

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?

2011 PPNA Accomplishments:

Economic Development, Housing, Transportation & Partnerships

- Partnered with the Greater Metropolitan Housing Corporation to distribute \$61,000 to Powderhorn residents for Emergency Home Repair Grants.
- Completed the Façade Improvement Grant cycle (2 businesses supported in 2011) and the NRP Phase II funding cycle.
- Recommitted to partnering with the three business associations serving the Powderhorn Park neighborhood.
- Hosted a community meeting on the progress of the 17th Avenue Bike Way, seated a Powderhorn representative on the Midtown Greenway Coalition Board, and involved in the discussion on Metro Transit's study of multi-modal options on Lake Street.
- Strengthened existing partnerships (i.e. Minneapolis Park and Recreation Board and Pillsbury House + Theatre) and built/tended to new partnerships (i.e. East Phillips Improvement Council and the Carrot Initiative).
- Partnered with six other neighborhood organizations to form the SUN Project. Serve on the Steering Committee.
- Advocated with the Minneapolis Park and Recreation Board resulting in motorized handicap accessible entryways at the recreation center, \$500,000 in path improvements in 2012, and \$500,000 in additional site and playground improvements in 2013.

Community Engagement

- Granted \$30,000 from the Minnesota State Arts Board and Metropolitan Regional Arts Board for the Powderhorn Art Fair and the CurbCulture project with the Pillsbury House + Theatre.

- Secured \$13,000 (2010) and \$15,000 (2011) for youth sports and arts activities at Powderhorn Park.
- Engaged residents by providing opportunities to participate in the political process and meet elected officials by hosting a candidate debate (61B special election), submitting letters and testimony on the redistricting process, community gathering on neighborhood demographic changes and inviting local officials to PPNA events and meetings.
- Organized first-time events such as Powderhorn Artist Mixer which attracted nine organizational sponsors and over 100 participants and Get Your Green On! which featured four presentations by partner organizations and a bike safety clinic by the Hub Co-op.
- Continued successful PPNA events and programs such as the 20th Annual Powderhorn Art Fair, the Fourth of July at Powderhorn Park, the PPNA Housing Fair, the PPNA Annual Meeting, the Earth Day Clean Up and monthly community gatherings.

Organizational Development

- Hired new executive director.
- Executed sale of the Firehouse Station Building to the Land Stewardship Project.
- Began to restore the trust and relevancy of PPNA with residents and businesses.
- Converted financial information to Quickbooks. Revised budgeting process to solicit more input from the Board and committees. Improved transparency and communication.
- Shored up the fiscal sponsorship agreement process with a revised agreement form. Signed agreements with two new organizations – six in total. Improved communication and service.
- Increased capacity of individual board members by providing orientation, ongoing training and mandatory leadership opportunities.
- Published quarterly PPNA newsletter delivered to 4,000 Powderhorn Park residences.
- Started "This Week @ PPNA," a weekly online communication tool for events at PPNA and in the neighborhood. Distributed to more than 800 members on E-Democracy and PPNA's Facebook page. Received an exciting amount of positive feedback and thank yous.
- Approached by the founders of Powderhorn365 to take the project on as an official program of PPNA.

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?

In the 2011 CPP Proposal, PPNA focused on its community events and committees. Each of the six standing PPNA committees met regularly in 2011, increased membership and executed activities and outreach. PPNA's big events and the newly established monthly Community Gatherings were successful. PPNA Board of Directors was more diverse than in years past.

PPNA had a number of organizational challenges and hired a new executive director mid-year. We were not able to accomplish all of our outreach goals to all members to the community by the end of 2011.

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?

In 2010, PPNA had only one functioning committee. By March 2012, PPNA had six standing committees meeting monthly to organize events, implement programs and engage residents. PPNA also has three ad hoc committees addressing association governance, board recruitment and planning the annual Fourth of July at Powderhorn. The PPNA Board of Directors and Executive Committee meet monthly as well.

Please also provide the following:

- A. How many people currently serve on your board? Are there vacancies?
As of 12/31/2011, we had 15 out of 16 BOD seats filled. We were actively recruiting one more member.
- B. Approximately how many individuals have participated in committee meetings in the last year?

2011Event/Program	Volunteers/Participants
Committee Meetings	362
Community Events	276
Community Leaders	25
Expert Speakers	22
2011 Powderhorn Art Fair	20,000
2011 Fourth of July at Powderhorn	15,000

- C. How many people attended your annual meeting?

Our annual meeting is held in October and just over 100 people attended.

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

The PPNA newsletter is distributed quarterly to over 3,000 households in Powderhorn Park neighborhood. There are over 550 people on PPNA's Facebook page and over 850 on E-Democracy's PoHo Forum.

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

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4. *Financial Reports*

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

See attached report.

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?

Listed by Amount of Time Spent with Each Department:

Minneapolis Park & Recreation Board – PPNA’s major partner with so many events is the MPRB. The staff at Powderhorn Park is exceptional.

City Council Members – Powderhorn Park neighborhood is located in two city wards. PPNA interacts with City Council Members and staff when they attend PPNA meetings, organize meetings with local organizations, organize Problem Property Caucus meetings, and help with information requests from residents and businesses.

Minneapolis Police Department – PPNA is very involved with our Crime Prevention Specialist Karen Notsch. She attends all PPNA Safety Committee meetings, additional events, organizes meeting with other local organizations and helps with National Night Out. Officers also attend PPNA meetings and are hired for overnight security at the Powderhorn Art Fair.

NCR – In 2011, most interaction with Judy Duffey on reimbursement activity. Assigned a new Neighborhood Specialist in late year. Robert Thompson helped with our BOD orientation in October 2011.

CPED – PPNA interacts with the CPED Department on Façade Improvement Grants and the 38th & Chicago Coordinating Committee. PPNA also interacts with CPED when it receives notices from the department about activities in the neighborhood.

Division of Solid Waste and Recycling – PPNA interacts with this Division regarding the Anti-Graffiti Micro Grants.

Public Works – PPNA interacts with Public Works when it receives notices from the department about activities in the neighborhood.*City*

Communications – effectiveness

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

Yes – the info is useful and effective. The City's website is easy to use and the search engine works well. I found that most staff members are very quick with responding to emails and phone calls.

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.

The 2012-13 Guidelines and the revised Anti-Graffiti Grant Guidelines were very delayed this year. We had been gearing up to submit a CPP application in October 2011 and it was delayed until April 2012. The department was short on details and caused some confusion and anxiety with neighborhood organizations.

The City, in general, is prompt with notifications on events, hearings and other information requests.

City Departments

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

Our biggest issue with the City this year was the lack of information and guidance on the CPP process. It seems like this has been mostly eliminated in 2012 with the publishing of the 2012-2013 CPP Guidelines.

City Assistance

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

Building relationships with our Neighborhood Specialists and hearing about what resources are available to the neighborhood. Neighborhood Specialists coming to more of PPNA events and meetings (like Karen Notsch and our City Council Members)

We need help with “back of the house” services and insurance. We are all tiny organizations and need help with admin stuff that takes too much time away from our core work of community engagement. Offer a program for neighborhood organizations to buy into a medical/dental insurance pool. We are too small to have a group on our own at an affordable rate. Similar to your liability and D&O insurance services. Find a person to do IT work for neighborhood associations (like your audit and legal service). Develop a CDC model for the southside neighborhoods to do economic development for all neighborhoods – cannot accomplish this as individual neighborhoods without the cash and expertise.

The City to offer more training to community members (bigger events with multiple neighborhoods as co-hosts) Taking the courses already offered by the NCR staff, working with multiple neighborhoods, and offering one training session. So that each neighborhood organization does not have to organize separate events.

(Complaint for 2012 – The Division of Solid Waste changed their guidelines for the Anti-Graffiti Micro Grants making it much more onerous to do public art projects.)

Other comments?