

Report to the NRP Policy Board

FROM: Howard Blin, Community Engagement Manager

DATE: February 14, 2012

SUBJECT: **Agenda Item 5B – Adopt Policies**

Action Requested:

The Policy Board is requested to adopt the program policies which were approved by the previous Board. Action is also requested to direct staff to review all existing policies and return at a future meeting with recommendations for policy revisions.

Background

A number of policies were adopted by the previous Policy Board. A summary of all policies listed in order of adoption is provided below. Most policies relate to use of NRP funds and remain valid. Other policies are no longer necessary and are shown with strike through in the list below. These include policies covering the early stages of the program and others relating to operations of an independent NRP agency. Policies in this last category are covered by existing City of Minneapolis policies and may be eliminated.

It is recommended that at this time the Policy Board adopt all policies on the list below, with the exception of Policies 1, 8, 9, 10, and 18 which are no longer valid. It is further recommended that staff be directed to review all remaining policies and present the Policy Board with recommendations for necessary revisions.

Current NRP Policy Board Policies

1. ~~**First Step Program** (October 18, 1993)~~
~~The First Step Program was introduced during Phase I to allow for neighborhoods to have a gradual introduction to neighborhood planning. Neighborhoods were allowed to submit “partial” plans; the dollar amount was determined by neighborhood type. This program did not carry forward into Phase II.~~
2. **Audit Policy** (October 18, 1993; amended December 12, 1994, and March 1, 1995; replaced by new policy September 22, 1997, amended November 19, 2001)

This policy defines the financial, compliance and special audit requirements for recipients of NRP funds.

3. **Early Access to NRP Funds for Selected Neighborhoods** (May 2, 1994)
Neighborhoods selected to submit “full” plans could submit proposals for funding prior to the submission of their full plan. Theoretically, this option was available to neighborhoods in Phase II, but only one proposal was submitted and it was not approved as “Early Access” by the Policy Board. Please note: The NRP Reserve Funds were technically Early Access projects to make them eligible expenditures of NRP funds.
4. **Changing Approved Neighborhood Action Plans and Early Access Requests** (June 6, 1994; amended September 5, 1995)
This policy identifies the process for requesting and approving modifications to adopted Neighborhood Action Plans.
5. **Grievance Procedure** (June 27, 1994)
This policy outlines the procedure for people to follow if they have a grievance concerning the NRP process in a neighborhood. All other grievances are referred to the City grievance procedure.

PLEASE NOTE: The Hennepin County District Court has found the “binding arbitration” portion of this policy to be unconstitutional and the policy must be revised.
6. **Request for NRP Action and Operating Costs** (June 27, 1994)
Any park, public works, housing or economic development project which requests NRP funding must indicate the ongoing maintenance and operating costs for a ten-year period, and detail how these costs will be covered.
7. **Streetscape Funding** (June 27, 1994; amended September 28, 1998)
This policy establishes a requirement that a minimum of 10% of a public improvement project’s total funding come from sources other than NRP.
8. **Personnel Committee** (August 22, 1994)
~~Establishes a personnel committee to evaluate the NRP Director and recommend salary adjustments.~~
9. **Equal Employment Affirmative Action Policy Statement and Affirmative Action Steps (EEO/AA)** (August 22, 1994)
~~EEO/AA policy for employees and applicants for employment.~~
10. **Sexual Harassment Policy Statement** (August 22, 1994)
~~Statement regarding NRP’s commitment to maintaining a work environment which is free of any harassment.~~
11. **Housing and Housing Related Activities** (September 19, 1994; amended September 27, 2004)

This policy defines, for purposes of complying with the State NRP Law, the 15 activities that comprise housing and housing-related activities.

12. **Notifying Neighborhoods of NRP Policy Changes or Amendments** (September 19, 1994)
This policy directs NRP staff to immediately distribute copies for 45-day review of discussion papers, policies, or amendments to existing policies to NRP neighborhood organizations following introduction at a Policy Board meeting. Policies pertaining to the organization or administration of the NRP or the Policy Board do not need to be submitted to neighborhoods. NRP staff also is directed to immediately notify neighborhoods of all Policy Board actions taken on previously distributed policies.
13. **Support for Neighborhood Publications** (October 17, 1994)
This policy states that neighborhoods may request that the costs of preparing, printing and distributing a regular publication on their NRP activities be included in their administrative budget. However, such publications cannot contain any display ads of any type from local businesses or institutions, neighborhoods must make efforts to work cooperatively with neighborhood papers already serving the community, the circulation area coincides with the boundaries for the neighborhood, and other efforts to disseminate information have been explored and found to be unsatisfactory.
14. **NRP Funding Agreement Guidelines** (City Council: August 26, 1994; Policy Board: November 14, 1994)
This policy compiles a list of contracting requirements to ensure adequate accountability and safeguards in the contracting of NRP funds. The guidelines are based on the requirements of State law or MCDA administrative and contracting policies.
15. **NRP Management Review Team** (April 3, 1995) replaced by **Preparation and Processing of Neighborhood Action Plans, Plan Modifications, and Early Access Requests Policy** (June 27, 2005)
The original policy created an NRP Management Review Team (MRT) comprising senior managers of the participating jurisdictions and chaired by the City Coordinator. The focus of the MRT was on coordinating staff involvement and ensuring effective and efficient review and approval of Action Plans, including the identification of areas of the plan that need clarification, enhancement, additional information or explanation.

The MRT was dissolved and the new policy outlined the process for the preparation and review of Neighborhood Action Plans, Early Access requests and Plan Modifications.
16. **Real Property Acquisition and Disposition Policy for Users of NRP Funds** (March 4, 1996)
This policy outlines the procedures to be followed when NRP funds are used, in whole or in part, for the acquisition or disposition of real property.
17. **Participation Agreement Amendment Policy** (August 19, 1996; amended December 15, 1997)
This policy provides authority to the NRP Director to administratively approve amendments to Participation Agreements if certain conditions are met.

18. **NRP Office Purchases and Inventory Control Policy** (November 18, 1996)
This policy provides guidance on how the NRP office should make purchases of supplies and equipment and account for such purchases in the records of the office.
19. **Contract Management Policy** (January 27, 1997)
This policy outlines the practices to be followed in the management of NRP contracts and defines the roles and responsibilities of NRP Contract Administrators.
20. **Administrative Expenses** (June 21, 1999)
This policy establishes a definition of the type of costs that NRP considers to be administrative.
21. **NRP Goals for Phase II** (November 14, 1999)
This policy establishes the six goals for Phase II.
22. **NRP Phase II Planning Process** (July 24, 2000)
This policy establishes the process to be followed by neighborhoods in developing their Phase II Neighborhood Action Plans.
23. **NRP Phase II Neighborhood Allocations** (July 24, 2000)
This policy establishes the core principles and other policies for the allocation of Phase II funds.
24. **Participation Agreement Guidelines** (May 21, 2001)
This policy establishes general guidelines and specific content expectations for Phase II Participation Agreements.
25. **NRP Conflict of Interest Policy** (September 24, 2001)
This policy defines conflicts of interest and the process for handling such conflicts.
26. **Phase II Participation Agreement Approval Authority** (May 17, 2004)
This policy provides authority to the NRP Director to approve Phase II Participation Agreements that meet the Participation Agreement guidelines.
27. **Use of Program Income** (October 24, 2005)
This policy defines NRP program income and establishes the uses for that income; the processes for allocating, accounting, and reporting program income; and the requirements for contracts that may result in program income.