

**NRP NEIGHBORHOOD ACTION PLAN FUNDING AGREEMENT
BETWEEN
THE CITY OF MINNEAPOLIS
AND THE
STANDISH ERICSSON NEIGHBORHOOD ASSOCIATION
FOR THE
COMMUNITY PARTICIPATION PROGRAM**

(Standish Ericsson: Community Engagement Plan)

THIS AGREEMENT, entered into this 31st day of January, 2017, is by and between the **CITY OF MINNEAPOLIS**, a Minnesota municipal corporation (the "City"), in furtherance of the Minneapolis Neighborhood Revitalization Program (the "NRP") and the **STANDISH ERICSON NIEGHBORHOOD ASSOCIATION**, a Minnesota nonprofit corporation (the "Contractor").

WHEREAS, pursuant to Minnesota Statutes, Section 469.1831, as amended by Laws of Minnesota 1991, Chapter 59, and Minneapolis Code of Ordinances, chapter 419, the City of Minneapolis ("City") established the NRP to preserve and enhance within the City's neighborhoods private and public physical infrastructure, public health and safety, economic vitality, the sense of community, and social benefits; and

WHEREAS, the Standish, Ericsson neighborhoods in Minneapolis ("Neighborhood") has prepared a Community Engagement Plan using NRP funds (the "Plan") through a process of neighborhood planning that complies with Minnesota Statutes, Section 469.1831, subd. 6(b); and

WHEREAS, on July 21, 2016, the NRP Policy Board reviewed the Plan and forwarded its recommendations for final action to the Minneapolis City Council which, by action published on August 13, 2016, approved the plan; and

WHEREAS, by action published on August 13, 2016, the Minneapolis City Council approved the 2017-2019 allocation of funds for Plan implementation and authorized the execution of contracts necessary for the expenditure of funds consistent with the Plan; and

WHEREAS, the Program/Project is consistent with the general principles underlying the NRP, enumerated in Minnesota Statutes, Section 469.1831, subd. 3, and the purposes for which NRP funds may be spent, listed in Minnesota Statutes, Section 469.1831, subd. 3;

NOW, THEREFORE, it is agreed between the parties hereto that:

SECTION 1. SCOPE OF SERVICE/BUDGET

The Contractor agrees to perform the services described in the Scope of Services, in compliance with the Budget, both of which are attached hereto as Exhibit A.

SECTION 2. TIME OF PERFORMANCE

The term of this Agreement shall commence as of January 1, 2017, and shall continue until December 31, 2019, unless this Agreement is earlier terminated as provided herein.

SECTION 3. DISBURSEMENTS

The City shall make an initial disbursement of \$10,000.00 to the Contractor upon execution of this Agreement. Thereafter, payments will be made from time to time on a cost reimbursement basis, upon the Contractor's submission of invoices or other documentation acceptable to the City. The invoices shall include a full itemization of the services provided or costs incurred and shall be in a form satisfactory to the City. If the Contractor fails to fully perform all of the services required under this Agreement as determined in the City's sole discretion, or this Agreement is terminated as specified herein, the Contractor shall receive compensation only for those services actually fully performed, as determined by the City.

In no event shall the total amount, for both services and expenses, to be paid under the terms of this Agreement exceed \$77,320.00, nor shall the Contractor be reimbursed for any service provided or expense incurred by it except as specifically described in the Scope of Service/Budget.

Payment shall be made within 30 days from the date the City receives from the Contractor a disbursement request in a format acceptable to the City. The City shall not be required to, nor shall it, reimburse the Contractor for any unsatisfactory, incomplete, inaccurate, or defective work, as determined by the City.

SECTION 4. USE OF NRP FUNDS

The Contractor and all sub-recipients shall use any and all NRP funds in accordance with the requirements of Minnesota Statutes, Section 469.1831, as amended, and the NRP Funding Agreement Guidelines and the Community Participation Guidelines, incorporated herein by reference.

SECTION 5. PERFORMANCE MONITORING

The Contractor will submit to the City narrative reports describing the work performed and assessing the progress made toward achieving the objectives identified in the Scope of Service/Budget.

SECTION 6. NOTICES

Communication and details concerning activities under this Agreement shall be directed to the following contract representatives:

City:

City of Minneapolis
Department of Neighborhood and Community Relations
Crown Roller Mill, Suite 425
105 5th Avenue South
Minneapolis, MN 55401-2534
Attention: Director
cc: Michelle Chavez
Phone: 612-673-3564

City of Minneapolis
Department of Community Planning and Economic Development
Crown Roller Mill, Suite 200
105 5th Avenue South
Minneapolis, MN 55401
Attention: Director
cc: Bob Cooper
Phone: 612-673-5239

Contractor:

Standish Ericsson Neighborhood Association
1830 East 42nd Street
Minneapolis, MN 55407
Attention: Molly McCartney
cc: Bob Kambeitz

SECTION 7. GENERAL CONDITIONS

A. General Conditions

- (1) The Contractor agrees to comply with all applicable federal, state and local laws governing the services performed and funds provided under this Agreement.
- (2) Minneapolis Code of Ordinances, Section 109.470, prohibits the use of City and City-derived funds, including NRP funds, to pay for billboard advertising as part of a City project or undertaking, including NRP funded activities.

B. Personnel/Independent Contractor – The Contractor represents that it has engaged or will engage all personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City. All the services required hereunder shall be performed by the Contractor or under its supervision, and all personnel engaged in performing the same shall be fully qualified and authorized or permitted under Federal, State and Local law to perform such services. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer-employee between the parties. The

Contractor shall at all times remain an independent contractor with respect to the services to be performed under this Agreement. The City shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Worker's Compensation Insurance as the Contractor is an independent contractor.

- C. Hold Harmless – The Contractor agrees to defend, indemnify, and hold harmless the City and its officials, officers and employees, from any liability, claim, damage, cost, judgment, or expense, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of the Contractor and its officers, employees, agents or contractors, while performing under this Agreement, and against all losses by reason of the Contractor's failure to perform, in any respect, all obligations under this Agreement. Nothing herein shall be construed to obligate the Contractor to hold harmless, defend or indemnify the City from claims arising from the City's negligent or tortious acts or omissions.
- D. Workers' Compensation and Liability Insurance – The Contractor shall provide workers' compensation insurance coverage for all employees involved in the performance of this Agreement. In addition, the Contractor shall carry general liability insurance and hired/non-owned automobile liability in amounts sufficient to indemnify the City, but no less than \$2,000,000.00 each. Said liability insurance policies shall name the City as an additional insured and may not be canceled without the consent of the City as long as this Agreement is in effect. Copies of certificates evidencing this insurance shall be provided to the City.
- E. Time is of the Essence – Time is of the essence in the performance of this Agreement.
- F. Accounting Standards – The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting principles to properly account for expenses incurred under this Agreement.
- G. Records
 - (1) Retention – The Contractor shall retain all records pertinent to expenditures incurred under this Agreement until (i) three (3) years after the date this Agreement is terminated, or (ii) until a final audit as required by the Funding Agreement Guidelines has been performed, whichever is later.
 - (2) Close-Outs – The Contractor's obligation to the City and any sub-recipient's obligation to the Contractor shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of NRP assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and receivable accounts to the NRP), and determining the custodianship of records.

- (3) Audits & Inspections – The Contractor shall perform an annual financial and compliance audit in accordance with the Audit Policy attached as Exhibit B to the Funding Agreement Guidelines. The books, records, documents and accounting procedures and practices of the Contractor, relevant to this Contract and transactions contemplated herein, are subject to examination by the City and the State Auditor.
- H. Inventory – The Contractor shall identify and inventory all personal property and equipment acquired with funds provided under this Agreement and shall implement the acquisition, inventory and disposition policy attached as Exhibit C to the Funding Agreement Guidelines, incorporated herein by reference.
- I. Assignability – The Contractor shall not assign or transfer any interest in this Agreement without the prior written consent of the City.
- J. Conflict of Interest and Code of Ethics.
- (1) The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. The Contractor further covenants that in the performance of this Agreement no person having such an interest shall be employed by the Contractor hereunder. The Contractor further agrees to comply with the conflict of interest disclosure and prohibition requirements of Section 419.80, Minneapolis Code of Ordinances, which are incorporated herein by reference.
- (2) In addition to the NRP Conflict of Interest Policy adopted September 24, 2001, the Contractor agrees to be bound by the City's Code of Ethics as codified by Minneapolis Code or Ordinances, Chapter 15. The Contractor Certifies that to the best of its knowledge all City employees and officers participating in this Agreement have also complied with the Chapter 15. It is agreed by the parties that any violation of the City's Code of Ethics constitutes grounds for the City to void this Agreement. All questions relative to this Section shall be referred to the City's Ethic Officer at 612-673-2254.
- K. Subcontracts – The Contractor shall not enter into any subcontracts with any agency or individual in the performance of this Agreement, except for those subcontracts referenced in this Agreement or authorized in Exhibit A, without the prior written consent of the City.
- L. Copyright – If this Agreement results in any copyrighted material, the author is free to copyright the work, but the City reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work for governmental purposes.

- M. Governing Law – This Agreement shall be construed and enforced according to and governed by the laws of the State of Minnesota.
- N. Termination – This Agreement shall terminate on the earlier of (i) December 31, 2019, or (ii) immediately upon notice of contract termination from the City to the Contractor.

SECTION 8. PERSONNEL & PARTICIPANT CONDITIONS

A. Civil Rights

- (1) Compliance – The Contractor agrees to comply with Chapters 139 and 141, Minneapolis Code of Ordinances, incorporated herein by reference.
- (2) Nondiscrimination – The Contractor shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability or other handicap, age [forty to seventy (40-70)], marital status, or status with regard to public assistance. The Contractor will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this nondiscrimination clause.
- (3) Noncompliance – In any event of the Contractor's noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations or provisions herein, this Agreement may be canceled, terminated or suspended, in whole or in part, and the Contractor may be declared ineligible by the Minneapolis City Council from any further participation in City contracts in addition to other remedies as provided by law.
- (4) Liability – In the event there is probable cause to believe the Contractor is in noncompliance with the nondiscrimination clauses of this Agreement or with any applicable rules or regulations, the City shall have the right to withhold up to fifteen (15) percent of said contract funds until such time as the Contractor is found to be in compliance or is otherwise adjudicated to be in compliance.

B. Affirmative Action

- (1) Approval – The Contractor agrees that it shall be committed to carry out an affirmative action program. The City shall provide affirmative action guidelines to the Contractor to assist in the formulation of such program.

The Contractor shall submit the necessary affirmative action documentation to the City for approval prior to the disbursement of funds.

- (2) Access to Records – The Contractor shall furnish all information and reports required hereunder and by the rules and regulations of the City, and will permit access to its books, records and accounts for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.
- (3) Notifications – The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the City contracting officer, advising the labor union or worker's representative of the Contractor's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) EEO/AA Statement – The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that it is an "Equal Opportunity" or "Affirmative Action" employer.
- (5) Subcontract Provisions - The Contractor will include the provisions of Section 8A. Civil Rights and 8B. Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each subcontractor or vendor.

C. Employment Restrictions

- (1) Prohibited Activity – The Contractor is prohibited from using funds provided herein or personnel employed in the administration of the NRP for political activities, sectarian, religious or anti-religious activities, lobbying, political patronage, nepotism, and unionization or anti-unionization activities. NRP participants may not be placed into or remain working in any position which is affected by a labor dispute.

SECTION 9: ADMINISTRATIVE ADJUSTMENTS

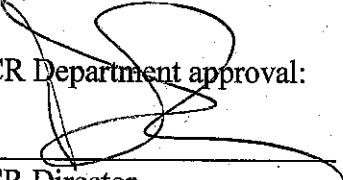
The time of performance for services to be performed under this Agreement may be extended, prior to its expiration, for a period not to exceed one year, by written administrative approval from the contract administrator. All such notices of extensions to the time of performance shall be provided to the contract representatives listed in Section VI of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY OF MINNEAPOLIS

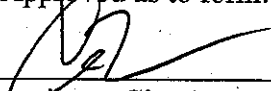
By Mwendenzuli
___ Finance Officer
___ Assistant Director Purchasing
___ City Purchasing Agent

NCR Department approval:



NCR Director

Approved as to form:



Assistant City Attorney

STANDISH ERICSSON NEIGHBORHOOD ASSOCIATION

By Mully McEntney
Its President

Tax ID # 41-1735421

**EXHIBIT A
SCOPE OF SERVICES**

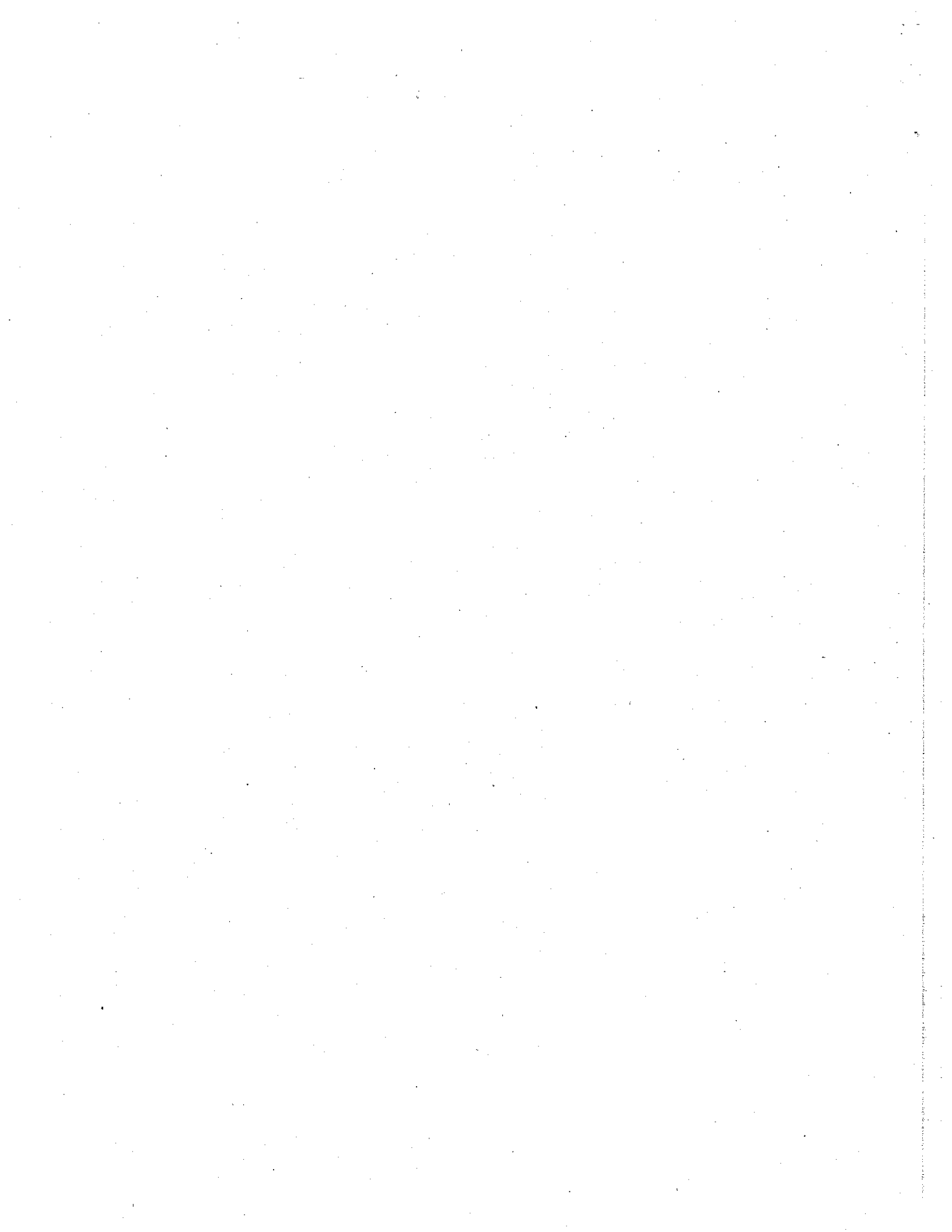
COMMUNITY PARTICIPATION PROGRAM

In accordance with the adopted Community Participation Program guidelines of the City of Minneapolis, the following roles are defined.

- A. **ROLE OF THE CONTRACTOR.** The CONTRACTOR shall be responsible for the following within the boundaries of the Neighborhood as defined by the City of Minneapolis:
1. The CONTRACTOR shall carry out the activities as outlined in its application for Community Participation Program funding (Exhibit B to this contract). Regardless of any budget contained in Exhibit B, the total compensation shall not exceed the rate stated in Section 3 of this contract.
 2. The CONTRACTOR shall follow the guidelines set forth in the Community Participation Program guidelines (incorporated herein by reference). Specifically, the CONTRACTOR shall have and follow its Articles of Incorporation and By-laws, shall have no barriers to participation and shall be a democratically elected and representative group of the Neighborhood. The CONTRACTOR shall make every effort to ensure that participation in all phases of its activities is inclusive of all members of the neighborhood and represents the diversity of that membership.
 3. The CONTRACTOR shall provide opportunities on a regular basis for residents and property and business owners to participate in the decision-making process by attending meetings and by serving on committees or task forces.

B. **REPORTING PROCEDURES.**

The CONTRACTOR will be responsible for submitting a report to the Neighborhood and Community Relations (NCR) Department at the end of the contract year to account on the expenditure of all funds received through this contract. The CONTRACTOR shall provide such other reports and information as required by NCR to comply with department requirements (including narrative reports on community participation activities). All such reports are considered public documents and may be published on the City's website.



**2017-2019 COMMUNITY PARTICIPATION PROGRAM
Standish Ericsson Neighborhood Association Application**

CONTACT INFORMATION:

Organization Name:	SENA – Standish Ericsson Neighborhood Association
Address:	1830 East 42 nd Street Minneapolis MN 55407
Website url:	www:standish-ericsson.org
Organization email:	office@standish-ericsson.org
Federal EIN:	41-1735421
Board Contact:	Name: Molly McCartney, President Phone: 612-220-8132 Email: <u>mc_mccartney@yahoo.com</u> Address: 3933 27th Ave S 55406
Staff Contact:	Name: Bob Kambeitz Phone: 612-721-1601 Email: <u>bobk@standish-ericsson.org</u> Address: 1830 East 42 nd Street Minneapolis MN 55407

Who should be the primary contact for this application? Bob Kambeitz

Date of Board review and approval: November 14, 2016

FUNDING ACTIVITIES.

Use the following questions as a guide for your application. 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 of the Guidelines.

SENA has received prior funding through the CPP program. We meet all of the eligibility criteria as outlined in Section II, A of the CPP guidelines. SENA:

- Represents the Standish and Ericsson neighborhoods of south Minneapolis in their entirety.
- Anyone who lives, works or owns property in the Standish or Ericsson neighborhood is welcome to participate (including voting) in SENA activities.
- No membership dues or attendance requirements are imposed.
- SENA holds monthly Board meetings which are open to the public, as well as additional special-focused meetings as the need arises. All committee meetings are open to the public. The only exception to open meetings would be in cases of employee or legal disputes, which to-date, have not occurred.
- SENA is legally incorporated in the state of Minnesota as a 501(c)(3) non-profit corporation. We have adopted by-laws, grievance procedures, conflict of interest policies, EOE/AA Plan, a Sexual Harassment Policy and Procedures, a Diversity Statement and an ADA plan and policy.
- A board of directors provides governance for the organization. Directors are elected annually at the SENA Annual Meeting. At this point all directors are neighborhood residents. The only non-residents who would be eligible to serve on the Board would be people who either own a business/property in the neighborhoods or who work in the neighborhoods.
- SENA has demonstrated we have excellent capacity for managing the funds. All reports are submitted in a timely manner. There are no reports due.
- SENA strives to represent the concerns of all segments of our population.

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?

All of the activities SENA engages in are designed to identify and act on neighborhood priorities. That's what we do; it's our purpose as a neighborhood organization.

At the writing of this application SENA is in the middle of comprehensive strategic planning activities. We plan to have a fully developed plan ready to present to residents at our Annual Meeting in February. This means we cannot give details on all of our plans, but we do know we will continue to:

- Utilize available social media, Facebook, twitter, and our web page to distribute information, build community and increase the number of people we connect with.

- Use the Minneapolis *Standish Ericsson Neighbors Forum* on e-democracy.com and Nextdoor.com. Although these are not SENA-managed forums, they are effective methods of communication among a wide mix of neighbors. We use the forums to notify neighbors of meetings or events, to solicit information or opinions and to pass on pertinent information that we receive in our office.
- Welcome all residents at SENA Board meetings to bring their neighborhood concerns to the governing body of the organization.
- Maintain contacts with Roosevelt High School and Northrop Urban Environmental Learning Center (K-5) and Folwell Performing Arts Magnet (K-8). We work cooperatively with the schools whenever possible.
- Rely on our long-term working relationships with staff at both neighborhood parks – Sibley Park and Lake Hiawatha Park.
- Be a partner with the Southside Star Community Garden.
- Support the West of the Rail Business Association as its parent organization, providing staff and partial funding for administration, grant writing, and event coordination.

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?

Since our membership is defined by the geographic boundaries of our neighborhood, we are really not able to see an increase in membership, although we do work towards seeing more involvement from those who make up our membership.

We are always working to increase our volunteer base. We are a volunteer-driven organization and we cannot continue to serve our neighborhoods without the involvement of those who live and work here. Neighbors who bring their concerns to SENA are supported in a variety of way, such as organizing and convening meetings, door knocking, and other advocacy.

Our current strategic planning process has, so far, involved a neighborhood online survey, identified stakeholder interviews and will be presented to the community at our annual meeting this winter. We will publish the results and will follow up those that provided their contact information in the survey with these results.

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.

SENA continues to be an active partnering with six other neighborhood organizations in the "The SUN Project". This project has already strengthened our connections with the neighboring organizations. We are excited to continue this collaboration.

Our connections with schools, churches and parks are defined elsewhere in this document.

We look forward to more direction to come from our Strategic Planning activities, coordinated by Roger Meyer Consulting, Inc. and their final report which we will present to the neighborhoods at our Annual Meeting in February.

- 5. Work with City departments and other jurisdictions.** Discuss your efforts to connect with City of Minneapolis departments and other jurisdictions on behalf of your community and in support of your neighborhood priorities. Please also discuss how the NCR Department can help with this work.

In the last year, SENA has worked on a number of issues that we have connected with the City of Minneapolis and other organizations. One topic is water quality of Lake Hiawatha and Minnehaha Creek. Last winter, SENA worked with the City of Minneapolis, Minneapolis Park and Recreation Board, and Minnehaha Creek Watershed District to convene a neighborhood meeting about neighbors' concerns about water quality. Staff from these organizations attended, presented information, and answered questions about the different roles and responsibilities these organizations have in keeping surface water clean. SENA was able to secure a Hennepin County Green Partners grant as a result of the community identifying water quality as a priority.

The NCR could help with this type of work by creating an inventory of neighborhood issues with contact information for further help. Creating a roadmap of government contacts for neighborhoods would be a great way to demystify bureaucratic organizations and reduce the time and effort that neighborhood groups put into this work.

- 6. Involvement of under-engaged stakeholders.** Discuss which stakeholder groups are typically un-engaged or under-engaged in your work, and how you will work to involve those groups. Please also discuss how the NCR Department can help with this work.

The 2000 and 2010 census figures show our neighborhoods to be very stable with little significant change over the decade. The 2010 census shows an owner-occupancy rate of nearly 80%.

Although it may not show up in census statistics for several years, we know that one area of change in our neighborhood statistics will be an increase in renters. Three new apartment complexes have opened in the last three years (The Waters of Minnehaha, Station 38 Apartments, Oaks Station Place). Another will be breaking ground this fall. These units bring nearly 300 new residences to our neighborhoods.

The 2010 Census also shows an increase in the Latino population in our neighborhoods. Because our neighborhood schools' boundaries go outside of Standish and Ericsson, our student population is more diverse than the population that lives in the neighborhoods. There are opportunities to partner with our schools for better engagement on issues important to all Minneapolis.

We anticipate that our Strategic Planning will provide direction to help us work to involve these under-engaged residents.

7. **Unused funds.** Discuss how you plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities
SENA may have a very small amount (less than \$5,000) remaining of our 2014-16 funds. If there are funds remaining we would like to move those into the 2017 portion of this budget cycle to be used to cover staff time or engagement around the strategic plan.

8. **Policies and other documents.** Applications should include copies of required policies and documents, if changed since your previous application. This should include bylaws, grievance procedures, personnel procedures and policies, EOE or AA plan, ADA plan and policy, and a current board list (Contact your Neighborhood Support Specialist at NCR if you have questions or need samples).

SENA By-Laws were amended on January 11, 2016. A copy of the amended by-laws are attached. Other documents are unchanged.

9. **New organizations.** If your organization was not funded in the previous year, a report on the previous year's activities must be included with your application.

10. **Budgets.** Please use this budget template when submitting your Community Participation Plan for approval. Your budget should show how Community Participation Program funds will support the organization's community participation work and an amount set-aside, if any, for implementation of Neighborhood Priority Plans. An annual budget for the organization should also be provided.

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, NPP or NRP contract.

Contact your Neighborhood Support Specialist at NCR for further details.

6							
ESTIMATED BUDGET							
	76420	2017	2018	2019			
Salary & Taxes		\$47,900	\$49,700	\$50,400			
Payroll service		\$960	\$960	\$960			
Employee Benefits		\$5,400	\$5,400	\$5,400			
Professional Services		\$2,000	\$2,000	\$2,000			
Occupancy		\$12,000	\$12,000	\$12,000			
Communications/Outreach		\$5,600	\$4,600	\$4,060			
Supplies and Materials		\$600	\$600	\$600			
Directors & Officers Insurance thru NCR		\$900	\$900	\$900			
Festivals and events		\$1,960	\$1,460	\$1,000			
Development (staff time included above)			\$	\$			\$
Fundraising (activities and training)							
Other Services			\$	\$			\$
Neighborhood Priorities							
TOTAL:							
				3-year			
Revised December 30, 2016							

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.
- Each neighborhood organization is required to acquire General Liability Insurance and provide a certificate of insurance to the City of Minneapolis. Please contact your Neighborhood Support Specialist for details on required coverage and limits.
- NCR organizes bulk purchase of Directors and Officers Liability insurance for most neighborhood organizations. An additional \$900 is allocated to each neighborhood organization to cover the cost.

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- Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
 - Translation, interpretation and ADA support should be included as part of the neighborhood organization's budget, and could include the cost of contract services for translation and interpretation, or accommodations required under the ADA.
 - 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.).

