
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. Please include a copy of your bylaws if they have been revised since your last funding submission.

CONTACT INFORMATION:

Organization Name:	Harrison Neighborhood Association
Address:	503 Irving Ave N, Suite 100 Minneapolis, MN 55405
Website url:	Hnampls.org
Organization email:	info@hnampls.org
Federal EIN:	41-1490425
Board Contact:	Name: Danielle Turnipseed
Staff Contact:	Name: Amy Arcand Phone: 612-374-4849 Email: amy@hnampls.org Address: 503 Irving Ave N, suite 100 Minneapolis, MN55407

Who should be the primary contact for this application? Amy Arcand

Date of Board review and approval: Executive Committee approval November 14, 2016, pending board approval on November 21, 2016

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.

HNA is eligible.

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?

HNA uses a wide variety of methods in order to reach our residents and other stakeholders. Some of our techniques include: 1:1 meetings, outreach with partners, gatherings, opportunities for involvement, listening sessions, door-knocking, bus stop outreach and social events like a BBQ. Some of the partners we work with are: Lao Assistance Center of Minnesota, Redeemer Center for Life, Metro Transit, Nexus Community Partners, Alliance for Metropolitan Stability and Harrison Park. We also work with area businesses, churches and other neighborhoods to ensure our residents and stakeholders are represented. HNA uses translation services at community gatherings and works hard to build leadership within the cultural groups represented in the neighborhood so that language-specific outreach can be done.

HNA has an approved Neighborhood Priority plan that includes two neighborhood priorities:

- 1.) **Community-Driven Economic Development:** HNA will work with key stakeholders to implement our community-driven vision and station area plans, continue to support the business community through the administration of the Great Streets Façade Improvement program, and evaluate proposed developments using the Equitable Development Principles and Scorecard.
- 2.) **Reflecting the neighborhood in leadership and activity:** Harrison is 70% renter, 65% people of color and a high percentage of people under the age of 24 and of people living with a disability. Our goal is to continue our progress to representing the major demographics of Harrison today and maintain the cultural fabric of the community for the years to come.

Additional priorities will be identified by community members as a natural part of this work. When ideas for new priorities arise, HNA leaders and staff will draft the language and reach out to community members to get their feedback on the priorities. Once feedback is gathered, the HNA board will vote on the proposed priority.

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

(1) provide opportunities for the direct involvement of members,

HNA is a resident driven organization. HNA members are encouraged to become leaders, participate in committees and workgroups, run for Board positions, attend community gatherings, organize to affect change, influence tables of power, tend community gardens, form block clubs and do outreach to neighbors.

(2) build your membership and volunteer base,

HNA is in the midst of a staffing transition and will engage in a community-wide outreach and planning process once a new executive director is selected. Staff and resident leaders

will go out into the community to meet neighbors and discuss their ideas for the future. Staff will conduct one-on-one interviews with key stakeholders and partners to learn about what has been done and what is left to do. New members/volunteers will be recruited to participate in the outreach, planning and implementation process. New folks will be emailed, phone banked, and provided personal invitations to be engaged. All data will be captured in HNA's database for future communications.

(3) encourage and develop new leadership,

HNA's approach is to build both relationships and skills. Community members often do not see themselves as leaders or due to personal experiences may lack trust in community and institutions in general. The result is a leadership vacuum. HNA staff and leaders work to form relationships with neighbors to foster trust and understanding. As new members form a connection with the organization they begin taking on new roles and responsibilities. HNA staff will continue to meet on an individual level to help leaders develop skills in their new roles. HNA members are also provided opportunities to attend trainings in and outside the neighborhood to build skills and confidence.

(4) expand the organization's capacity through self-assessment and other activities.

After two executive director changes and a fairly new board of directors, HNA is taking some time to assess what happened and how best to move forward. The board is in the process of developing a plan to strengthen the board of directors and support the new staff.

HNA will continue to use door-knocking, surveys, one-on-one discussions and the annual meeting to gather feedback from residents about how the organization is doing.

4. Building neighborhood relationships. Describe your outreach, networking and inclusivity efforts to:

(1) build a sense of a whole neighborhood among residents,

HNA will be engaging the community in a neighborhood-wide outreach and planning process that will build upon the work that has already been done. It will be a great opportunity for the new executive director, board and staff to meet people who live and work in the neighborhood and begin to build relationships with existing and potential leaders.

(2) build bridges among neighbors and diverse communities within the neighborhood,

In 2016, HNA built upon their tradition of undoing racism work by hosting monthly community building sessions titled "Race and Class in our Time". This provided the neighborhood a platform to create a shared narrative comprised of the different values and backgrounds within the neighborhood. The purpose of this work is to expand the number of resident leaders that can effectively engage in hard conversations and facilitate more open communications in the neighborhood. All of which help foster trust between people. It also builds trust in HNA as being a place where tough topics can be addressed in a constructive manner. There is more work to be done.

(3) work with other neighborhoods and organizations on issues of common interest,

HNA could not do this work alone and has had much success partnering with other neighborhood organizations to do engagement around the Blue Line and South West LRT,

the Better Bus Stops Campaign and the Redevelopment Oversight Committee for Basset Creek Valley. Last summer, HNA partnered with Let's Bridge the Gap, Shiloh Temple, Cookie Cart, Common Space, NAACP, and Human Kind Project on the Win Back the Community Summer Festival.

(4) build partnerships with private and public entities,

HNA will continue to convene the Glenwood Revitalization Team to oversee development projects that are proposed in the neighborhood and use the Equitable Development Principles and Scorecard to evaluate projects.

Two LRT Lines will border the Harrison neighborhood placing the entire community within the half-mile radius of a Light Rail Transit stop. The Harrison Neighborhood Association is committed to connecting public institutions/staff and Harrison residents to ensure the community benefits from the public infrastructure improvements and remains an active member of the Blue Line Coalition.

HNA partnered with MN State Voices to increase civic engagement and voter participation in underrepresented communities and will continue to elevate resident voices in our democracy.

(5) benefit the neighborhood as a whole.

The HNA vision explicitly states that the organization's work is to ensure that everyone in the neighborhood equitably benefits from opportunity and HNA's guiding principles regarding development state that the current community needs to benefit from investment. Leaders will continue to build relationships within the community and listen to the stories of residents when deciding on priorities.

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.

HNA has connected with various city departments, like recycling services, to table at events and meetings and CPED staff works with HNA staff to present potential development projects to the community/committee. They also serve as a resource about development in general and the city process. NCR has been supportive through HNA's staff transitions.

HNA staff would benefit from help with connecting us to direct service providers so that we can direct residents to agencies that help with housing, childcare, employment services, etc.

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.

HNA has made significant progress over the years in engaging the diverse residents that live in the neighborhood. However, there is still substantial work to be done. HNA struggles to connect with Latino, Somali and Hmong residents in the neighborhood when we do not have staff that speaks the language. However, we have had success partnering with community leaders and organizations that work within the Hmong and Somali community to help us engage residents.

In 2017, HNA plans to use our four community gardens as a tool to engage new immigrant communities. In addition, HNA will do more targeted engagement of renters to better

understand the current market, improve conditions and work to ensure that people can remain living in Harrison as infrastructure improvements are made.

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

N/A

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, conflict of interest, personnel policies, job descriptions, EOE or AA plan, ADA plan and policy, financial policies and a current board list.

See Attached.

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.

N/A

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.

ESTIMATED BUDGET

CPP Budget	2017	2018	2019
Staff Expenses	30000	30000	30000
Employee Benefits	4000	4000	4000
Professional Services	7500	7500	7500
Occupancy	3000	3000	3000
General Liability Insurance	750	750	750
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	6000	6000	6000
Translation, interpretation and ADA support	750	750	750
Supplies and Materials	1000	1000	1000
Meetings/community building events	604	603	603
Development	1000	1000	1000
Fundraising	-	-	-

Other Services (please describe):	-	-	-
Total for contract:	\$55,503	\$55,503	\$55,503
Neighborhood Priorities	\$0	\$0	\$0
TOTAL:	\$55,503	\$55,503	\$55,503

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.).