



Logan Park Neighborhood Association

Priority Plan Projects

The Next Steps

CONGRATULATIONS! Your project is included in the LPNA Priority Plan!!*

All projects will need a Volunteer Project Lead. We are hoping that will be you!

LPNA has formed an Implementation Committee to help make the Ideas into actual Projects. This committee will work with You and the other Project Leads in developing and refining the proposals for final Plan & Budget Approval by the LPNA Board. We will also be working with the Neighborhood and Community Relations (NCR) Department who oversee the activities and funding for neighborhood organizations. LPNA will also need NCR approval before a project can happen.

First Step – Develop Action Plan & Detailed Budget

We are asking all Project Leads to complete an Action Plan and Detailed Budget. Forms and more information are attached. These forms need to be completed by 7/10/19*. Committee members will be happy to help you complete either of these if you would like.

These forms are designed to help you and us to further define the project so it can become a reality:

- Ascertain actual costs and vendors.
- Identify and contact potential community partners
- Develop timeline and action steps

****This is the due date for the 1st Round of approvals. If you are unable to meet this deadline, let us know. We anticipate a 2nd Round in the fall.***

Second Step – Review & Approve

The Implementation Committee will review the Action Plans and Budgets. A committee member will contact you if more information or clarification may be needed. We may ask you to attend a committee meeting to discuss the project with the group to gain greater understanding. Committee meetings are open to the public and will be posted as the meetings are scheduled. The Implementation Committee will make progress reports at LPNA General meetings, in the newsletter and on the website. Our goal is to present "Round 1" projects for Plan & Budget Approval to the LPNA Board in September.

Third Step – Make the Project Happen

Project Leads, the Implementation Committee, LPNA Board and community partners will work the Action Plan! (See attached Payment and Reimbursement Procedures for information on how payments will be made.)

***To see the full LPNA Priority Plan, check our website or email LPNA for a copy.**



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Action Plan & Detailed Budget Request – Due 7/10/19

Attached are forms and guidelines to develop the Action Plan and the Detailed Budget for your project. The Action Plan and Budget are due to LPNA by July 10th. If you have any questions or need help in completing the attachments, please let us know asap.

I. GENERAL INFORMATION & DISCLAIMERS

1. LPNA developed the Priority Plan Process to spend funds allocated to LPNA by the Neighborhood Revitalization Program (NRP) and the Community Participation Program (CPP). These funds are administrated by the NRP Policy Board and the Minneapolis Neighborhood & Community Relations (NCR) Department. **Final approval and funding of projects are contingent upon city approval of project specifics and budget. LPNA will work with project leads in navigating the city approval process.**
2. **If LPNA does not receive an Action Plan for a Project listed on the Priorities Plan, the project may not happen.** If the original idea person is not able to continue in this process, LPNA will ask for help from the community via newsletter and email. If another community member does not step forward to continue with these next steps, LPNA is not under obligation to pursue the project.
3. The Implementation Committee will review and consider Action Plans and Budgets received by July 10 in July & August. Committee members may contact Project Leads for clarification on items. We will endeavor to submit the completed Action Plans and Budgets to the LPNA Board for approval in September, pending completeness and any city staff questions/concerns. **We will start the review process as soon as an Action Plan is received.**

II. EXPECTATIONS

1. The Projects listed in the Priority Plan cannot be funded 100% by the NRP & CPP funds available to LPNA. As we've said throughout this process, **Project Leads should try to identify and connect with other funding sources.** LPNA is eligible for grants as a 501c3 non-profit. LPNA will work with Project Leads in submitting grant requests. In working with other organizations, LPNA would strongly consider matching grants.
2. This is a community-driven process. **Project Leads will need to commit volunteer time to make your project happen.** The volunteer members of the LPNA Implementation Committee are happy to assist Project Leads. The LPNA Neighborhood Director will assist in communication, scheduling and research as time permits.
3. A written report at the end of the project is required. Updates may also be required as needed.
4. A Neighborhood Public Comment period will be required for projects with a Permanent Structure and/or a Public Art component. LPNA will facilitate the Public Comment process.
5. Projects and partner organizations will be publicly promoted by LPNA and NCR. "Funded by LPNA" and partners signage/mentions will be posted where possible.

Please review the attached Payment and Reimbursement Procedures information.



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Payment and Reimbursement Procedures

I. GENERAL INFORMATION TO PAYMENT RECEIPIENTS

1. All recipients will need to complete a W9 before any payment will be processed.
2. 1099-Misc Income forms will be issued to individuals and entities receiving \$600.00 or more for services or labor. (*Miscellaneous Income is also reported to the IRS and is required to be reported on tax returns as taxable income.*)

II. GENERAL INFORMATION ON CITY APPROVAL PROCESS

1. The funds allocated to LPNA are only accessible to LPNA after the city approves the project and the project budget.
2. LPNA is reimbursed by the city after the project expenditures occur. For large expenditures, the city will pay the vendor directly upon approval from LPNA.
3. LPNA will require receipts and invoices for payments made. Copies are allowed.

III. LPNA PAYMENT PROCEDURES

Once the project is approved, Project Lead should communicate progress of work with LPNA Director and LPNA Treasurer so timely payments and reimbursements can be made. LPNA reserves the right to amend and add additional steps to these Payment Procedures if deemed necessary (ex. prior approval for purchases). Payments and Reimbursements will be made for items in original detailed budget.

Any new items or cost overruns will require Committee and LPNA Board approval. Project Leads will be expected to communicate asap with the LPNA Treasurer and Committee if costs may go over budget.

1. Generally, LPNA will pay vendors directly after projects are completed. Project Leads will submit invoices to the LPNA Treasurer for payment. If a vendor requires a downpayment, please advise LPNA treasurer asap.
2. Payments to vendors will be made as timely as possible pending the status of city reimbursements to LPNA.
3. Project Leads should contact the LPNA Treasurer to request reimbursement for any smaller cost items purchased personally.
4. Project Leads should contact LPNA Director and Treasurer to make online purchases directly.
5. Other payment arrangements can be made if an organization wants to be reimbursed directly for the entire project for the approved budget amount. Please contact the LPNA Treasurer and LPNA Director to discuss.