

Memorandum

To: Policy Board Members and Alternates

From: Robert D. Miller, Director

Date: April 19, 2004

Subject: Columbia Park Neighborhood Association-Phase II Participation Agreement

Attached is the Phase II Participation Agreement from the Columbia Park Neighborhood Association (CPNA) outlining the neighborhood's Phase II plan development process. My staff has reviewed this agreement and has advised that the proposed process and budgets are reasonable and that the agreement is consistent with NRP's "Participation Agreements: Guidelines and Content."

The Policy Board approved the Phase I Columbia Park Neighborhood Action Plan April 1, 1996 and allocated a total of \$24,222 for the neighborhoods Phase I plan development activities. One hundred percent (100%) of the funds allocated for implementing the neighborhood's Phase I plan have been contracted.

The neighborhood requests funding to proceed with the planning activities outlined in the Phase II Participation Agreement. CPNA is eligible to receive up to 50% (\$12,111) of their Phase I plan development funds for administrative support to complete their Phase II planning activities. CPNA is requesting \$12,000 at this time from the Phase II Plan Development Advance Fund to begin their Phase II planning activities.

Based on the request of the neighborhood and our review of the proposed agreement, I recommend approval of the following resolution:

RESOLVED: That the Minneapolis Neighborhood Revitalization Policy Board (Board) hereby approves the Columbia Park Neighborhood Phase II Participation Agreement and authorizes an expenditure of up to \$12,000 from the Phase II Plan Development Advance Fund to the Columbia Park Neighborhood Association for administrative support associated with Phase II plan development activities; and

FURTHER RESOLVED: That this expenditure be included in the neighborhood's Phase II Neighborhood Action Plan as part of their Phase II allocation.

COLUMBIA PARK NEIGHBORHOOD ASSOCIATION
CPNA

April 4, 2004

Neighborhood Revitalization Program
Policy Board
105 5th Avenue South #425
Minneapolis, MN 55401

Dear NRP Policy Board,

This letter from the Columbia Park Neighborhood Association (CPNA) is to officially request planning funds for Phase II. The CPNA has completed the Phase II Participation Agreement, and solicited all residents of the Columbia Park Neighborhood for Phase II input, and would now like to move forward in the planning process for Phase II.

In order to plan for the allocation of Phase II funds in the areas of home exterior improvement, pedestrian safety, crime reduction, public safety initiatives, and general improvement, we request funds in the amount of \$12,000.

During Phase I of the NRP, the CPNA facilitated the funding of 86 home improvements such as roof repair, and siding and window improvements. This program of improvement helped to infuse a greater sense of community and pride within the Columbia Park Neighborhood Association. \$225,000 total funding was allocated towards this goal. The CPNA also allocated \$142,000 towards the improvement of the Columbia Park Playground, which is a resounding success. New playground equipment, improved pathways, installation of a 911 phone, and lighting improvements were all accomplished through this allocation. Other initiatives, such as traffic safety and general space improvement have also been a success through the efforts of the NRP and CPNA. We hope that the Policy Board will be encouraged by the past success of the CPNA as it moves forward with approving planning funds for Phase II. Please contact our Community Organizer Ryan Curry at 612-578-8922 if you have any questions or comments. Thank you for your consideration.

Sincerely,

Matthew Lehman
Columbia Park Neighborhood Association President

NRP PHASE 2 PARTICIPATION AGREEMENT

Columbia Park Neighborhood

A. INTRODUCTION/PURPOSE

This participation Agreement describes how the Columbia Park Neighborhood Association (CPNA) will organize, develop, review and approve its NRP Phase 2 Neighborhood Action Plan (NAP). It also contains details on how information will be disseminated to residents and other community interests to ensure that the plan development and review process is open and fair and that the priorities in the NAP address the needs concerns and opportunities presented by the neighborhood.

B. NEIGHBORHOOD DESCRIPTION

The boundaries of the Columbia Park neighborhood are listed clockwise beginning with the northern boundary 37th Ave. NE, Central Ave. NE, 27 Ave. NE, University Ave NE, St Anthony Parkway, and the Mississippi River. The neighborhood is a mixture of residential, (recreational) the Columbia Golf Course, and Industrial, (the Canadian Pacific Railroad yards). According to the 2000 Census, the population of the neighborhood is 1,834, an increase of 192 from the 1990 Census.

Comparative Census Data:

Census	Caucasian	African-American	Hispanic	Asian	Native American
2000	81%	5%	5%	3%	3%
1990	98%	0%	0%	0%	2%

The neighborhood has 645 housing units, most of which are owner occupied with a very small percentage (7%) rental.

C. ORGANIZATION OF THE PLAN DEVELOPMENT EFFORT

C.1 Steering Committee

There will be a Steering Committee for the NRP 2 development process. The Steering Committee will include volunteer members, each of whom must be eligible for membership in the CPNA Representation of groups with specific interests and specific population categories (e.g. seniors, youth, renters, and recent immigrants) will be recruited. The Steering Committee will be a limited-purpose Task Force charged with ensuring that outreach efforts are conducted for every phase of the NRP Phase 2 development process, drafting the Neighborhood Action Plan, and scheduling and facilitating neighborhood-wide review of NAP drafts. The Steering committees only authority will be to petition the CPNA board or Executive Committee for spending, hiring, delegation, and approval of its activities. The Steering Committee shall not have the authority to contract or represent the CPNA without Association approval. The Steering Committee will exist until the NAP receives all necessary approvals. Meetings, activities, and actions of the Steering Committee will be publicized in the CPNA newsletter.

C.2. Outreach

The CPNA will reach out to residents for input in the plan development process through several channels. Notices for meetings will be placed throughout the neighborhood, and special invitations will be made to qualified prospects. Cooperation with other organizations will help collect input from the young and the economically disadvantaged. The CPNA may employ other techniques such as targeted interviews or focus groups as determined by the Steering Committee.

C.3. Action Plan Draft

The CPNA's NRP Phase 2 Action Plan will be drafted by the Board and the Steering Committee, distributed in summary form to residents, and made available for public review at neighborhood –wide meetings and Board meetings. Complete copies of the Plan will be sent upon request. Neighborhood adoption of the plan will be demonstrated by vote at a heavily promoted neighborhood meeting. The CPNA Board will ensure the Participation Agreement has been followed, endorse the adopted plan, and transmit the Plan to NRP for approval.

D. PLAN DEVELOPMENT

The NAP development process will include reviewing Phase 1 goals, and brainstorming new objectives and strategies at neighborhood meetings (November 2002). The Steering Committee will be responsible for promoting involvement and brainstorming, reporting to the CPNA Board for review and approval of its efforts. Government and other partners will be asked for support, guidance, and feedback during the process. The CPNA Board will be responsible for implementing the NAP.

TIMETABLE

2003	Begin Brainstorming and Outreach
2004	Draft Agreement Submitted to CPNA Board
2004 Spring	Participation Agreement Approved by CPNA Board
2004 Spring	Participation Agreement Approved by CPNA and NRP
2004 Fall	NAP Draft Submitted to CPNA Board
2004-05 Winter	NAP Submitted for General Review
2005 Spring	Neighborhood Vote for Approval

E. OUTSIDE HELP

The support required for successful completion of the Plan development process will include guidance from the NRP staff, as well as other City agencies, and engaging consultants and translators. Training sessions conducted by NRP will provide significant assistance.

F. GRIEVANCES

Grievable actions shall be:

- 1) Failure to communicate with stakeholders.
- 2) Significant departure from the Plan Development Process as adopted by the neighborhood.

Resolution of grievances will be according the procedures set forth in the CPNA bylaws.

G. MODIFICATION

Participation Agreement modifications may be drafted by the Steering Committee, and must be approved by the CPNA Board and the neighborhood-at-large before submission to the NRP.

H. BUDGET

1. Staff	\$6,200
2. Printing & Delivery	3,000
3. Rent	150
4. Insurance	250
5. Copies/ Supplies	200
6. Postage	400
7. Community Development	1,000
8. Computer	800

Total	\$12,000

I. SUPPLEMENTAL INFORMATION

Columbia Park Neighborhood Association NRP Phase I Action Plan Review
[Attached]

COMMUNITY ORGANIZATION REPORT FORM

Agency: Columbia Park Neighborhood Association

Address: PO Box 21593

Minneapolis, Minnesota 55421

EXPLANATION: NRP Phase II Participation Agreement Planning

Contract Period: 4/19/04 To _____ Payment Request No: 1

Reporting Period: _____ To _____ Date: 4/19/04

1 Contract Amount \$12,000.00

2 Advance Payments: (1st: 1,200 ; 2nd
3rd _____; 4th _____; 5th _____) Total: \$1,200.00

3 Cumulative Funds Received Prior to this Request
4 Cumulative Costs incurred under contract to date

5 Amount Due this Payment 2 - (3 - 4) \$1,200.00

I hereby certify that the costs incurred to date as shown on this request for payment represent the actual amount of costs incurred and are an expenditure of funds only for allowable purposes under the terms of the contract between the Minneapolis Community Development Agency (MCDA) or the Neighborhood Revitalization Program (NRP) and our Organization. I also certify that all funds and program income have been or will be expended in compliance with the above statement and with OMB Circular A-87 and A-122 and any other applicable governmental regulations, regarding the accounting procedures to be used and the responsibilities that we have to the MCDA or NRP.

By: _____

Title

Date

Recommended for Payment:

By: _____

Title

Date

By: _____

Title

Date

Contract#: _____ Vendor#: _____