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**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](mailto:ncr@minneapolismn.gov). Please include a copy of your bylaws if they have been revised since your last funding submission.

**CONTACT INFORMATION:**

Organization Name:	Southeast Como Improvement Association	
Address:	1170 15 <sup>th</sup> Avenue SE #302 Minneapolis, MN 55414	
Website url:	<a href="http://www.secomo.org">www.secomo.org</a> , <a href="http://www.comogreenvillage.info">www.comogreenvillage.info</a>	
Organization email:	<a href="mailto:secomo@secomo.org">secomo@secomo.org</a>	
Federal EIN:	411706780	
Board Contact:	Name:	Wendy Menken – Board President
Staff Contact:	Name:	Ricardo McCurley
	Phone:	612-676-1731
	Email:	Ricardo@comogreenvillage.info
	Address:	1170 15 <sup>th</sup> Avenue SE #302 Minneapolis, MN 55414

Who should be the primary contact for this submission? Ricardo McCurley

Date of Board review and approval: November 13, 2013

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## 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. [The Southeast Como Improvement Association \(SECIA\) has been awarded CPP funds in the past.](#)
  
- 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? [As in the past, SECIA will host a minimum of 4 public events each year on a variety of themes. Our biggest event is the Como Cookout, which over the past 3 years has an average attendance of over 700 neighbors. In collaboration with the Park Board and the University of Minnesota, we serve a free meal, host a resource fair, a music concert and have games for kids. Our Como Corner Comotion, created by our new Community Building Committee, focuses on our business community and gardens, giving both the opportunity to showcase their work. Our annual meeting provides neighbors the opportunity to review the year's actions and provide input on next year's activities. We also do at least one flyering event, offering passers-by information and treats. Our Blueprint committee has and will continue to engage neighbors in dialogues about the future of Como, compiling this data into our Small Area Plan. Through surveys, focus groups and public meetings, they have almost completed a draft. Once completed, we will use this data and plan to develop Neighborhood Priority Plans and future programming.](#)  
[All our activities depend on our monthly paper mailings, our bi-weekly e-newsletter, our 4 monthly committee and board meetings and our many partners including the University's Neighborhood Liaison program and Community Service-learner program, Van Cleve Park, PPL, NCR, MPD 2<sup>nd</sup> Precinct, Gardening Matters, Southeast Christian Church, Southeast Seniors, Eastside Neighborhood Services and many more.](#)  
[To increase outreach, we plan to partner with more student organizations and fine tune our social media tools. Through topics like Environment and Sustainability, Safety, and Urban Agriculture, we hope to engage more students both on campus and in Como.](#)
  
- 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. [Our committees provide the primary](#)

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means by which we directly involve neighbors. Our four standing committees; Blueprint, Community Building, Environment and Livability all meet monthly and manage all our programs and events. Each year, new students move into the neighborhood. We will connect with them through our communications, our partners like the Neighborhood Liaisons, MSA and GAPSA and through internships. The many programs we develop and implement, like those at our three gardens, our biking initiatives, our environmental inventories and activism, and our housing and livability programs offer new and old neighbors the opportunity to volunteer for and lead projects.

We hope to expand our operational capacity with new funding streams dedicated to our new sustainable flat roof project, our TCE soil vapor remediation efforts, adding new gardens, urban agriculture programs and safety programs. We will also expand our internship programs adding two new positions piloted this 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. We focus on the commonalities of our neighbors to foster a sense of community. Our events highlight many of those commonalities through food and dialogue. Most recently, we began researching the pedestrian traffic in Como and discovered that all corners of the neighborhood have problem intersections. We will take an issue like this, as we have with many other environmental and livability issues, put it through our committee process and develop programming to address it. Our student population links us with surrounding neighborhoods and led to the creation of the University District Alliance in which we participate. For every issue and for every project, we look for partner. We recently coordinated a series of safety events, partnering with Southeast Christian Church, Neighborhood Liaisons, Van Cleve Park, the Aurora Center, UMPD, MPD 2<sup>nd</sup> Precinct and Muddsuckers coffee house. Including a diverse cross section residents and a variety of partners benefits Como because it fosters connections.
  
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. Our under-engaged groups are college students and east-African neighbors in the Brook and Charlotte Commons buildings run by PPL. Students are an ever evolving group but we have had success engaging them through our gardens, our internships and by partnering with student groups on issues and projects. Most recently, we changed the date of our annual meeting to November to give students a better opportunity to participate. To increase engagement, we are adding internships and improving our social media to better use Facebook, Twitter and

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other feeds. For the PPL neighbors, we recruited and secured our first board member from the buildings, attend their month resident council meetings and communicate with PPL Staff on many issues.

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. We continue to manage a housing loan program offering a down payment assistance loan and a home repair loan. Our Livability Committee focuses on tracking properties with histories of crime and over-occupancy and does outreach to new property owners, informing them of city regulations. Over all about 35% of our activities directly relate to housing while another 30% relates indirectly, many our environmental, beautification and other livability work.
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. Our remaining fund are predominantly designated for communication, outreach and occupancy. We will continue to use them as designated.
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**

<b>CPP Budget</b>	<b>yr2014</b>	<b>yr2015</b>	<b>yr2016</b>
Staff Expenses	\$26000	\$26000	\$26000
Employee Benefits	\$5000	\$5000	\$5000
Professional Services	\$3800	\$3800	\$3800

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Occupancy	\$8200	\$8200	\$8200
Communications/Outreach	\$5520	\$5520	\$5520
Supplies and Materials	\$500	\$500	\$500
Meetings/community building events	\$2000	\$2000	\$2000
Development	\$1000	\$1000	\$1000
Fundraising	\$350	\$350	\$350
Other Services	\$1001	\$1000	\$1000
<b>Total for contract:</b>	\$53,371.00	\$53,370.00	\$53,370.00
Neighborhood Priorities	\$0	\$0	\$0
<b>TOTAL:</b>	\$53,371.00	\$53,370.00	\$53,370.00

**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.).