
2014-2016 COMMUNITY PARTICIPATION PROGRAM
Submission Template

Please use this template as a guide to developing your submission for funding from the Community Participation Program. The level of detail should be appropriate to your organization's proposed activities, and to the level of funding allocated for your organization.

You may provide this submission electronically to ncr@minneapolismn.gov. Please include a copy of your bylaws if they have been revised since your last funding submission.

CONTACT INFORMATION:

Organization Name:	East Harriet Farmstead Neighborhood Association
Address:	3612 Bryant Ave S Minneapolis, MN 55409
Website url:	www.eastharriet.org
Organization email:	info@eastharriet.org
Federal EIN:	41-1768816
Board Contact:	Name: Adam Faitek
Staff Contact:	Name: Deb Schirber Phone: 612-824-9350 Email: info@eastharriet.org Address: 3612 Bryant Ave S, Minneapolis, MN 55409

Who should be the primary contact for this submission? Deb Schirber

Date of Board review and approval: April 2, 2014

FUNDING ACTIVITIES.

Use the following questions as a guide for your submission. For questions 1-8, please limit each response to no more than 3 paragraphs.

1. **Eligibility.** If your organization has not previously been funded through the Community Participation Program, please provide evidence of the organization's eligibility, as identified in Section II.A of the Guidelines.

N/A.

2. **Community participation efforts.** Describe proposed outreach activity in the neighborhood, and methods to involve residents and other stakeholders in one or more of the three key program purposes. How will you engage residents and other stakeholders of their neighborhood in developing a Neighborhood Priority Plan?

A large part of our outreach is through our two signature events—KiteFest and the East Harriet Farmstead Neighborhood Association (EHFNA) annual meeting/neighborhood block party. EHFNA will also be participating for the 4th year in the Open Streets Event in south Minneapolis providing supplies and assisting with bike decorating for kids. This event covers 1 mile of our eastern neighborhood border on Lyndale Avenue and will provide EHFNA an additional opportunity to reach out to residents in a large and high visibility public venue. Board and committee members are available at these events to answer questions about EHFNA activities and neighborhood issues. We also provide sign-up sheets for those interested in receiving our eNews and/or volunteering.

We also plan to conduct at least one neighborhood survey to identify projects and priorities valued by the neighborhood and this information informs our spending strategy during the upcoming CPP cycle.

A 5x7 postcard is sent to all East Harriet residents, and door hangers are delivered to each home and apartment building in the neighborhood, announcing the annual meeting/neighborhood block party and agenda including neighborhood updates, an opportunity to meet and hear local elected officials, and speak to current board members and committee chairs about service on the board or a committee of the board and participate in the election process. A neighborhood celebration follows the meeting which includes a food truck, games and activities for kids, and beverages.

Our monthly eNews (currently 631 subscribers), website, and Facebook page are our main means to get information out to East Harriet about city services, local events, news, neighborhood events, and volunteer opportunities. ENews blasts are used to inform residents of more pressing issues. Residents can respond to specific requests for input on eNews through email or calling the EHFNA office. In cases where city issues affect our neighborhood, more frequent updates are pushed out through eNews, website and Facebook, surveys are conducted and flyers distributed to all households. This past year EHFNA conducted a survey to determine Neighborhood priorities which was circulated through eNews and the EHFNA website. Posters and area news publications are used to advertise EHFNA's signature KiteFest event to area residents.

The schedule for Board and committee meetings are posted and updated monthly on eNews and the EHFNA website.

3. **Building organizational capacity.** How will you work to: (1) provide opportunities for the direct involvement of members, (2) build your membership and volunteer base, (3) encourage and develop new leadership, and (4) expand the organization's capacity through self-assessment and other activities.

The Annual Meeting provides residents the opportunity to hear about EHFNA initiatives and organizational goals and possible involvement as an EHFNA board or committee member and/or volunteer.

We currently have a full board of 11 members, 4 committees with a total of 18 members. EHFNA's board committees are: Community Building Committee; Housing, Zoning and Business Committee; Crime, Safety, Transportation and Noise Committee; and Park, Environment and Schools Committee.

Volunteer opportunities are announced through eNews, the EHFNA website and Facebook. Prior to each event, staff reaches out to volunteers through emails and phone calls. Event and committee volunteer sign-up sheets are always available at our events and the annual meeting. Currently, we work with about 80 volunteers for KiteFest, open streets and the neighborhood block party and will continue to build out this volunteer base. We have also drawn on informal neighborhood networks, such as men's and women's monthly social groups, for board and committee member recruitment.

We will continue to increase subscribers to eNews through sign-up sheets at events, and encouraging neighborhood members to use of the EHFNA Facebook page and website.

East Harriet's participation in National Night Out continues to grow every year and our goal is to reach 50% participation this year. We leverage this event to both spread news about EHFNA and subscribe people for our eNews service.

Self-assessment is completed through the annual meeting, during the budgeting process, neighborhood surveys, and finally, regular solicitation of informal and anecdotal feedback from neighbors at the annual meeting and other outreach events.

- 4. Building neighborhood relationships.** Describe your outreach, networking, and inclusivity efforts to: (1) build a sense of a whole neighborhood among residents, (2) build bridges among neighbors and diverse communities within the neighborhood, (3) work with other neighborhoods and organizations on issues of common interest, (4) build partnerships with private and public entities, and (5) benefit the neighborhood as a whole.

There are a number of examples to demonstrate the work in each of these areas. Below are a few examples of how EHFNA accomplishes this.

KiteFest - EHFNA collaborates with Minneapolis Park and Recreation Board (MPRB), Linden Hills Neighborhood Association, the DNR & Tips Outdoors, MN Kite Society and local businesses drawing over 4,000 area and regional spectators to this annual festival, now in its 13th year.

We participate in the annual Open Streets on Lyndale Avenue serving grilled hotdogs and lemonade to event goers. Open Streets takes place on East Harriet's east border. This event gives us the opportunity to meet and visit with residents while signing them up for eNews and having face to face conversations about what we do as an organization.

EHFNA, in cooperation with other southwest Minneapolis neighborhoods, regularly hosts candidate forums during election periods.

EHFNA's Parks, Environment and Schools (PES) committee co-hosts the annual Earth Day Clean Up at Lake Harriet with Linden Hills and MPRB and will be partnering with People For Parks to explore obtaining Legacy Grant money to restore the exterior of the Hefflefinger Fountain in the Rose Gardens.

As part of our Neighborhood Priority Plan, we have updated our Phase II environment strategy to include funding for the treatment, removal and replacement of residential trees affected by Emerald Ash Bore disease.

East Harriet & PES collaborate with Kingfield, ECCO, CARAG and Hennepin County to host a household hazardous waste collection event in our neighborhood to educate residents about how to safely and properly dispose of unwanted garden and household hazardous waste at a convenient location.

PES works with Audubon Society and Linden Hills Neighborhood Council to support and protect the Thomas Sadler Robert's Bird Sanctuary management plan, proposed trail improvements and capital improvement program opportunities.

PES recognizes the importance of supporting Lyndale Community School by communicating their events and achievements through EHFNA's eNews and website.

EHFNA continues to support the business community in our neighborhood and the surrounding area of southwest Minneapolis. The Board feels it is crucial to the vitality of the neighborhood to have a vibrant business community. Local businesses benefit by receiving Minneapolis Great Streets Business Façade Improvement Grants from both EHFNA and the Nicollet East Harriet Business Association.

EHFNA also organizes and hosts meetings between stakeholders for projects that affect the neighborhood. For example, the Board has coordinated community meetings regarding the proposed restaurant development at the 40th Street & Lyndale site and the upcoming Metropolitan Council sewer work that will run through East Harriet parks and residential streets. Follow-up communications regarding the meetings are also circulated through EHFNA's eNews, website and Facebook page.

The Crime, Safety, Transportation and Noise Committee (CSTN) participates in the MSP FairSkies Coalition, a group composed of representatives from southwest Minneapolis neighborhood associations. The focus of the group is to promote community engagement on airport-related issues impacting the neighborhoods. CSTN also works to increase the number of block leaders in the neighborhood and the number of National Night Out block parties in the neighborhood.

- 5. Involvement of under-engaged stakeholders.** Organizations should discuss which stakeholder groups are typically un-engaged or under-engaged in their work, and how they will work to involve those groups. Organizations should also discuss how the NCR Department can help with this work.

Below are a few examples of our work in this area:

All of our board and committee meetings are held at Walker Methodist providing neighborhood exposure to this senior facility.

East Harriet communicates and promotes VOA Southwest Senior Center activities and announcements in our eNews and website. We also rent office space in this building which keeps us in close contact with their staff. In addition, we collaborate with staff at Southwest Senior Center to explore ways to support seniors living in our neighborhood.

One of our largest underrepresented groups is renters. EHFNA continues to develop strategies to connect with renters to get their feedback about the neighborhood and identify ways to improve engagement and EHFNA added a renter as a board member during this past year. In addition, our neighborhood annual meeting/block party is an example of how East Harriet has reached out to renters.

- 6. Housing Activities.** Neighborhood organizations should discuss their work on housing and housing related activities. Organizations should estimate the percentage of time to be spent on these issues.

The Board's Housing, Zoning and Business Committee (HZB) has a home improvement loan program in place to improve and maintain the housing stock in our neighborhood. The program administered by CEE is advertised on our website and offers 4 and 2 percent loans based on income.

The current market has made it difficult for our loan program to compete with commercial loans and still break even. Homes in East Harriet have retained their value and foreclosures are low. The committee has talked with similar neighborhoods and the CEE to generate new ideas and will continue to explore other avenues in the coming months.

7. **Unused funds.** Organizations should discuss how they plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.

EHFNA has \$6,917.19 in funds remaining from the previous cycle. The EFHNA Board voted to allocate all funds from the previous cycle to be carried over to the 2014-2016 Communication and Outreach funding cycle.

8. **Budgets.** Submissions should include a budget showing how Community Participation Program funds will support the organization's community participation work and an amount set-aside for implementation of Neighborhood Priority Plans. An annual budget for the organization should also be provided.

Please use this budget template when submitting your Community Participation Plan for approval.

Please note that not all expenses are eligible for reimbursement. Expenses related to neighborhood celebrations and events are only eligible if the event's purpose is to increase neighborhood awareness and involvement in the organization's planning and implementation efforts. Expenses such as pony rides, food, and entertainment are not eligible for funding and will not be reimbursed.

Expenses related to projects may only be eligible if they are related to implementation of an approved Neighborhood Priority Plan, and are identified in a CPP contract or an NRP contract or MoU.

Contact your Neighborhood Support Specialist at NCR for further details.

ESTIMATED BUDGET

CPP Budget	2014	2015	2016
Staff Expenses	\$14,400.00	\$14,400.00	\$14,400.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Professional Services	\$450.00	\$450.00	\$450.00
Occupancy	\$4,328.00	\$4,352.00	\$4,364.00
Communications/Outreach	\$1,940.00	\$1,940.00	\$1,940.00
Supplies and Materials	\$225.00	\$225.00	\$225.00

Meetings/community building events	\$745.00	\$2,497.00	\$2,485.00
Development	\$0.00	\$0.00	\$0.00
Fundraising	\$0.00	\$0.00	\$0.00
Other Services	\$890.00	\$890.00	\$890.00
Total for contract:	\$22,978.00	\$24,754.00	\$24,754.00
Neighborhood Priorities	\$1,776.00	\$0.00	\$0.00
TOTAL:	\$24,754.00	\$24,754.00	\$24,754.00

Notes:

- Staff expenses should include payroll, FICA, and withholding, and contract staff.
- Employee benefits should include any health insurance, retirement, or other benefits.
- Professional services should include the cost of temporary contractors, bookkeepers, accountants, etc.
- Occupancy should reflect costs related to rent, utilities, phone, websites and email expenses, and other similar expenses.
- Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
- Supplies and materials should include office supplies as well as expenses for supplies related to ongoing programs such as block patrols, etc.
- Meetings and community building events can include those costs related to community meetings and events (excluding food and entertainment).
- Development expenses could include costs related to training, education, recognition, or orientation for board, staff and volunteers.
- Fundraising could include any costs related to fundraising for your organization (hiring of consultants, costs of materials, postage, events, etc.).