
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:	Heritage Park Neighborhood Association
Address:	1000 Olson Memorial Highway Minneapolis, MN 55411
Website url:	www.heritageparkneighborhood.org
Organization email:	hpnamp1@gmail.com
Federal EIN:	26-1286232
Board Contact:	Name: Candy Bakion
Staff Contact:	Name: Terra Cole Phone: 612.767.1061 Email: hpnamp1@gmail.com Address: 1000 Olson Memorial Highway Minneapolis, MN 55411

Primary contact for this submission: **Terra Cole, Executive Director**

Date of Board review and approval: **April 3, 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.*

Heritage Park Neighborhood Association has been funded via CPP since 2010

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?*

The Heritage Park Neighborhood Association (HPNA) which serves the residents of the Sumner-Glenwood neighborhood, plans to increase community involvement by galvanizing residents via a series of activities and programming that will increase the community's involvement in the creation of a Neighborhood Priority Plan. HPNA has a host of challenges that it must overcome so that it can fully engage the entire community and its residents. We plan to use our 2014 CPP funds to help lay the groundwork for the creation of a comprehensive neighborhood priority plan that is reflective of the needs of residents. We want the Sumner-Glenwood/Heritage Park Neighborhood to become:

- A destination place that surrounding neighborhoods (North Loop, Harrison, Bryn Mawr, Near North, & Willard-Hay) want to come to and feel safe accessing.
- An environmentally stable and Green Neighborhood that focuses on the lived environment and sustainability in the areas of housing, gardening and health & wellness.
- A fully built out neighborhood that not only increases in housing value and income, but maintains the unique multi-income and generational neighbor mix that is respectful of race, class, culture, sexual orientation, age, accessibility, language for all residents.

We plan to utilize technology, traditional in person board meetings, our youth leadership group and regular communications to provide residents with information and progress.

3. **Building organizational capacity.** *How will you work to:*

In order to build the organizational capacity of HPNA by the end of 2016, the board is committed to working on the following:

- **Revisiting our Mission & Vision Statements** via formal evaluative facilitation to help the board
- **Increase board members from 13 – 15** so that the board will comprised of 5 renters, 5 home owners, Urban Strategies Community Liaison and 4 members who represent organizations/businesses that serve Sumner-Glenwood residents or volunteer within its boundaries.
- **Strengthen our understanding and relationship with MPHA** as it relates to our service as a Resident Council, creating a shared interest for the temporary and permanent uses for the lots owned by MPHA south of Olson Highway.

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- **Focus on organizational development** by creating a recruitment & retention plan that focuses on training and leadership development.
 - **Increasing staffing needs based on the needs of the neighborhood.** It is our desire to add (1) Communications in 2014 and (1) Environment & Transportation by summer 2015 both at .5 FTE to support the priorities and work of the neighborhood.
 - **Building a comprehensive grant funding plan** that looks ahead to see where we will need to pursue for funding
 - **Continue to build on our Strategic Partner Development** with MPHA, the MPHA Board of Commissioners, McCormack Baron Ragan & Urban Strategies to create a
 - **Obtain 501 (c)(3) status**
 - **Create a comprehensive and measureable strategic plan that includes five (5) year goals.**

4. ***Building neighborhood relationships.***

Our outreach capabilities are limited at this moment due to staff constraints. However, we plan to do the following activities (of which we have never done consistently before) to create a sense of engagement, awareness and cohesion for Heritage Park/Sumner-Glenwood residents:

- Encourage Urban Strategies, the 5 HOA's, MBR and MPHA to utilize and promote the HPNA website and community calendar to their residents/members for the promotion of events and information.
- Create and maintain a Bi-Monthly paper newsletter
- Create a monthly electronic newsletter that is comprised of weekly blog posts
- Create a List Serv/Google Group for all interested residents so that we can have the most updated electronic information possible
- Create HPNA Brochures that speak to the history, purpose and mission of the organization

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.*

Beginning with the 2014 Annual Meeting invitation, HPNA will start a Bulk Mailing program that will mail information to all residential and businesses in the Heritage Park/Sumner-Glenwood neighborhood. This will ensure that all who live and work in the Sumner-Glenwood neighborhood will receive information on the organization, which they currently do not. Also, we will ramp up our communications by utilizing social media and cross listing information gathered via email or the web in to a central location: the HPNA website. On our website we have a community calendar what we will regularly update as well as a blog. Additionally, We currently have five (5) dues paying homeowner organizations (IMS, Sumnerfield, Heritage Townhomes, Emerson Townhomes & the Master Association). It is our goal to have a representative who is actively engaged from each dues paying HOA's serving on our board by the end of 2017. By doing this we will change the viewpoint that the organization is ONLY focused on renters and not the neighborhood at large.

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 want to utilize our 2014-16 funds to create a comprehensive Neighborhood priority plan in 2014/15 and expect to spend approximately 50% of our time the following housing and land management issues :

- The creation of a comprehensive Housing Development Plan that is reflective of the current needs of the neighborhood.
- Partner with MPHA & City of Minneapolis to develop a strong housing program that will draw professionals of color, increase the likelihood of economic development and is respectful of the history of the area.
- Engaging Homeowner's associations (Master, Sumner Field, Heritage, Emerson Town Homes & IMS) in the updating of the Heritage Park Housing Development Master Plan and in the creation of a comprehensive Housing Development Plan
- Have at least one Heritage Park/Sumner-Glenwood resident or staff person serving on the MPHA Commissioner Board by 2016.
- Actively work toward creating a comprehensive document that states the wishes of Heritage Park/Sumner-Glenwood residents of the desired permanent and temporary uses for the vacant lots throughout the neighborhood. (MPHA and City of Minneapolis).

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.*

If we have the opportunity to obtain enough grant funds to cover the work that we do and those funds result in unused CPP funds, we plan to roll over those funds for use in future years. However, we do not anticipate any unused funds at this time.

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.*

ESTIMATED BUDGET

CPP Budget	2014	2015	2016
Staff Expenses	\$15,401.00	\$15,400.00	\$15,400.00
Employee Benefits	\$4,800.00	\$4,800.00	\$4,800.00
Professional Services			
Occupancy/insurance	\$1,200.00	\$1,200.00	\$1,200.00
Communications/Outreach	\$1,500.00	\$1,500.00	\$1,500.00
Supplies and Materials	\$5,400.00	\$5,400.00	\$5,400.00
Meetings/community building events	\$3,300.00	\$3,300.00	\$3,300.00
Development			
Fundraising	\$800.00	\$800.00	\$800.00
Other Services (Board Development)	\$1,000.00	\$1,000.00	\$1,000.00
Total for contract:	\$33,401.00	\$33,400.00	\$33,400.00
Neighborhood Priorities			
TOTAL:	\$33,401.00	\$33,400.00	\$33,400.00

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.).