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Page 2: Organization Information

**Q1**

Neighborhood Organization Information

Main Contact Name	<b>Samantha</b>
Organization Name	<b>Smetana</b>
Organization Address:	<b>3537 Nicollet Avenue</b>
City	<b>Minneapolis</b>
State	<b>MN</b>
Organization ZIP:	<b>55408</b>
Organization Email Address:	<b>info@lyndale.org</b>
Organization Phone Number:	<b>612-824-9402</b>

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**Q2**

WEBSITE AND SOCIAL MEDIA

Website	<b>www.lyndale.org</b>
Facebook	<b>https://www.facebook.com/lyndale.neighborhood/</b>
Other	<b>https://www.instagram.com/lyndale_ina/</b>

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**Q3**

When and where do you hold your monthly board meetings?

Second Monday of each month

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**Q4**

Date of Board approval

After your board reviews this **02/12/2024** draft annual report, please provide the approval date or the anticipated approval date if not yet approved. Meeting minutes may be requested by NCR.

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Page 3: Updated Documents

**Q5**

Upload your Certificate of Insurance for liability insurance

**Lyndale%20Neighborhood%20Assoc%20-%20Package%20Policy%202023%20(6).PDF (5.6MB)**

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**Q6**

Upload your Certificate of Insurance for Directors and Officers Insurance

**Directors%20%26%20Officers%2024-25%20USLI.PDF (2.2MB)**

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**Q7**

Upload an update board list

**LNA%20Board%20and%20Staff%20Roster%202023-2024.docx%20(3).pdf (84.9KB)**

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**Q8**

Upload your overall organizational budget

**\_Budget%20FY24.xlsx%20-%20Budget%20Summary.pdf (39.6KB)**

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Page 4: Staffing

**Q9**

Indicate the POSITION TITLE of each PAID EMPLOYEE OR CONTRACT STAFF (excluding professional services such as accounting, legal, etc.)

Position Title #1	<b>Executive Director</b>
Position Title #2	<b>Director or Projects</b>
Position Title #3	<b>Digital Literacy Instructor</b>
Position Title #4	<b>ESL Teacher and Education Volunteer Coordinator</b>
Position Title #5	<b>ESL Teacher</b>

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**Q10**

Please indicate below the AVERAGE HOURS PER WEEK of each paid staff (excluding separate professional services such as accounting, legal, etc.)

#1 Hours/Week	38.0
#2 Hours/Week	20.0
#3 Hours/Week	32.0
#4 Hours/Week	35.0
#5 Hours/Week	32.0

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**Q11**

Please share the name of your accountant or bookkeeping service provider.

Carolyn Van Nelson

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**Q12**

IF NEEDED, PROVIDE ADDITIONAL INFO BELOW: Note if any positions are seasonal, temporary, etc.

Position # 6 Community Organizer, 32 hours  
Position #7 Communications Coordinator, 15 hours

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Page 5: Stakeholder Engagement - Outreach & Engagement

**Q13**

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 projects**  
,
  - Conducted one or more focus groups**
-

**Q14**

DOOR-TO-DOOR - with goal of face-to-face engagement  
(Check all that apply)

At least once reaching a portion of neighborhood,

At least once reaching most or all of neighborhood,

For more than one issue/outreach effort,

Conducted primarily by staff members,

Carried out primarily to increase membership and participation

,

Carried out primarily to gather input or inform on a specific city or neighborhood issue

**Q15**

Approximately HOW MANY HOUSEHOLDS DID YOU REACH through door-knocking last year?

3600

**Q16**

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

**Q17**

Approximately HOW MANY HOUSEHOLDS DID YOU REACH through flyering last year?

7200

**Q18**

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.)

**Q19**

COMMUNICATION (Fill in all that apply)

Print newsletter (share frequency and distribution size)

**Three times a year and reach: 9400 residents, Annual Appeal Letter: once yearly and reach all residents: 7200, Events postcard: once yearly and reach all residents: 7200**

Email newsletter (share frequency and subscriber total)

**Once weekly and reach: 1100 residents**

Primary social media [facebook, twitter, or other] (share posting frequency and subscriber count)

**2-3 posts/week and 2,225 followers on Facebook, 550 on Instagram**

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**Q20**

OTHER (Check all that apply)

**Conducted another form of survey (e.g., intercept survey)**

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**Developed partnerships with cultural, religious, professional or business associations to expand outreach into under-represented populations**

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**Q21**

Please provide an ESTIMATE OF VOLUNTEER HOURS PROVIDED to your organization last year. (see Volunteer Hour Tracking Guide for suggested ways to calculate this.)

3149

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**Q22**

HOW DID YOUR ORGANIZATION REACH OUT TO UNDERREPRESENTED GROUPS IN YOUR NEIGHBORHOOD? (Check all that apply)

- Worked on an issue of particular interest to an underrepresented 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 underrepresented communities**
- ,
- Met with other agencies in the community that work closely with underrepresented constituencies in the neighborhood**

**Q23**

WHAT CITY SERVICES AND SUPPORTS DID YOUR ORGANIZATION USE? (Check all that apply)

- Did your staff or board members attend any monthly Citywide Neighborhood Meetingd?**
- ,
- Did your organization utilize the provided legal services from MissionGuardian.com?**
- ,
- Did your organization have any specialized trainings or workshops conducted by City Staff?**
- ,
- Did your organization have City staff attend any of your board or community meetings to present and engage residents?**

**Q24**

Referencing the QUANTITATIVE GOALS section of your EQUITABLE ENGAGEMENT PLAN, share your progress on the goals, sharing both success and lessons learned.

## 2023 Neighborhood Annual Report

Have conversations with 75% of tenants whose doors were knocked  
Our ACP outreach reached 154 individuals at Horn Towers Apartment Complex.

Obtain contact information from 50% of tenants whose doors were knocked and add them to the distribution list  
Tenets were provided the opportunity to sign up for LNA's eNews through our ACP outreach.

Establish trusted relationships with 4 Somali residents, who are willing to help do outreach with LNA to their community members.  
-Danda Khalif at Horn Towers (outreach for Computer Basics in January 2024)  
-Mohamed Hirsi at Horn Towers (board member since 2022). Flyering and outreach at events.  
-Asha Warsame at Horn Towers (resident willing to do outreach)  
-Fadumo Qassim at Horn Towers (willing to do outreach)

Increase attendance by Somali neighbors at LNA meetings and events.  
In 2023 LNA hosted or was part of 5 events that provided Somali interpretation that reached approximately 830 residents.

Assist 20 neighbors to connect to the federal free broadband connectivity program.  
LNA provided direct outreach to the Horn Towers community around the Affordable Connectivity Program (ACP) in Somali that reached 154 individuals with 67 successfully applying for the program.

Enroll 50% of available garden plots to renters.  
Of the 41 gardeners in 2023, 88% rent apartments in the Lyndale neighborhood

Increase awareness, and access of local food shelves.  
LNA internally put together a community resource list and in 2024 will be creating bookmarks in English and Spanish for community members. This will include local food shelf options.

Increase voter turnout.  
LNA was a hosting organization for the Ward 8 Candidate Forum with approximately 130 residents attending in person from the Ward. The Forum was also provided online in English (70 views) and Somali (522 views).

Distribute information in higher renter areas at least 6 times per year.  
We flyered in higher renter areas as part of our Kmart outreach, to inform about the Fall Fundraiser, and to share about the Community Meal at Simpson Housing.

Obtain contact information for 200 tenants and add them to the eNews distribution list  
In 2023 we had an increased the number of emails receiving the eNews by 33.

Increase voter turnout  
LNA was a hosting organization for the Ward 8 Candidate Forum with approximately 130 residents attending in person from the Ward. The Forum was also provided online in English (70 views) and Somali (522 views).

Assist 25 neighbors to connect to the federal free broadband connectivity program.  
LNA provided direct outreach to the Horn Towers community around the Affordable Connectivity Program (ACP) in Somali that reached 154 individuals with 67 successfully applying for the program.

Increase voter turnout:  
LNA was a hosting organization for the Ward 8 Candidate Forum with approximately 130 residents attending in person from the Ward. The Forum was also provided online in English (70 views) and Somali (522 views).



## Q25

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 REACH RESIDENTS and others?

In 2023 LNA conducted outreach or events at 24 different locations in and around the Lyndale neighborhood. During the year we established new relationships focused on our education program with Hosmer Library and Sagrado Corazon de Jesus. In both locations we conducted information sessions around our new programs and at Sagrado we conducted surveys seeking feedback from the congregation and food shelf participants around their education needs. Surveying at Harvest from the Heart was particularly successful before the food shelf opened while participants were waiting in line.

Also in 2023 LNA conducted outreach at Charles Horn Towers public housing facility around the Affordable Connectivity Program (ACP) that provides low cost internet to eligible households. LNA hired a Somali speaking contractor to assist with this work through interpreting and technical assistance. In total, this work impacted 154 residents with 67 completing sign up. Here is a story about the work that ran in the Southwest Connector: [https://gamma.creativecirclecdn.com/messenger/files/20231214-153345-121423%20SWConnector\\_12-pg\\_web.pdf](https://gamma.creativecirclecdn.com/messenger/files/20231214-153345-121423%20SWConnector_12-pg_web.pdf)

Another project that LNA took on in 2023 was engagement around the Kmart development project called the New Nicollet Redevelopment. Through our work with the City of Minneapolis, FRAYEO, Lake Street Council, Whittier Alliance, Phillips Neighborhood, and Central Neighborhood we were able to reach approximately 826 individuals (duplicated) at 8 different events with 4 events providing Somali interpretation and three events providing Spanish interpretation. Working with these partners has opened communication between neighborhoods and nonprofits also working along this corridor and deepened relationships to allow for opportunities to share successes and challenges with each other outside of this work.

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## Q26

Share a timeline of proposed events and activities for 2024 (Format by quarter or month as you prefer. Example: "Jan-March: -Plan spring outreach event)

### APRIL

April 20: Spring Litter Outta Lyndale (10 a.m., SNAC Office) Meet at SNAC Office to get supplies and claim blocks.

April 22: Lyndale Community Gathering (6:30–8 p.m., Painter Park)

### MAY

May 2–5: Lyndale Spring Online Auction (virtual)

May 4: Wheels and Bike Rodeo (11 a.m.–2 p.m., Painter Park)

May 18: Lyndale Garage Sales Day (9 a.m.–2 p.m., Lyndale Neighborhood)

### JUNE

June 1: Lyndale Plant Sale (Times TBD, Painter Park)

### JULY

July 8: Movie Night in the Park (6 p.m., Painter Park)

July 22: Lyndale Community Gathering and Elections (6 p.m. Meet & Greet, 6:30–8 p.m. Meeting, Horn Towers)

### AUGUST

August 24: Back 2 School Jam (11 a.m.–2 p.m., Painter Park)

### SEPTEMBER

September 14: Autumn Litter Outta Lyndale (10 a.m., SNAC Office) Meet at SNAC Office to get supplies and claim blocks.

### OCTOBER

October 28: Lyndale Community Gathering (6:30–8 p.m., SNAC Office)

### DECEMBER

December 14: Lyndale Cookie Exchange (10–11 a.m., SNAC Office)

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**Q27**

Share your 2024 Equitable Engagement Qualitative goals(Make your goals SMART: Specific, Measurable, Achievable, Relevant, and Time-Bound)

Residents: Learn about what Somali residents need and want in the neighborhood in relation to goods and services

Low-income Residents: Learn about what low income residents need in the neighborhood in relation to goods and services

Renters: Learn about what tenants want in the neighborhood in relation to goods and services

Page 7: Neighborhood Day 2024

**Q28**

**Nothing**

On May 11, 2024, we are hosting...

**Q29**

**Respondent skipped this question**

Date, time, and location of your Event(Ex. May 11 from 9am to 7pm at Community Rec Center, 1234 Broadway Ave, continuing through May 21)

**Q30**

**Respondent skipped this question**

Webpage for your event (Board elections, annual meeting, or other event)

**Q31**

Date / Time

**07/22/2024**

Date of your Annual MeetingIf you aren't hosting your board elections on Neighborhood Election Day, please share the exact or approximate date of your upcoming annual meeting.

**Q32**

**Respondent skipped this question**

Upload an Event imageWe will use this on the citywide map of Neighborhood Day to promote your event information. (See the 2023 map example)

Page 8: Program Highlights

**Q33**

**Housing,**

What category best describes the highlight you'd like to share?

**Equitable Engagement,**

Other (please specify):

Education, Digital Literacy

**Q34**

Write 2-3 paragraphs describing a highlight from 2023 related to the topic above.

LNA's team of Grayson Betz and Karsten Potts have been working directly with residents at Horn Towers to educate them about the program and to help them through the lengthy application process. As of November 2023, Grayson and Karsten have provided information about the ACP to 154 residents.

LNA has been teaching English and basic computer skills classes at Horn Towers since summer 2022. Through these classes, LNA saw that our neighbors had a real need for low-cost internet and assistance applying for this program—especially because the ACP application process is completely managed online. Many Horn Towers residents do not know how to use a computer, how to access their email account or how to send a photo of their verification documents. Additionally for many, their primary language is not English. For them, the process is truly formidable. LNA is thrilled to expand our outreach efforts to meet this need in our community. Since August 2023, Grayson and Karsten have been hosting information sessions in which they work 1:1 with neighbors to establish email access, complete the lengthy application, compile verification documents and follow up on submitted applications. After an ACP application has been approved, Grayson and Karsten help residents contact their internet service providers to get the discount applied to their account. It takes several hours of 1:1 assistance to help each resident from start to finish. So far, 67 residents have been approved for the ACP with our help with another 24 residents midway through the process.

For many neighbors in our community, ACP is an exciting opportunity to make internet access affordable. Through in-person information sessions, LNA's team has helped 91 Horn Towers residents navigate the hurdles to low-cost internet access, in addition to the free computer and English classes that LNA teaches at the apartment buildings. Through this work, LNA brings our vision to life: engaging our diverse community members to build a safe, vibrant, and sustainable neighborhood.

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**Q35**

Attach a photo related to the highlight you shared in the story above.

**IMG\_7645.jpg (1.7MB)**

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**Q36**

**Respondent skipped this question**

What category best describes the second highlight you'd like to share? (Optional)

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**Q37**

**Respondent skipped this question**

Write 2-3 paragraphs describing a second highlight from 2023 related to the topic above. (Optional)

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**Q38**

**Respondent skipped this question**

Attach a photo related to the highlight you shared in the story above.

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