



# **DOWNTOWN MINNEAPOLIS NEIGHBORHOOD ASSOCIATION**

**NEIGHBORHOOD AND COMMUNITY ENGAGEMENT  
COMMUNITY PARTICIPATION PROGRAM**

**2017 - 2019 APPLICATION**

**APPROVED BY THE NEIGHBORHOOD ON 11/28/16**

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**2017-2019 COMMUNITY PARTICIPATION PROGRAM**

Application Template

Please use this template as a guide to developing your application 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 application 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:	Downtown Minneapolis Neighborhood Association
Address:	40 S. 7 <sup>th</sup> Street, Suite 212, PMB 172
Website url:	<a href="http://www.thedmna.org">www.thedmna.org</a>
Organization email:	<a href="mailto:info@thedmna.org">info@thedmna.org</a>
Federal EIN:	41-1824933
Board Contact:	Name: Joe Tamburino
Staff Contact:	Name: Christie Rock Hantge

Who should be the primary contact for this application? \_\_Christie Rock Hantge\_\_\_\_\_

Date of Board review and approval: \_\_\_\_\_11/28/2016\_\_\_\_\_

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**FUNDING ACTIVITIES.**

Use the following questions as a guide for your application. 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 of the Guidelines.

*The DMNA has received funding through the Community Participation Program 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?

*The DMNA intends to engage neighborhood residents through a variety of means, including the following:*

- a. *Monthly board meetings*
  - b. *Monthly Land Use Committee meetings*
  - c. *Website*
  - d. *Social media*
  - e. *Weekly e-blasts to email list, which includes over 800 email addresses.*
  - a. *Continue outreach and collaboration efforts with other organizations working to improve the safety and livability of the downtown community; including adjacent neighborhood associations and the business associations that represent the Downtown East and Downtown West neighborhoods (East Town Business Partnership and the Minneapolis Downtown Council). Identify areas of common concern and find ways to address the problems through financial partnerships.*
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 DMNA intends to build organizational capacity through a number of methods:*

- a. *Encourage community members to attend the organization's regular monthly board meeting via the Web site, Facebook page, e-blasts to the email list and periodic advertising in the Downtown Journal.*
  - b. *Provide regular organizational updates to the downtown community via the Web site, Facebook page, e-blasts to the email list, Downtown Journal and Mill City Times.*
  - c. *Continue to support community building activities and events such as the Mill City Farmers Market and National Night Out.*

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- d. *Continue outreach and collaborative efforts with other organizations working to improve the safety and livability of the downtown community; including adjacent neighborhood associations and the business associations that represent the Downtown East and Downtown West neighborhoods (East Town Business Partnership and the Minneapolis Downtown Council).*
  - e. *Continue to communicate regularly with Beth Elliott, the city planner assigned to the downtown community to remain up to date on current and future development / redevelopment plans.*
  - f. *Continue to communicate regularly with MPD First Precinct; CCP/SAFE; DID SafeZone; and City licensing inspectors to remain up to date on problem properties / businesses, and other downtown crime and safety issues.*
  - g. *Continue to use the NCR Specialist as an outreach and engagement resource.*
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.

*The DMNA holds regular monthly board meetings on the third Monday of every month. The DMNA Board encourages community members to attend and participate in the discussion. The DMNA posts meeting information on its Web site and Facebook page. The DMNA also sends information to its email list, which consists of 800 plus people living and working in the Downtown community.*

*The DMNA also hosts an annual meeting. The most recent past meeting took place on October 27, 2016, at the Depot Minneapolis. The DMNA promotes the annual meeting via the Downtown Journal, the DMNA Web site, the DMNA Facebook page, e-blasts and the Mill City Times blog.*

*The DMNA also participates in the Downtown Neighborhood Associations Leaders (DNAL) group, which promotes shared interests and works to resolve shared concerns of Downtown neighborhoods (i.e. Downtown East and West, Elliot Park, Loring Park and North Loop).*

*In addition, DMNA Board members promote outreach and collaboration with other downtown organizations by actively participating in the following groups and initiatives:*

- a. *Above the Falls Citizen Advisory Committee*
  - b. *Central Mississippi Riverfront Regional park Master Plan Community Advisory Committee*
  - c. *Downtown Court Watch / Downtown 100*
  - d. *Downtown Minneapolis School Initiative*
  - e. *Downtown Neighborhood Associations Leaders Group*
  - f. *East Town Business Partnership*
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- g. East Town Development Committee*
  - h. Elliot Park Neighborhood, Inc.*
  - i. Mill City Farmers' Market*
  - j. Minneapolis Downtown Council*
  - k. Minneapolis Downtown Improvement District Tactical Urbanism Advisory Committee  
Minneapolis Parks Foundation*
  - l. Minneapolis Riverfront Corporation*
  - m. Minnesota Council of Nonprofits*
  - n. Minnesota Orchestral Association*
  - o. Neighborhood & Community Engagement Commission*
  - p. 2020 Partners*
  - q. 2025 Plan Committee to End Street Homelessness*
  - r. 2025 Plan Residential Task Force*
  - s. 2025 Plan Transportation Committee*
5. **Work with City departments and other jurisdictions.** Discuss your efforts to connect with City of Minneapolis departments and other jurisdictions on behalf of your community and in support of your neighborhood priorities. Please also discuss how the NCR Department can help with this work.
- DMNA staff communicates regularly with its NCR Specialist Robert Thompson, CPED staff, including Bob Cooper, Emily Stern, Beth Elliott, as well as City staff in the Licensing and Consumers Services Department.*
- This past year, DMNA staff and the DMNA Land Use Committee worked closely with elected officials and CPED staff to develop a new Vikings Tailgating map for Downtown East. In addition, DMNA staff and the DMNA Land Use Committee worked closely with elected official and CPED staff to articulate and advocate for the neighborhood's priorities for the redevelopment of 205 Park Avenue.*
6. **Involvement of under-engaged stakeholders.** Discuss which stakeholder groups are typically un-engaged or under-engaged in your work, and how you will work to involve those groups. Please also discuss how the NCR Department can help with this work.
- The typically disengaged or under-engaged groups in Downtown East and Downtown West are renters and the homeless or transient population. The DMNA will do the following to try and reach out to these under-represented groups.*
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- a. *Renters – Continue to work with the Minneapolis Police Department’s First Precinct Crime Prevention Specialist to help organize and promote block clubs in condo and apartment buildings. The DMNA will also continue to do outreach to the building owners and managers email list via weekly e-blasts that promote DMNA meetings and other downtown events and activities.*
  - b. *Homeless / transient population – Continue to work in partnership with the Heading Home Hennepin, St. Stephen’s Human Services, Salvation Army, Emanuel Housing (RS Eden), etc... to ensure that this group of people is receiving the services and assistance they need to make a positive contribution to the Downtown neighborhoods and society as a whole.*

7. **Unused funds.** Discuss how you plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.

*The DMNA will continue to use funds remaining from the previous funding cycle for community engagement and outreach activities. Some examples of engagement activities that the DMNA will use remaining CPP funds to support include, updating the organization’s Web site; expenses related to the organization’s annual meeting; staff time related to coordinating Land Use Committee meetings; plus the possibility of sponsoring/hosting and planning a crime and safety focused forum in Downtown West.*

8. **Policies and other documents.** Applications should include copies of required policies and documents, if changed since your previous application. This should include bylaws, grievance procedures, personnel procedures and policies, EOE or AA plan, ADA plan and policy, and a current board list (Contact your Neighborhood Support Specialist at NCR if you have questions or need samples).

*The DMNA Board approved revised bylaws at their October 17, meeting. The DMNA membership approved the updated bylaws at the October 27, annual meeting. The revised bylaws were shared with the DMNA’s NCR Specialist Robert Thompson for review and comment.*

9. **New organizations.** If your organization was not funded in the previous year, a report on the previous year’s activities must be included with your application.

*The DMNA has received funding through the Community Participation Program during the 2014-2016 funding cycle.*

10. **Budgets.** Please use this budget template when submitting your Community Participation Plan for approval. Your budget should show how Community Participation Program funds will support the organization’s community participation work and an amount set-aside, if any, for implementation of Neighborhood Priority Plans. An annual budget for the organization should also be provided.

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, NPP or NRP contract.

Contact your Neighborhood Support Specialist at NCR for further details.

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## ESTIMATED BUDGET

*Please see the attached budget spreadsheet.*

### **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.
- Each neighborhood organization is required to acquire General Liability Insurance and provide a certificate of insurance to the City of Minneapolis. Please contact your Neighborhood Support Specialist for details on required coverage and limits.
- NCR organizes bulk purchase of Directors and Officers Liability insurance for most neighborhood organizations. An additional \$900 is allocated to each neighborhood organization to cover the cost.
- Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
- Translation, interpretation and ADA support should be included as part of the neighborhood organization's budget, and could include the cost of contract services for translation and interpretation, or accommodations required under the ADA.
- 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.).

**Downtown Minneapolis Neighborhood Association**

**2017-2019 Community Participation Program Budget**

<b>CPP Budget</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>NOTES</b>
Bank Charges and filing fees	\$ 200.00	\$ 200.00	\$ 200.00	
Professional Services	\$ 50,000.00	\$ 40,000.00	\$ 40,000.00	Additional \$10,000 in 2017 Budget to make up for deficit in the 2016 Budget
Advertising	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	Annual Meeting and other special event advertising in the Downtown Journal
Communications/Outreach (printing and postage)	\$ 600.00	\$ 600.00	\$ 600.00	
Meetings	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
Community building events (annual meeting, NNO)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Includes \$5000 for the Mill City Farmers Market
General Liability Insurance	\$ 800.00	\$ 800.00	\$ 800.00	
Directors and Officers Insurance				NCR secures D&O insurance for neighborhood groups
Membership Dues	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	East Town Business Partnership and 2020 Partners
Occupancy (rent, telephone, website)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
Office Supplies and Materials	\$ 500.00	\$ 500.00	\$ 500.00	
Other Services (please describe):				
<b>Total for contract:</b>	<b>\$ 69,600.00</b>	<b>\$ 59,600.00</b>	<b>\$ 59,600.00</b>	
Neighborhood Priorities	\$ 34,677.00	\$ 44,677.00	\$ 44,676.00	
<b>TOTAL:</b>	<b>\$ 104,277.00</b>	<b>\$ 104,277.00</b>	<b>\$ 104,276.00</b>	

\$ 312,830.00

CPP Budget	2017	2018	2019
TOTAL:	\$ 104,277.00	\$ 104,277.00	\$ 104,276.00

\$ 312,830.00

CPP Budget	2017	2018	2019
<b>Total for contract:</b>	<b>\$ 70,500.00</b>	<b>\$ 60,500.00</b>	<b>\$ 60,500.00</b>
Neighborhood Priorities	\$ 34,677.00	\$ 44,677.00	\$ 44,676.00
<b>TOTAL:</b>	<b>\$ 105,177.00</b>	<b>\$ 105,177.00</b>	<b>\$ 105,176.00</b>