

MEMORANDUM

To: Policy Board Members and Alternates

From: Robert D. Miller, Director

Date: December 5, 2003

Subject: Bancroft Neighborhood Association Phase II Participation Agreement

Attached is the November 14, 2003 Participation Agreement from the Bancroft Neighborhood Association (BNA) outlining the neighborhood's proposed Phase II plan development process. My staff reviewed this agreement with the BNA representatives and has advised that the proposed process is consistent with the "Participation Agreement Guidelines and Content." The budget and timeline appear to be reasonable for the proposed planning activities.

As of December 31, 2000, the Bancroft NRP Phase I Plan was 96% contracted. This met the threshold established for the neighborhood's entry into Phase II of NRP. The neighborhood completed its Phase I plan review and the project highlights have been entered into PlanNet NRP. Both the Phase I review and the development of the Phase II Participation Agreement were accomplished using Phase I administrative funds.

The neighborhood requires additional funds to proceed with the planning activities outlined in the proposed Phase II Participation Agreement. The BNA is eligible to receive up to 50% of their Phase I Participation Agreement Funds. The neighborhood received \$39,650 for administrative support to complete Phase I planning activities. ANA is requesting \$19,825 from the Phase II Plan Development Advance Fund for their Phase II planning.

Based on these considerations, I recommend approval of the following resolution:

RESOLVED: That in accordance with the Minneapolis Neighborhood Revitalization Policy Board (Board) Phase II Guidelines, approved on July 24, 2000, the Board hereby approves the Bancroft Neighborhood Association Phase II Participation Agreement, dated November 14, 2003 and authorizes the Bancroft neighborhood to begin its NRP Phase II plan development activities;

RESOLVED FURTHER: That the Board hereby authorizes the use of up to \$19,825 from the Phase II Plan Development Advance Fund for Phase II plan development activities in the Bancroft neighborhood.



November 20, 2003

To: Bob Miller, NRP Director
Cc: Peg Mountin
From: Mike Simons, BNA President

Re: Policy Board Approval

On November 13, 2003, at the Bancroft Neighborhood Association's Annual Meeting, The Board and General Membership in attendance voted to approve the attached NRP Phase II Participation Agreement. We are forwarding this document to you for consideration and approval by the NRP Policy Board. Thank you for your support and assistance.



**Bancroft Neighborhood Association
4120 17th Avenue South
Minneapolis, MN 55407**

NRP Phase II Participation Agreement

November 14, 2003

Bancroft Neighborhood Association's NRP Phase II Participation Agreement

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Introduction/Purpose:

The Bancroft Neighborhood Association (BNA) would like to begin its planning for the second round of NRP funding. The BNA will organize, develop, review, and approve a Neighborhood Action Plan which will outline how the NRP Phase II funding will be utilized in our neighborhood, how development of the action plan will occur, and what support resources will be needed for this plan development to occur. It contains details on how information will be disseminated to residents and other community stakeholders, what decision-making groups will be organized for the development of the plan and how grievances will be handled. Our goal is that the plan development process is open and equitable, and that the plan will be reflective of the needs, concerns, and opportunities of the people and interests in the neighborhood.

Neighborhood Description:

This section briefly describes the demographics of the neighborhood and compares them to earlier versions of the same data. Major changes from the characteristics of the neighborhood in 1990 are highlighted.

The boundaries of the Bancroft Neighborhood are East 38th Street on the north, East 42nd Street on the south and Chicago Avenue on the west. The eastern boundary is Cedar Avenue. According to the 2000 Census, the population of the neighborhood is 3606. This represented an increase of 10% from the total found in the 1990 Census.

Of the 2000 population, 65% are European American, 16% are African American, 1% are Native American, 5% Asian American and 10% Hispanic. The corresponding percentages from the 1990 Census are 85%, 12%, 2% 1% and 3%, respectively. There has been a decrease in European Americans and an increase in minority populations since 1990.

Age group and residential structure information is not yet available. It will be added to this document when available.

Plan Development: Organizational Structure

There will be an NRP Steering Committee established to oversee the development of the Phase II Bancroft Neighborhood Association Action Plan. The Steering Committee will be comprised of 5- 11 members, made up of the general membership as well as new members. This body will work toward demographical representation of the Bancroft neighborhood. Therefore renters, homeowners, property owners, business owners, people of color, European Americans, older and younger people, are all welcome to become members of the Steering Committee. A liaison from the Steering Committee will attend BNA Council and neighborhood meetings to keep the council members and residents up to date on their progress.

The Bancroft Neighborhood Association (BNA) Community Council will advertise for volunteers and appoint the representatives. Individuals identified as being neighborhood leaders in the community and/or representative of underrepresented populations will be recruited to participate in the NRP Phase II process as members of the NRP Steering Committee.

The Steering Committee will act as a standing committee of the BNA Community Council with a limited term and purpose. Its activities will be guided by the Participation Agreement and subject to approval of the BNA Council. The Committee will be responsible for conducting outreach efforts for all parts of the Phase II Action Plan as well as developing and implementing the tools that will be used to gain neighborhood input, and the actual drafting of the plan itself. The Committee will direct staff, manage funds and have the responsibility to oversee the plan development and approval activities, as well as survey and recruit members into action groups. The Committee will give the Council progress updates at the monthly Council meeting.

A variety of tools will be used for publicizing meetings, action groups etc. The BNA Web site, BNA Email list, the Bancroft Banner Newsletter published every other month, mailings to BNA members and flyers at the businesses can all be utilized as appropriate.

The BNA's goal is to have the Steering Committee conduct its activities, and have a draft of a plan in place within 9-12 months of the Committee's establishment. The BNA believes it already has a knowledge base in place on how to conduct this process, which will cut down the time it took to draft the first plan. The BNA Council would like a draft of the NRP Phase II plan ready for approval by the neighborhood at the November 2004's BNA Annual Meeting. See addendum A for a detailed timetable.

Plan Development: Outreach

The BNA will use a number of methods to reach out to residents in the plan development process. First of all, there will be a BNA Action Group created out of the BNA Committees and the Community Council that focuses solely on outreach strategies, primarily survey and recruitment. They will interact with the BNA Community Council, the Steering Committee, and especially the other Action Groups throughout the entire workshop process. They will use many of the techniques listed below as well as other methods they deem necessary and appropriate.

The BNA has numerous tools for publicizing meetings and voting notices. All meetings, both the Action Group meetings and the Steering Committee meetings will be published in The Bancroft Banner, the neighborhood newsletter, which is distributed on a bi-monthly basis to all households in Bancroft. All meetings will be held in accessible locations and have child care provided if asked for by a certain date (such as three working days before a meeting) and will be open to anyone who wants to attend and have input, at any time, during this process. Updates on the Action groups and the NRP process as a whole will be reported in the Banner. In addition, we will use, as needed, additional postcard mailings that provide information in between newsletters.

The BNA can reach out to residents in a number of non-traditional ways to solicit their participation. The BNA currently has an active E-mail list and, can use e-mails of meeting attendees to distribute meeting notices and agendas. In addition, the BNA has a web site, which is an excellent tool for posting monthly calendars with important information. Furthermore, we can post notices and newsletters at a variety of high traffic businesses in the neighborhood. Also, we may use random sample survey, clipboard questionnaire and the City planning department to reach the “invisible” residents.

The BNA will work with other established neighborhood groups to get the word out. There will be continuous outreach done by all involved individuals, through word of mouth, by contacting churches, by flyers for larger events, by making contact with organizations in the neighborhood such as Girl and Boy Scouts, Block Clubs, child care facilities, and schools. Meeting notices will be posted at all public facilities in the neighborhood, high traffic stores and commercial establishments, churches and other institutions.

Last of all, the BNA has access to a number of under-represented groups: seniors, minority group members and businesses through avenues that already exist in the neighborhood: The 38th & Chicago Business Association, church newsletters and ethnic/racial specific papers. Also, by making contact with individuals identified as being neighborhood leaders in the community, underrepresented populations will be recruited to participate in the process. The BNA will provide notices in Spanish to our growing Hispanic population and we will secure a Spanish-speaking translator and other languages as appropriate. In addition, we will ask the neighborhood Charter School, El Colegio, to provide us with assistance.

Plan Development: Process

The Steering Committee will be responsible for generating advertising and communications materials related to the process of drafting the neighborhood action plan. Our key method of data gathering will be a survey. We may use focus groups to clarify or expand information where the survey is not clear.

Along with its internal processes, the Steering Committee will consult with City and government partners for guidance and expertise in relation to its action plan strategies. These partners include NRP, the Minneapolis School District, Community Planning and Economic Development (CPED), Public Works, Hennepin County Library Board, the Minneapolis Park and Recreation Board.

The Steering Committee will draft the plan based on feedback given from the Action Groups. The BNA Council will ultimately be responsible for reviewing and approving the action plan. Also, the Council will be responsible for the Annual Meeting, open house and mail back ballots. The Bancroft Banner will have an abbreviated version. The Executive Summary will be distributed, by mail, to every household, business and other property in the neighborhood. Ballots will be attached to the Summary to allow residents to simply return their response by mail. The full plan will be available for viewing at the BNA office, Hosmer Library, and will be available upon request. Also, a heavily promoted Annual Meeting in November 2004, summer ice cream socials, and neighborhood BNA meetings will be used to receive votes on the draft. Once all necessary parties approve the plan, the BNA Council will oversee the implementation of the plan in coordination with designated BNA committees and the BNA NRP coordinator.

Grievances and Conflict of Interest

The goal is to include everyone in the NRP process, and because people may have legitimate cause to question the process, its components, personnel, or the NRP Steering Committee, we have developed the following policies to address complaints, grievances, and disputes. The BNA has both a Grievance/Mediation policy and a Conflict of Interest Policy that can be reviewed in Addendum.

The process we will use to specifically address grievances is as follows.

- If a concern or complaint cannot be resolved directly then persons or groups with a grievance must address it to one of the NRP Chairpersons. It will then be brought to the next scheduled NRP Steering Committee meetings.
- If the dispute cannot be satisfactorily resolved, the person with the grievance must put it in writing within 5 days of the BNA Community Council Meetings. This will include a description of the incident or problem, the cause, the factors influencing the situation; the resulting problem and the steps they feel should be taken to resolve it. If the individual has exhausted neighborhood approval then the grievance will be presented to the designated (Mediator) within 15 days after the NRP meeting at which it was presented verbally.
- NOTE: Grievances against the NRP process that are procedural rather than specific to an individual or group will be presented in writing directly to the Mediator, and shall be subject to steps three and four as listed. The Mediator will set up a meeting between the two parties within 15 days of receiving the written grievance. After this meeting, the Mediator has 15 more days to write up the resolution and forward copies to both parties involved in the dispute, as well as a copy for the NRP Phase II committee.
- Finally, grievances that cannot be handled by mediation will go to the NRP Policy Board.

Participation Agreement Modification.

If the PA needs to be modified, the Steering Committee will prepare the modification and send it to the Community Council for adoption. Then, the Council will submit the modification to the NRP for approval

(A) Timeline

October 2003	Complete Participation Agreement.
November	Gain approval of PA at Annual Meeting and begin recruitment for NRP volunteers.
Jan - Feb 2004	Develop and mail surveys
March - April	Tabulation of surveys
April - May	Gather Steering Committee and action groups to review and analyze survey data and to establish initial allocation of resource guidelines.
May - July	Action Groups develop strategies.
July - Aug	Steering Committee completes plan.
September	Joint Council and Community Review of draft plan
October	Council releases the Executive Summary for mailing with return ballot.
November 2004	Annual Meeting, announce plan and give the final vote. Council makes final approval.

(B) NRP Phase II Plan Development/Participation Agreement Budget

Staff	\$16.50/hr x 40 hrs/mo x 12 months	\$7,920
Rent	\$180/mo x 12 months	\$2,160
Phone/Web page & internet svc	\$133/mo x 12 months	\$1,600
Liability insurance		\$670
Meeting supplies/child care	\$75/mo x 12 months	\$900
Communications Printing, mailing, survey & newsletters		\$6,575
	Total	\$19,825

Fund source: NRP Phase II Plan Development Advance Funds
Eligible for 50% of Phase I Planning \$39,650.

Phase I Plan review, project highlights entry into PlanNet NRP and Phase II
Participation Agreement development completed using Phase I administrative funds.