Yes, you can go to the City website, but it's not always easy to find exactly what department you need. For example, if we wanted to know if there are any street projects in our neighborhood, where on the website do we go?*

5. *City Assistance*

How can the Neighborhood and Community Relations Department improve the assistance it provides to your organization as a citizen participation group?

ANSWER: *Have our neighborhood and NCR district representative attend our monthly meetings a few times a year.*

6. *Other comments?*