

**MEMORANDUM**

To: NCEC meeting as Committee of the Whole  
CC: David Rubedor, Director (NCR)  
Date: February 3, 2012  
From: Robert Cooper (DFD) and Robert Thompson (NCR)  
Re: Reporting

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Some Commissioners have requested further information from the department about the types of reporting and monitoring required for the Community Participation Program. This report provides an overview of the types of reporting that NCR staff anticipate in relation to CPP funding.

**Reports Generated By Neighborhood Organizations:**

1. **Annual reports** will be prepared by neighborhood organizations, and the chief audience of these reports will be neighborhood residents, other neighborhood organizations, NCR and the NCEC. These reports may include sections to report on “lessons learned” and “exemplary examples” from the neighborhood. They will also include a section on how well the partnership with the City is proceeding in their neighborhood. These reports will be published online and made available to the NCEC.
2. **Neighborhood Priority Plans** are also a form of reporting on the findings of neighborhood organizations on issues that are of importance to residents of the City. These plans will include problems or opportunities identified by residents as priorities for the neighborhood organization, the City, and other jurisdictions. Neighborhood Priority Plans are prepared by neighborhood organizations, and the chief audience for these reports will be neighborhood organizations and residents, NCR and the NRP Policy Board, the NCEC, City Departments, the City Council and other jurisdictions.

Neighborhood Priority Plans can be used to align the priorities of a neighborhood organization with other neighborhood organizations, with City departments, and with other agencies, and provides the basis for allocation of a neighborhood’s CPP funding.

**Reports Generated By NCR:**

3. **A summary** of neighborhood annual reports (#1 above) will be prepared and disseminated by NCR. Information from these reports can be used to share ideas on effective community engagement practices between neighborhood organizations and identify potential areas for collaboration. The information will also help to provide feedback to both neighborhood organizations and City

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departments on their community engagement efforts. The primary audience of these reports will be NCR and NCEC, City Council, other neighborhood organizations and residents.

4. An annual **Director's report** to the NCEC on the activities of the CPP program (see Section IX of the draft CPP Guidelines).
5. An annual **Neighborhood Priority Plans Report** will be prepared to synthesize the issues that neighborhoods have prioritized in the past year. This report will be used to inform the City's priority planning, especially as that relates to the City's budget. It also will explore trends, if any, in the priorities established by neighborhoods over the past years of the program. This annual report will be prepared by the NCR department, and the primary audience will be the NRP Policy Board, NCEC, City Council and department heads, and other jurisdictions.
6. An annual **Partnership Progress Report** will be prepared to describe the status of Neighborhood Priority Plans, an assessment of the City's work to partner with neighborhoods, and opportunities for improvements in the City department's engagement activities. The annual Partnership Progress Report will be prepared by NCR and the primary audience will be neighborhood organizations, the NRP Policy Board, NCEC, City Council, and Department heads.

**Please note:** While the above reports are focused on the relationship between the City and neighborhoods, each report also will address neighborhood relationships with other participating jurisdictions.