Minneapolis Neighborhood Revitalization Program
Policy Board, Adopted on June 6, 1994
Amended on September 5, 1995
Amended on November 19, 2007
Amended on May 21, 2013
Approved by City Council, July 19, 2013

Changing Approved Neighborhood Plans

A Neighborhood Plan identifies investments that residents believe will generate the greatest community engagement outcomes and 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 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 currently approved objectives and strategies and changes that establish new objectives or strategies or make substantial changes to approved objectives and strategies. Significantly changing an approved Plan should require a thoughtful process that involves wide resident participation. This policy provides guidelines for modifying approved 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 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 NCR by the neighborhood organization board.

2. 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. A draft Plan Modification request must include the following elements:

   A. The Plan to be modified.
   B. The section(s), goal(s), objective(s) and strategy(ies), as applicable, of the approved Plan that 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 a Plan must be informed about the change and the scheduled vote on the change at least 21 days before the date of the meeting.

5. Plan Modifications that would reallocate $25,000 or less of the funds approved for the neighborhood, minimally change any particular strategy to be implemented or reallocate the funds among strategies originally included in the approved Plan may be submitted to NCR after formal approval by the neighborhood organization Board of Directors.

6. Requests for Plan Modifications that meet one or more of the following criteria may be submitted to 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. Substantially revise or delete an existing goal, objective or strategy in the approved Plan;
   B. Add a new goal, objective or strategy to the approved Plan;
   C. Reallocate more than $25,000 of the funds approved for the neighborhood; or
   D. Request an increase in the commitment of funds 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, or
   B. At least three focus groups (with populations representative of the neighborhood), or

C. A survey or questionnaire of the neighborhood's households that has a minimum response rate of 20%, or
D. An interview or survey covering a minimum of 350 randomly selected neighborhood households in which the response rate is at least 70%.

Combinations of these approaches can be used to meet the "broad-based support" criteria.

8. All Requests for Plan Modifications must be submitted in writing to the NCR Director 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.

<u>The Process for Approval</u>

1. After receiving the Request for Plan Modification, NCR staff will review the Request and ensure that the Request shows the appropriate support for the proposed change. NCR staff and, where appropriate, the NRP Policy Board will approve, reject or suggest modification of the Request.

2. If the proposed Request makes a minor language revision to an existing plan strategy, or reallocates $100,000 or less of the total funds originally approved for the 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 NCR staff and the neighborhood organization and may administratively approve the requested reallocation.

   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 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 NCR staff and then submitted, with a recommendation for action, to the NRP Policy Board and City Council.

4. If the request requires a change in a fully-executed contract, then the contract must be amended in a timely manner. The NCR 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.

7. A legal review will be conducted of any Request that creates a new strategy or significantly revises an existing strategy, if no prior opinions exist that address the

content of the proposed modification; any approval will be contingent on verification that the Request is a legal expenditure of funds.

8. Approved Phase I NRP Action Plan funds and strategies may be rolled forward to an approved Phase II NRP Action Plan in accordance with the above approval requirements. Approved Phase II NRP Action Plan funds and strategies may be rolled forward to a Community Participation Program Plan. Approved funds or strategies may not be rolled backward to a previous Plan.

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

10. Approval of a requested Plan Modification will be communicated to the neighborhood using the NCR Plan Modification form after all required signatures have been affixed.

11. The NCR Plan Modification form shall be consistent with the NRP Policy Board policy for "Changing Approved Neighborhood Plans.

Process for Appeals

In cases where a plan modification is not approved by NCR, the neighborhood organization may file an appeal with the NRP Policy Board. 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 NRP Policy Board. The Policy Board may uphold the original decision or change the decision.