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*Minneapolis Neighborhood Revitalization Program  
Policy Board, Adopted on June 6, 1994  
Amended on September 5, 1995  
Amended on November 19, 2007  
Amended on May 21, 2013  
Approved by City Council, July 19, 2013  
Amended on September 27, 2019  
Amended January 14, 2021*

## **Changing Approved Neighborhood Plans**

A Neighborhood Plan identifies investments that residents believe will generate the greatest community engagement outcomes and neighborhood improvements and meets the most critical needs in their neighborhood. For a number of very appropriate reasons, some of the strategies initially defined in the Plan may no longer have the same level of importance or warrant the approved investment when implementation is occurring. Other uses of the funds approved for the neighborhood may better meet its identified needs.

Different types of changes should be subjected to different approval processes. It is important to distinguish between changes that reallocate funds between currently approved objectives and strategies and changes that establish new objectives or strategies or make substantial changes to approved objectives and strategies. Significantly changing an approved Plan should require a thoughtful process that involves wide resident participation. This policy provides guidelines for modifying approved Plans.

### **Definitions**

For purposes of this policy, the following terms are defined:

***Plan*** – refers to Neighborhood Revitalization Program (NRP) Phase I Neighborhood Action Plans, NRP Phase II Neighborhood Action Plans and any plans submitted through the Community Participation Program (CPP).

***Strategy*** – refers to NRP Neighborhood Action Plan strategies, Community Participation Plans and Neighborhood Priority Plan priorities.

***Funds*** – refers to NRP funds or Community Participation Program funds.

### **Requesting the Change**

1. Requests for a Plan Modification can be initiated by an individual, an organization, or any group in the neighborhood, but all requests must be made to the neighborhood organization contractually responsible for Plan implementation and related activities. All requests for action plan modification must be submitted to NCR by the neighborhood organization board.

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2. Neighborhood organizations should consult with their assigned NCR staff **before** the proposed modification is scheduled for review by the neighborhood organization board or neighborhood residents.
  3. A draft Plan Modification request must include the following elements:
    - A. The Plan to be modified.
    - B. The section(s), goal(s), objective(s) and strategy(ies), as applicable, of the approved Plan that would be affected by the Plan Modification.
    - C. The change requested.
    - D. A rationale for the requested change.
    - E. The method(s) in number 7 below that will be used to demonstrate broad-based neighborhood support, if required.
  4. Residents, businesses and property owners directly affected by any proposed change in a Plan must be informed about the change and the scheduled vote on the change at least 21 days before the date of the meeting.
  5. Plan Modifications that would reallocate \$25,000 or less of the funds approved for the neighborhood, minimally change any particular strategy to be implemented or reallocate the funds among strategies originally included in the approved Plan may be submitted to NCR after formal approval by the neighborhood organization Board of Directors.
  6. Requests for Plan Modifications that meet one or more of the following criteria may be submitted to NCR only after broad-based resident support for the request is demonstrated and after the neighborhood organization Board of Directors formally approves submission of the request.
    - A. Substantially revise or delete an existing goal, objective or strategy in the approved Plan;
    - B. Add a new goal, objective or strategy to the approved Plan;
    - C. Reallocate more than \$25,000 of the funds approved for the neighborhood;  
or
    - D. Request an increase in the commitment of funds to the neighborhood.
  7. Broad-based neighborhood support can be demonstrated if the change is approved by the residents as needed and appropriate through at least one neighborhood-wide general attendance meeting, promoted through broad means (such as flyers, newspaper ads/articles, bulletins, broadcast emails, etc.), for which sufficient notice (i.e., 21 days or more) has been given and at which a recorded vote is taken or a consensus decision is reached on the proposed change. Neighborhood support also can be shown through email and survey responses. Broad-based support shall be considered to be a total of at least 25 votes or expressions of support from community members other than members of the board. This support should be at a minimum a majority of all responses received.

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8. All Requests for Plan Modifications must be submitted in writing to the NCR Director by the neighborhood organization. The Request must include all of the information proscribed in number 3 above, a description of the method(s) used to demonstrate broad-based support (if required), and a copy of the resolution or meeting minutes approving the requested change. The Request also should note any objections raised to the proposed modifications.

### **The Process for Approval**

1. After receiving the Request for Plan Modification, NCR staff will review the Request and ensure that the Request shows the appropriate support for the proposed change. NCR staff and, where appropriate, the NRP Policy Board will approve, reject or suggest modifications to the Request.
2. If the proposed Request makes a language revision to an existing plan strategy, or reallocates \$200,000 or less of the total funds originally approved for the Plan being modified and moves funds among specific strategies that were included in the specified plan, the NCR Director will review the Request and the proposed changes with NCR staff and the neighborhood organization and may administratively approve the requested reallocation.
3. Requests to reallocate more than \$200,000, or that request an increase in the commitment of funds to the Plan, will be reviewed by NCR staff and then submitted, with a recommendation for action, to the NRP Policy Board for final decision.
4. Requests that involve a reallocation of funds to Strategies that were not included in an approved Plan will be reviewed by NCR staff and may be administratively approved by the NCR Director if the new Strategy is consistent with previously approved Strategies.
5. Requests that involve a reallocation of funds to Strategies that were not included in an approved Plan and are not consistent with previously approved Strategies, will be reviewed by NCR staff and then submitted, with a recommendation for action, to the NRP Policy Board and City Council.
6. If the request requires a change in a fully-executed contract, then the contract must be amended in a timely manner. The NCR staff assigned to the neighborhood shall be responsible for notifying the affected contract manager and working with the contract manager to make any necessary amendments.
7. A legal review will be conducted of any Request that creates a new strategy or significantly revises an existing strategy, if no prior opinions exist that address the content of the proposed modification; any approval will be contingent on verification that the Request is a legal expenditure of funds.
8. Approved funds and strategies may be rolled into the neighborhood's other approved Plans in accordance with the above approval requirements.

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9. After the request for a Plan Modification is approved, the appropriate changes will be made in the Plan and the resource commitments will be adjusted.
  10. Approval of a requested Plan Modification will be communicated to the neighborhood by NCR in a timely manner.

### **Approval of Administrative Reallocations**

From time to time, it may be necessary for NCR to make minor administrative adjustments of no more than \$10,000 to Plan allocations. Primarily, this might be necessary to allow for the closing out of contracts for which funds were not spent fully in accordance with plan allocations.

In such instances, NCR shall document the necessary changes and review those changes with the appropriate neighborhood organization(s). The NCR Director shall review the request and may administratively approve the reallocation. The approved reallocation will be communicated to the neighborhood in a timely manner.

The Director also may require instead that the neighborhood request the reallocation through the formal plan modification process outlined above.

### **Process for Appeals**

In cases where a plan modification is not approved by NCR, the neighborhood organization may file an appeal with the NRP Policy Board. Such an appeal must be received within 45 calendar days of the notice of the Director's decision by submitting it to the City's Development Finance Division (DFD). DFD will prepare a report on the appeal for the NRP Policy Board. The Policy Board may uphold the original decision or change the decision.