
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:	Nokomis East Neighborhood Association (NENA)
Address:	3000 East 50th Street Minneapolis MN 55417
Website url:	www.nokomiseast.org
Organization email:	nen@nokomiseast.org
Federal EIN:	41-1824990
Board Contact:	Name: Kent Knopp-Schwyn
Staff Contact:	Name: Rita Ulrich Phone: 612-724-5652 Email: rulrich@nokomiseast.org Address: 3000 East 50th Street Minneapolis MN 55417

Who should be the primary contact for this submission? Rita Ulrich

Date of Board review and approval: 2/6/14

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.

NENA has previously received CPP funds.

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?
 - NENA will continue outreach methods that it currently uses, including a regularly updated website, email updates to a list of 900+ subscribers, a monthly column and ads in the Longfellow Nokomis Messenger, holding Town Meetings and community events, distributing a newsletter to all addresses in Nokomis East, and employing a part-time bilingual (Spanish) outreach specialist as needed. We will also experiment with Survey Monkey to see how well it works for engaging residents as well as soliciting input. These strategies and tools are used to address all three program purposes.
 - If an issue or problem arises that is substantially different from those addressed in our NRP Phase II Plan that it warrants a new Neighborhood Priority Plan, NENA will use whatever strategies it believes will be the most effective at engaging residents in addressing the issue. This could include meeting with people most affected by a problem; doing a general survey of the neighborhood (using Survey Monkey), holding Town Meetings; consulting with other neighborhoods that have relevant experience; and any other methods that make sense.
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.
 - NENA will continue to solicit and encourage the involvement of all interested residents, businesses and others to subscribe to our NENA Updates E-newsletter to stay informed; to take advantage of opportunities to offer input on neighborhood and city issues; and to volunteer, for example, as board or committee members, participating in a working group, and volunteering at events.
 - Like many organizations, NENA faces challenges in recruiting and retaining volunteers. Developing new leadership continues to be our biggest challenge. In the last two years we have developed an approach of having Team Leaders for major events such as the Minneapolis Monarch Festival and the Night Before New Year's Eve celebration. This has helped develop leadership skills in a number of volunteers, and we will continue to use this approach with more emphasis on new volunteers.

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- NENA is planning to do Board training in 2014, which we expect will incorporate self assessment along with leadership training. There is also an effort underway to update our strategic plan and to have a board workplan each year.

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.

- Nokomis East residents identify with the “Nokomis East” identity and appreciate activities that bring people together such as the Night Before New Year’s Eve party. The neighborhood business association has had success in starting new activities such as a holiday tree lighting event that have been very popular. NENA will continue to support the business association as a member, with cross-marketing, and discussions of potential joint projects (for example, developing a ‘welcome to the neighborhood’ packet).
- In 2013 we worked with Spanish-speaking residents to introduce them to existing programs at parks, to actively encourage their attendance at the Monarch Festival, and to make them feel more a part of the neighborhood. Non-English speakers feel isolated due to language barriers, and in many cases, by their lack of ‘papers’ (immigration status). We let them know that their status does not mean they cannot participate in neighborhood life (NENA does not ask people’s status, and we let them know that the city doesn’t either). This work will continue and we expect to develop more relationships with non-native English speakers that will result in better communication and a sense among marginalized residents that they ‘belong.’
- NENA partners with city departments, churches, parks, schools and other interested organizations through the Bossen area working group. Those partnerships have allowed us to interact with more Bossen residents, and take small steps toward knowing more people and involving them in neighborhood discussions. We also partner with several other neighborhood organizations to put on the South Minneapolis Housing Fair. Participating in the Fair planning group helps neighborhood staff keep in touch with each other and be more aware of opportunities for collaborating or sharing experience.

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.

- NENA will continue to employ a part-time outreach specialist as needed to work with the Latino and other populations. As more relationships are established, we are able to include more people in neighborhood activities. The Bossen area group has plans to organize an informal soccer tournament to bring different ethnic groups together in a way that will make it easier for everyone to interact.

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- We expect to learn new methods and strategies at the Community Connections Conference for involving other groups of people.

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.

- NENA continues to offer low interest home improvement loans and emergency deferred loans through the Center for Energy and Environment. We are currently working with CEE to increase participation in the program and to determine if the program has 'gaps,' i.e. if there are some households not covered by the program due to income, repayment terms, etc. A restructured Housing and Livability Group, currently in the formation stages, will work on housing problems in the neighborhood and provide input and oversight of the loan programs.
- We will continue participating in the South Minneapolis Housing Fair planning committee. The Fair is now a separate nonprofit corporation, with its own Board of Directors. We are soliciting additional Board members and are actively involved in fair planning.
- Some of our work in Bossen is housing related, including dealing with landlord and tenant concerns, improving buildings and their surroundings. The time spent on housing activities is expected to be 20%.

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.

- We plan to roll the unused funds into the CPP 2014-16 contract

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	\$ 80,000	\$ 80,000	\$ 80,000
Employee Benefits	\$ 9,600	\$ 9,600	\$ 9,600
Professional Services	\$ 4,000	\$ 4,000	\$ 4,000
Occupancy	\$ 16,000	\$ 16,000	\$ 16,000
Communications/Outreach	\$ 9,000	\$ 9,000	\$ 9,000
Supplies and Materials	\$ 3,000	\$ 3,000	\$ 3,000
Meetings/community building events	\$ 1,651	\$ 1,651	\$ 1,652
Development	\$ -	\$ -	\$ -
Fundraising	\$ -	\$ -	\$ -
Other Services	\$ -	\$ -	\$ -
Total for contract:	\$ 123,251	\$ 123,251	\$ 123,252
Neighborhood Priorities	\$	\$	\$
TOTAL:	\$	\$	\$ 369,754

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.).