

## 2017 Community Participation Program Annual Report

This year's CPP Annual Report is designed to streamline the reporting required of neighborhood organizations, cover several NCR reporting needs in one report, and allow NCR to better organize neighborhood organization feedback, highlights, updates and priorities.

Our goal is to provide neighborhood organizations, local public officials and others with timely reports about work being carried out by organizations and offer a comprehensive look at the priorities neighborhoods share throughout the city.

To see how NCR uses the information that neighborhood organizations submit, take a look at our [2016 Neighborhood Programs Annual Report](#) and [2015 Neighborhood Programs Annual Report](#).

Although we prefer that you use Survey Monkey to complete your report, please contact your NCR neighborhood specialist if you would like to submit it in another format.

### **Report Basics:**

- Please report on activities during the 2017 calendar year.
- Please keep your answers brief. For example, a paragraph or two should suffice for questions requiring a narrative response.
- We are looking for quotable highlights of your work
- Pictures that help tell your story are especially appreciated. Please email them to us at [ncr@minneapolismn.gov](mailto:ncr@minneapolismn.gov)
- For your *2017 HIGHLIGHTS*, please think about examples of work that you want to share with other neighborhood organizations.
- *Questions?* Please contact your Neighborhood Support Specialist at NCR.

**PLEASE COMPLETE AND SUBMIT YOUR 2017 CPP ANNUAL REPORT  
BY FRIDAY, MARCH 30, 2017.**

## 2017 Community Participation Program Annual Report

Organization Information - *please confirm*

### 1. NEIGHBORHOOD ORGANIZATION

### 2. ORGANIZATIONAL INFORMATION

Neighborhood Organization Contact:

Organization Address:

Organization Address 2:

Organization ZIP:

Organization Email Address:

Organization Phone Number:

### 3. Organization Website and Social Media

Website

Facebook

Twitter

Other

### 4. DATE OF BOARD APPROVAL

Once your board has reviewed this draft annual report, please provide the date of the meeting at which the board approved submission of this report to NCR. **Note:** Meeting minutes may be requested by NCR.

Date / Time      MM      DD      YYYY

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## 2017 Community Participation Program Annual Report

### Stakeholder Engagement - *Outreach & Engagement*

#### WHICH OF THE FOLLOWING OUTREACH ACTIVITIES DID YOUR ORGANIZATION USE IN 2017?

5. **MEETINGS** (Check all that apply)

- Held regular committee meetings or discussion groups that are open to all stakeholders
- Held at least one general membership or community meeting (in addition to the annual meeting) to gather input from residents and other stakeholders for a neighborhood specific initiative
- Hosted at least one general membership or committee meeting in response to a City request for input - such as a development proposal, transit planning or public works project
- Conducted one or more focus groups

6. **DOOR-TO-DOOR** (Check all that apply)

Door-Knocking (with goal of face-to-face engagement)

- At least once reaching a portion of neighborhood
- At least once reaching most or all of neighborhood
- For more than one issue/outreach effort
- On a routine basis
- Conducted primarily by staff members
- Conducted primarily by volunteers
- Carried out primarily to increase membership and participation
- Carried out primarily to gather input or inform on a specific city or neighborhood issue

7. Approximately how many households did your organization reach through door-knocking in 2017?

8. Flyering - Dropping literature at doors (Check all that apply)

- At least once reaching a portion of the neighborhood
- At least once reaching most or all of the neighborhood
- Carried out primarily to inform and increase membership and participation
- Carried out primarily to gather input or inform on a specific city or neighborhood issue

9. Approximately how many households did your organization reach through flyering in 2017?

10. **EVENTS** (Check all that apply)

- Staffed a booth or table at neighborhood event or other community event that included sign-up sheets, surveys or information about your organization.
- Organized one or more issue specific event (such as a safety forum, housing fair, Open Streets, Creative Citymaking, etc).
- Organized smaller events for specific outreach to target audiences (e.g., sidewalk tabling to reach renters, lemonade stands, tabling at Farmer's Market, etc.)

11. **COMMUNICATION** (Fill in all that apply)

Print a paper newsletter?  
(If so, at what frequency?)

Number of subscribers to  
your email list

Number of followers on  
Facebook and Twitter  
combined

12. **OTHER** (Check all that apply)

- Conducted at least one community-wide survey (such as a random sample or all-household survey)
- Conducted another form of survey (e.g., intercept survey)
- Developed partnerships with cultural, religious, professional or business associations to expand outreach into under-represented populations
- Other activities (please describe here):

13. Please provide an estimate of volunteer hours provided to your organization in 2017

**14. HOW DID YOUR ORGANIZATION REACH OUT TO UNDER-REPRESENTED GROUPS IN YOUR NEIGHBORHOOD?** (Check all that apply)

- Worked on an issue of particular interest to an under-represented group within the neighborhood
- Provided notices of annual and special meetings in multiple languages
- Provided newsletter articles or web pages in multiple languages
- Targeted outreach in apartment buildings or blocks to reach renters
- Targeted tabling at other events or locations (such as farmers markets, cultural events, etc.)
- Held focus groups or open meeting formats for under-represented communities
- Met with other agencies in the community that work closely with under-represented constituencies in the neighborhood
- Included an Americans with Disabilities Act statement on meeting and event notices
- Reviewed participation activities, and identified new leaders and volunteers for volunteer, committee and board participation
- Held one-time/pop up events in areas of the neighborhood that don't often have neighborhood meetings

Other activities (please describe here):

15. What more would you like to tell NCR or the community about your stakeholder involvement?  
What are you doing that is new or particularly successful to involve residents and others?

16. Are there any challenges or struggles that your organization has had this year that you'd like to share? (This answer will NOT be published)

## 2017 Community Participation Program Annual Report

### 2017 Highlights

#### PLEASE DESCRIBE ONE OR TWO MAJOR HIGHLIGHTS

- What was the issue or opportunity the neighborhood was facing?
- Who was impacted?
- What steps did you take to address the issue or opportunity?
- What was the outcome?

\* 17. MAJOR HIGHLIGHT #1

\* 18. [MAJOR HIGHLIGHT #2](#)



*We'd love to share your highlights with others.*

If possible, send digital photos, videos, illustrations or a link to any of these to [ncr@minneapolismn.gov](mailto:ncr@minneapolismn.gov) with the Subject Line: **2017 CPP Annual Report Images**. If you have a large digital file, please make arrangements to mail or deliver a copy directly to your NCR Neighborhood Specialist.

THANK YOU!

