

**2017-2019 COMMUNITY PARTICIPATION PROGRAM**  
Submission Template

Please use this template as a guide to developing your submission for funding from the Community Participation Program. The level of detail should be appropriate to your organization's proposed activities, and to the level of funding allocated for your organization.

You may provide this submission electronically to [ncr@minneapolismn.gov](mailto:ncr@minneapolismn.gov). Please include a copy of your bylaws if they have been revised since your last funding submission.

**CONTACT INFORMATION:**

|                     |                                                                                                                               |                                                  |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Organization Name:  | Southeast Como Improvement Association                                                                                        |                                                  |
| Address:            | PO Box 18460<br>Minneapolis, MN 55418                                                                                         |                                                  |
| Website url:        | <a href="http://www.secomo.org">www.secomo.org</a> , <a href="http://www.comogreenvillage.info">www.comogreenvillage.info</a> |                                                  |
| Organization email: | <a href="mailto:secomo@secomo.org">secomo@secomo.org</a>                                                                      |                                                  |
| Federal EIN:        | 411706780                                                                                                                     |                                                  |
| Board Contact:      | Name:                                                                                                                         | Wendy Menken – Board President                   |
|                     | Email:                                                                                                                        | Wendy@comogreenvillage.info                      |
| Staff Contact:      | Name:                                                                                                                         | Cody Olson- Executive Director                   |
|                     | Phone:                                                                                                                        | 612-676-1731                                     |
|                     | Email:                                                                                                                        | cody@comogreenvillage.info                       |
|                     | Address:                                                                                                                      | 300 Industrial Blvd NE.<br>Minneapolis, MN 55414 |

Who should be the primary contact for this submission? Cody Olson

Date of Board review and approval: November 16, 2016

## FUNDINGACTIVITIES.

Use the following questions as a guide for your submission. For questions 1-8, please limit each response to no more than 3 paragraphs.

- 1. Eligibility.** If your organization has not previously been funded through the Community Participation Program, please provide evidence of the organization's eligibility, as identified in Section II.A of the Guidelines. **The Southeast Como Improvement Association (SECIA) has been awarded CPP funds in the past.**
- 2. Community participation efforts.** Describe proposed outreach activity in the neighborhood, and methods to involve residents and other stakeholders in one or more of the three key program purposes. How will you engage residents and other stakeholders of their neighborhood in developing a Neighborhood Priority Plan? **As in the past, SECIA will host a minimum of 3 public events each year on a variety of themes in addition to our public monthly board and committee meetings. Our biggest event is the Como Cookout, which over the past 3 years has an average attendance of over 800 neighbors. In collaboration with the Park Board and the University of Minnesota, we serve a free meal, host a resource fair, a music concert and have games for kids. Our Community garden, Fairshare Farm, hosts at least 1 event during garden season in conjunction with SECIA, and we plan to continue that tradition. We also do at least one flyering event, offering passers-by information and treats. All our activities depend on our monthly paper mailings, our bi-weekly e-newsletter, our 4 monthly committee and board meetings and our many partners including the University's Neighborhood Liaison program and Community Service-learner program, Restorative Justice, Van Cleve Park, PPL, NCR, MPD 2<sup>nd</sup> Precinct, Gardening Matters, Southeast Christian Church, Southeast Seniors, Eastside Neighborhood Services and many more. To increase outreach, we plan to partner with more student organizations and fine tune our social media tools. Through topics like Environment and Sustainability, Safety, and Urban Agriculture, we hope to engage more students and families both on campus and in Como. We experienced severe interruptions in communication in 2016 with new staff, an unexpected move, loss of office space, and technology issues. We hope to use 2017 to return to our normal abilities of communication and expand from there.**
- 3. Building organizational capacity.** How will you work to: (1) provide opportunities for the direct involvement of members, (2) build your membership and volunteer base, (3) encourage and develop new leadership, and (4) expand the organization's capacity through self-assessment and other activities. **Our committees provide the primary means by which we directly involve neighbors. Our currently standing committees: Environment, Housing, and Livability meet monthly and manage all our programs and events. Each year, new students move into the neighborhood. We will connect with them through our communications, our partners like the Neighborhood Liaisons, MSA and GAPSA and through internships, flyering, and community events. The many programs we develop and implement, like those at our three gardens, our biking initiatives, our environmental inventories and activism, and our housing and livability**

programs offer new and old neighbors the opportunity to volunteer for and lead projects. As our organization gets re-settled, we hope to identify new target projects to begin implementing with the help of neighbors and community partners.

4. **Building neighborhood relationships.** Describe your outreach, networking, and inclusivity efforts to: (1) build a sense of a whole neighborhood among residents, (2) build bridges among neighbors and diverse communities within the neighborhood, (3) work with other neighborhoods and organizations on issues of common interest, (4) build partnerships with private and public entities, and (5) benefit the neighborhood as a whole. We focus on the commonalities of our neighbors to foster a sense of community. Our events highlight many of those commonalities through food and dialogue. Many of our projects are community led- our SE Como Blueprint was created by a citizen led committee that did a large amount of community engagement that led to a beautiful small area plan that was adopted into the city's larger plans. Ideas like this are what SE Como strives to create- resident-led opportunities for change. Our student population links us with surrounding neighborhoods and led to the creation of the University District Alliance in which we participate. For every issue and for every project, we look for partner or try to involve as many residents or volunteers as we can. We have coordinated a series of safety events, environmental events, and bike advocacy events using partners close to our geographic area or in SE Como itself. Including a diverse cross section residents and a variety of partners benefits Como because it fosters connections.
5. **Involvement of under-engaged stakeholders.** Organizations should discuss which stakeholder groups are typically un-engaged or under-engaged in their work, and how they will work to involve those groups. Organizations should also discuss how the NCR Department can help with this work. Our under-engaged groups are college students and east-African neighbors in the Brook and Charlotte Commons buildings run by PPL. Students are an ever evolving group but we have had success engaging them through our gardens, our internships and by partnering with student groups on issues and projects. Most recently, we changed the date of our annual meeting to November to give students a better opportunity to participate. To increase engagement, we are adding internships and improving our social media to better use Facebook, Twitter and other feeds. For the PPL neighbors, we have recruited and secured board members from the buildings in the past, have attended their monthly resident council meetings and communicated with PPL Staff on many issues. We also work with Van Cleve Park, who often involves these families with their programming, to pass information along and gather feedback.
6. **Housing Activities.** Neighborhood organizations should discuss their work on housing and housing related activities. Organizations should estimate the percentage of time to be spent on these issues. We continue to manage a housing loan program offering a down payment assistance loan and a home repair loan, and will be looking at this program in 2017 to see if it is being effectively utilized. Our Livability Committee focuses on tracking properties with histories of crime and over-occupancy and does

outreach to new property owners, informing them of city regulations. They also provide neighborhood advocacy on new projects entering the neighborhood, and create creative solutions to issues involving housing and livability. Overall about 40% of our activities directly relate to housing, zoning, and development while another 30% relates indirectly through our work in beautification projects, outreach, and environmental work

7. **Unused funds.** Organizations should discuss how they plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities. Our remaining funds are predominantly designated for communication, outreach and occupancy. We will continue to use them as designated as we had serious interruptions in our ability to communicate with our neighbors in 2016

8. **Budgets.** Submissions should include a budget showing how Community Participation Program funds will support the organization’s community participation work and an amount set-aside for implementation of Neighborhood Priority Plans. An annual budget for the organization should also be provided. Please use this budget template when submitting your Community Participation Plan for approval.

Please note that not all expenses are eligible for reimbursement. Expenses related to neighborhood celebrations and events are only eligible if the event’s purpose is to increase neighborhood awareness and involvement in the organization’s planning and implementation efforts. Expenses such as pony rides, food, and entertainment are not eligible for funding and will not be reimbursed.

Expenses related to projects may only be eligible if they are related to implementation of an approved Neighborhood Priority Plan, and are identified in a CPP contract or an NRP contract or MoU.

Contact your Neighborhood Support Specialist at NCR for further details.

ESTIMATEDBUDGET

| <b>CPP Budget</b>                  | <b>yr2017</b>     | <b>yr2018</b>     | <b>yr2019</b>     |
|------------------------------------|-------------------|-------------------|-------------------|
| Staff Expenses                     | \$37,822.00       | \$37,822.00       | \$37.822.00       |
| Employee Benefits                  | \$5042.93         | \$5042.93         | \$5042.93         |
| Professional Services              | \$3782.20         | \$3782.20         | \$3782.20         |
| Occupancy                          | \$5333.33         | \$5333.33         | \$5333.33         |
| Communications/Outreach            | \$5,000.00        | \$5,000.00        | \$5,000.00        |
| Supplies and Materials             | \$1000.00         | \$1000.00         | \$1000.00         |
| Meetings/community building events | \$2806.54         | \$2806.54         | \$2805.54         |
| Development                        | \$400.00          | \$400.00          | \$400.00          |
| Fundraising                        | \$350.00          | \$350.00          | \$350.00          |
| D+O Insurance                      | \$900.00          | \$900.00          | \$900.00          |
|                                    |                   |                   |                   |
| <b>Total for contract:</b>         | <b>\$62437.00</b> | <b>\$62437.00</b> | <b>\$62436.00</b> |

|                                                    |             |             |             |
|----------------------------------------------------|-------------|-------------|-------------|
| Neighborhood Priorities (to become matching funds) | \$1500.00   | \$1500.00   | \$1500.00   |
|                                                    |             |             |             |
| <b>TOTAL:</b>                                      | \$63,937.00 | \$63,937.00 | \$63,936.00 |

**Notes:**

- Staff expenses should include payroll, FICA, and withholding, and contract staff.
- Employee benefits should include any health insurance, retirement, or other benefits.
- Professional services should include the cost of temporary contractors, bookkeepers, accountants, etc.
- Occupancy should reflect costs related to rent, utilities, phone, websites and email expenses, and other similar expenses.
- Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
- Supplies and materials should include office supplies as well as expenses for supplies related to ongoing programs such as block patrols, etc.
- Meetings and community building events can include those costs related to community meetings and events (excluding food and entertainment).
- Development expenses could include costs related to training, education, recognition, or orientation for board, staff and volunteers.
- Fundraising could include any costs related to fundraising for your organization (hiring of consultants, costs of materials, postage, events, etc.).