



Preparing for NRP Phase II

The Phase II Planning Process: Phase I Review, Participation Agreement, and Neighborhood Action Plan



The NRP Phase II Planning Process

Developing a neighborhood action plan is a process through which a broad spectrum of residents and other stakeholders define what they want for their community. Below is a simple outline that shows what are the key components of the NRP Phase II planning process.

TAKING STOCK: Phase I Plan Review

- Carry out a review of your Phase I NRP plan that:
 - *Looks at what have been the most significant achievements from the plan*
 - *Provides a progress update on each project carried out under the plan*
 - *Examines how people feel about the neighborhood now*
 - *Identifies priorities from Phase I that should still be “on the table” in Phase II*
 - *Updates information in PlanNet NRP for each NRP-funded project*

GETTING ORGANIZED: Participation Agreement

- Develop a participation agreement (workplan and budget) detailing:
 - *how steering committee members will be selected, and how the neighborhood's diversity will be reflected in its composition*
 - *how the neighborhood will reach out to a wide range of community interests*
 - *what will be the major steps in the plan development process*
 - *how grievances will be handled*
 - *what resources will be needed to carry out plan development*

DEVELOPING YOUR PLAN: Neighborhood Action Plan

- Carry out the plan development efforts outlined in the Participation Agreement, assuring that all community interests have an opportunity to participate
- Draft a plan (including a vision, goals, objectives and strategies) that has been derived from:
 - *Phase I Neighborhood Action Plan*
 - *Input at neighborhood meetings*
 - *Committee and/or task force work*
 - *Information from outside sources*
- Consult with public and other professional staff about strategies, timelines, costs and responsibilities when drafting the plan
- Circulate the plan among residents and other stakeholders to gather final comments, modifications and support
- Submit the plan to the NRP office for review by the Management Review Team, and Policy Board and City Council for approval and appropriation of NRP funds

CARRYING OUT YOUR PLAN: Implementation and Monitoring

- Develop the organizational capacity to carry out, monitor and revise strategies as plan implementation progresses
- Follow up with responsible public and private partners to see that plan strategies are successfully implemented
- Design a method for evaluating the success of the plan



The NRP Phase I Plan Review

Before neighborhoods draft a participation agreement and begin to move ahead with their Phase II plan development, it is important that they carry out a full review of their Phase I plan.

Why Do A Phase I Review?

The Phase I Review is an important initial step for Phase II because it:

- provides an opportunity for each neighborhood group to report back to the community about the development, goals and outcomes of the existing NRP plan
- encourages neighborhoods to take stock of the plan's successes and failures, and the continuing challenges and opportunities that exist in the neighborhood.
- familiarizes NRP participants with some simple reporting tools and standards that will be put in place for Phase II.
- captures each neighborhood's contributions to the first ten years of NRP -- helping bring the NRP "Story" to others, both locally and elsewhere.

Key Components of the Plan Review

Below is a simple outline that shows what are the key elements to include in your NRP Phase I Plan Review.

Overview of the Plan: Addresses the following questions:

- What was the focus of the plan?
- What have been the most significant achievements from the plan?
- What process was used to conduct the review?

Progress Report: Updates each project carried out during Phase I by:

- providing a brief description of the project
- highlighting its outcomes, unique features and key participants
- indicating the level of NRP and other funds invested

Conclusion: Looks at implications of the Phase I plan for the start-up of Phase II planning by examining:

- how the neighborhood has changed since the Phase I plan was written
- how people feel about the neighborhood now
- the priorities from the Phase I plan that will still be "on the table" in Phase II

Appendices: Depending upon the methods used to conduct the review, the neighborhood may also want to include:

- Results from a survey or focus groups
- Photos, newspaper clippings, etc. from successful projects
- Tables that summarize key information about the Phase I plan

Methods for the Plan Review

The primary methods or tools used to conduct the review include, but are not limited to, the following:

- Examination of the neighborhood group's historical records and files
- Focus groups
- Surveys of residents and businesses
- Interviews with people who developed or implemented each strategy
- PlanNet NRP (NRP's information system)

Who is the audience for a Phase I review?

Neighborhood Residents are the primary audience. Others include:

- NRP Policy Board
- Elected Officials
- Foundations
- Neighborhood-Based Non-Profits
- Businesses
- Neighborhood Newspapers
- General Public



The NRP Phase II Participation Agreement

The Participation Agreement serves as a blueprint for the NRP planning process. It outlines how the range of community interests will be involved; details how you will develop and prioritize your plan strategies; and lays out how you will conduct your plan approval process. The Participation Agreement should include the following sections:

Neighborhood Description:

- Briefly profile the neighborhood by describing neighborhood boundaries, demographic and trend information; and the organizations, businesses, and institutions serving the neighborhood.
- Describe how the neighborhood has changed since the beginning of your Phase I plan.

Organization:

- Describe the role and responsibilities of the NRP steering committee, how and when the committee members will be selected, and how the neighborhood's diversity and interests will be reflected in its composition.
- Describe this committee's relationship to the neighborhood organization board, clarifying the role of each group in the overall planning process, how communication will occur between the two, and how decision-making will be distributed and shared.
- Identify the support needed to complete the plan development process contained in the Participation Agreement -- e.g. technical guidance from NRP staff, background information on neighborhood trends from the Planning Department, help with securing translators.

Outreach:

- Outline the methods to be used to attract participation by traditionally underrepresented groups, such as renters, minority group members, absentee property owners, elderly residents, businesses, and young people?
- Indicate what will be done to involve residents who speak English as a second language?
- Describe what non-traditional methods will be used to involve residents --e.g. focus groups, stratified random sample surveys, targeted interviews, neighborhood web site.
- Describe how the steering committee will provide the neighborhood with timely information and notice of meetings, decisions, and other NRP-related activities, and where meeting and voting notices will be posted or published.

Plan Development:

- Outline what will be the major steps be in the Neighborhood Action Plan development process, such as reviewing the outcomes of the Phase I plan, developing materials to promote participation, brainstorming new objectives and strategies at a neighborhood-wide meeting,
- Indicate who will have responsibility for each step in the process – neighborhood staff, the NRP Steering Committee, the neighborhood organization Board, neighborhood task forces or committees, etc.
- Describe how government and other partners will be involved in providing technical support and professional guidance during development of Phase II strategies.
- Indicate who will oversee implementation of the neighborhood action planthe NRP Steering Committee, the Board, existing committees of the neighborhood organization.
- Provide a timetable detailing when each of the plan development steps listed above will occur and when each will be completed.

Plan Approval:

- Indicate who will write the draft plan and how it will be distributed to the neighborhood -- e.g. through a summary in the community newspaper, copy to every residence, placement in public facilities.
- Describe how will community votes be taken -- e.g. at heavily promoted neighborhood meetings, all day vote, mailed ballot to all community interests.
- Indicate what role(s) the Board will have in the approval process, such as ensuring that the Participation Agreement has been followed, endorsing the plan adopted by the neighborhood, transmitting the plan to NRP for review and approval)?

Grievance Procedures:

- Outline what type of action or activity can be grieved, such as failures to communicate with residents, departures from the neighborhood's adopted plan development process, etc.
- Describe how grievances can be submitted and what process will be used to address grievances.

Resources:

- Provide a line item budget for the plan development process, and identify the sources for the funds required.



The NRP Phase II Neighborhood Action Plan

When complete, your neighborhood action plan will be read by a variety of people in a variety of settings. In order to help neighborhood residents, professional staff and decision makers accurately review and incorporate the ideas developed by your neighborhood, we recommend that your plan include the following components:

EXECUTIVE SUMMARY: A 1-2 page synopsis of your plan

Background Sections

NEIGHBORHOOD DESCRIPTION: A brief snapshot of your neighborhood

- Highlight it's history, special characteristics, people, job opportunities, physical and social conditions. Many of the details for this section can be taken from the description included in your ***participation agreement***.

NEIGHBORHOOD PLAN DEVELOPMENT PROCESS: A summation of your neighborhood's organizing and priority setting process

- Summarize the Phase I review process, the community outreach process, and the identification & priority setting process
- Describe the methods you used to make sure everybody's interests were represented during the process
- List the major concerns raised by residents during the planning process, and outline how you analyzed and prioritized them for development into a neighborhood vision, goals and objectives.

The Action Plan

NEIGHBORHOOD VISION, GOALS AND OBJECTIVES: A look at how residents want their community to look in the years to come, with the goals and measurable objectives that will help achieve that vision in the next three to five years

- Describe the overall vision residents have for the community
- Identify the goals developed to achieve this vision.

A goal describes a desired new or future condition. It is stated in broad enough language to gain a consensus of support, but precisely enough to be meaningful. It is also stated flexibly enough to allow for a variety of solutions.

- State the objectives that will achieve your goals.

An objective describes, in more specific and measurable terms, a way to achieve a given goal. It is written so that most citizens will understand without further explanation.

IMPLEMENTATION STRATEGIES: *A detailing of the realistic and achievable strategies you've adopted to achieve your objectives.*

- A strategy defines the specific action necessary to achieve your objective, and includes information on:
 - What** the action is
 - How** you will implement the action
 - Who** has primary responsibility for accomplishing the action
 - When** the action should take place
 - Where the **resources** (personnel and dollars) will come from
 - The **cost** and who will provide the needed funds
- Strategies are the important game plan for achieving a "win" for your neighborhood.
- It is critical that the various actors that will be involved in implementing a specific strategy also be directly involved in designing the strategy so that they understand the purpose, approach and expectations.
- Cooperation, collaboration, participation and shared ownership will help produce strategies that can be easily understood, accepted and enthusiastically implemented.