



## **Request for City Council Committee Action from the Neighborhood and Community Relations Department**

**Date:** March 7, 2012

**To:** Council Member Robert Lilligren, Chair, Committee of the Whole

**Referral to:** City Council

**Subject:** Revisions to the Community Participation Program Guidelines

**Recommendation:**

- (1) Approve the attached revised Community Participation Program Guidelines and Funding Allocation Formula;
- (2) Approve up to \$5.7 million for the next cycle of the Community Participation Program neighborhood funding allocations for the period July, 2012 through December, 2013; and
- (3) Authorize staff to enter into any necessary contracts consistent with the approved guidelines.

**Previous Directives:** On December 10, 2010, The City Council approved the Community Participation Program (CPP) Guidelines for 2011.

On December 13, 2010 the City Council, as part of its action on the 2011 budget, directed the Finance and NCR departments to allow neighborhoods to contract up to 50% of the un-contracted balance of their Phase II allocation (excluding Phase II allocated but not Contracted Reserve funds), as of City Council adoption of the 2011 budget, but not to exceed a total contracted amount of 50% of their Phase II allocation.

On April 1, 2011 the City Council approved the release of \$2,680,000 of NRP fund balance suspended as a result of the December 13, 2010 budget staff directive footnote.

On October 7, 2011 the City Council authorized staff to extend the 2011 CPP contracts through June 30, 2012 and increase contracted amounts from \$3,000,000 to \$4,500,000 following the 2011 CPP allocation formula.

On December 16, 2011 the City Council adopted an amendment to the NRP Ordinance incorporating the third phase of the program and establishing the new parameters of the Community Participation Program.

## Department Information

Prepared by: Robert Thompson, Neighborhood and Community Relations Department

Approved by:

David Rubedor, Director, Neighborhood and Community Relations \_\_\_\_\_

Jayne Khalifa, Interim City Coordinator \_\_\_\_\_

Presenters in Committee: David Rubedor, Director, Neighborhood and Community Relations  
Robert Thompson, Neighborhood Support Specialist, NCR

## Financial Impact

No financial impact to the 2012 City Budget. Allocations to neighborhoods for the 2012-13 Community Participation Program will come from the redirected NRP fund balance already incorporated into the NCR budget.

## Community Impact

Beginning in August, 2011, the NCR Department worked with the Neighborhood and Community Engagement Commission (NCEC) to revise the Community Participation Program Guidelines to reflect the use of the redirected NRP funds. The Department provided the draft guidelines to neighborhood organizations for a 45-day review and comment period, and held eight informational meetings at several different locations throughout the City. NCR staff also attended several neighborhood organization board meetings by invitation during the comment period to provide information on the draft Guidelines. Written comments were received from 22 neighborhood organizations.

The draft guidelines were reviewed and recommended for approval by the NCEC at the February 28, 2012 meeting.

## Supporting Information

On December 10, 2010, the City Council approved the Community Participation Program Guidelines and a \$3 million allocation for neighborhoods for 2011. In October 2011, the City Council extended funding support for the CPP through June, 2012 with an additional allocation of \$1,500,000. By the end of 2011, 69 of 71 eligible neighborhood organizations applied for and received funding through the CPP.

The redirecting of NRP funds for use in the CPP has required NRP Ordinance and CPP guideline changes. The NRP ordinance changes were approved by the City Council on December 16, 2011. The proposed CPP Guidelines are the subject of this Request for Council Action and have been revised to meet requirements of the NRP statute and ordinance. The proposed Guidelines also contain a number of both technical and substantive revisions. Technical revisions are intended to improve consistency, provide greater clarity, respond to feedback received during 2011, update timing of funding cycles and submissions, and to correct omissions or errors in the 2011 Guidelines.

Elements of the guidelines that will stay the same for neighborhood organizations include:

- (1) Three core program purposes: to identify and act on neighborhood priorities; to influence City decisions and priorities, and to increase involvement.
- (2) Standards and expectations of program.
- (3) Ability to roll funds over from one funding cycle to the next.
- (4) Three-year funding cycle for stability and reliability, starting in 2014.
- (5) Annual contracting and reporting.
- (6) Support for NRP Phase II planning activities

The substantive revisions are:

- (1) The Guidelines now provide for development of Neighborhood Priority Plans. Neighborhood based planning is an essential component of the NRP statute, and Neighborhood Priority Plans are identified in the revised NRP ordinance as the new form of neighborhood action plans.
- (2) The Guidelines allow funding of projects identified in Neighborhood Priority Plans. Project implementation was not provided for under the previous guidelines. The revised guidelines now allow neighborhoods to allocate funding for priorities identified in the neighborhood's plan, including projects identified in a neighborhood's Phase II NRP plan.
- (3) Authority for review and approval of Neighborhood Priority Plans will fall under NRP Policy Board. At the beginning of each funding cycle, the NCR department will review and approve initial for funding submissions by neighborhood organizations through the Community Participation Program. This parallels the previous process neighborhood organizations were familiar with under NRP, and also minimizes conflicting authority over implementation of the CPP program. As with NRP Phase I and Phase II, Neighborhood Priority Plans approved by the NRP Policy Board are then forwarded to the City Council for final approval.
- (4) Appeals for denied funding will be directed to NCEC rather than City Council. This reflects the NCEC's revised role in identifying recognized neighborhood organizations.

Some of the minor technical changes include:

- (1) Program purposes were updated to allow for development of Neighborhood Priority Plans.
- (2) The Eligibility section and Standards and Expectations section were combined for clarity.
- (3) Some changes to eligible funding (e.g. food not an eligible expense). Food, as an example, is not an allowed expense under the NRP statute. Other changes to eligible expenses are intended to provide consistency with NRP Phases I and II. The NCR Department will work with the NRP Policy Board to review and revise NRP policies.
- (4) Ability for neighborhood organizations to request contracts timed according to organization's fiscal year. A number of neighborhood organizations have fiscal years that are other than a calendar year, and have requested contracts that align with their fiscal years.
- (5) Changes to the submission process for Community Participation Plans. The changes are in response to questions the NCEC asked about neighborhood submissions.

The draft guidelines were reviewed and recommended for approval by the NCEC at the February 28, 2012 meeting. The NCEC recommended three additional provisions that do not appear in the draft guidelines:

- (1) that newsletters that accept advertising be an eligible expense;
- (2) a footnote to the ineligible expenses section that, if additional funding sources become available in the future, that food may be an eligible expense; and
- (3) a guarantee in Section V that future funding won't be denied to neighborhood organizations if a neighborhood priority plan is not approved by the City Council.

NCR Staff recommend that these provisions not be included in the final guidelines.

### **Community Participation Program Guidelines Components:**

- 1. Program Purposes.** The purpose of the program is identified as funding neighborhood organizations to:

- Identify and act on neighborhood priorities;
- Influence City decisions and priorities; and
- Increase involvement.

Neighborhood organizations are given broad latitude to identify the work that is most important to them within these three program areas.

- 2. Eligible Neighborhood Organizations.** The guidelines establish the eligibility criteria, and sets standards and expectations for funded neighborhood organizations.
- 3. Funding activities.** The guidelines establish what expenses are eligible and ineligible.
- 4. Requests for written Community Participation Plans.** The Guidelines spell out how neighborhood organizations may submit a proposal for funding. They also identify the process for evaluating and recommending submissions, and the process for contracting and reporting on funds.
- 5. Neighborhood Priority Plans.** The guidelines identify the initial requirement for a Neighborhood Priority Plan to be provided by each neighborhood organization at least once during each funding cycle.
- 6. Support and monitoring of neighborhood organizations.** The guidelines provide specific areas where organizations can expect support within this program. The guidelines also outline how neighborhood organizations will report to NCR.
- 7. Grievances.** The guidelines provide a process for considering a grievance against a neighborhood organization, and the conditions under which a grievance can be filed.
- 8. Unused funds.** The guidelines identify how unused or un-contracted funds may be redirected by the NCR department. The section requires a 45-day prior notice to an existing neighborhood organization, and provides an appeals process.
- 9. Administration.** The guidelines identify that the Neighborhood and Community Relations Department will have primary responsibility for administering the program.
- 10. Appendices.** The appendixes include (A) the Allocation Policy directing how funding levels for neighborhoods are determined; (B) the official neighborhood boundary map; (C) a sample Neighborhood Priority Plan; and (D) a budget template.

A complete set of CPP Guidelines is attached.