

## **Calhoun Area Residents Action Group (CARAG) NRP Participation Agreement**

### **I. Introduction/Purpose**

This Participation Agreement describes how the Calhoun Area Residents Action Group will organize, develop, review and approve its NRP Phase II Neighborhood Action Plan (NAP). It also contains details on how information will be disseminated to residents and other community interests to ensure that the plan development and review process is open and fair and that the priorities in the NAP address the needs, concerns and opportunities presented by the diverse populations and interests in the neighborhood.

### **II. Neighborhood Description**

CARAG is an eclectic, urban neighborhood containing a variety of land uses from single family homes, small to large apartments, condominiums and townhomes, over 100 small businesses, four churches and Bryant Square Park.

The boundaries of the CARAG neighborhood are Lake Street on the north, W. 36<sup>th</sup> Street on the south, Lyndale Avenue on the east and Hennepin Avenue on the west. According to the 2000 Census, the population of the neighborhood was 5,907. This represented an increase of 1.4% from the total found in the 1990 Census (5,825).

Of the 2000 population, 86% were European American, 5% African American, 1% were Native American, 3% were Hispanic and 3% were Asian American. The corresponding percentages from the 1990 Census were 92%, 4%, 1.2%, 1% and 1.7% respectively. Adults made up 86% of the neighborhood's total population in 2000 with an 8% increase from 1990. The population of children declined 34% from 1990 to 2000, while the number of seniors (over 65) decreased 55% from 1990 to 2000.

Owner occupied homes make up 21% of the neighborhood's total with the remainder split between various sizes of rental occupied housing. However, since 2000 many rental units have been converted to condominium units.

### **III. Organization of Plan Development Effort**

CARAG will establish an NRP Steering Committee consisting of up to nine (9) members and no less than five (5) members. Persons meeting the CARAG membership criteria (See CARAG Constitution & Bylaws) are eligible to participate on this committee. The NRP Steering Committee will operate as a special committee, as described in the CARAG Committee Policy.

Members will be appointed by a vote of the membership at a regular CARAG Neighborhood Meeting for a term of one year. Vacancies will be filled in the same manner.

CARAG will make efforts to recruit members to the NRP Steering Committee from underrepresented groups (e.g. renters, minority/ethnic groups, non-resident property owners, seniors, businesses, young people).

The CARAG NRP Steering Committee will be responsible for:

- Outreach to the community about Phase II NAP development.
- Schedule and facilitate neighborhood-wide meetings to solicit ideas and gather feedback about draft NAP documents.
- Write the CARAG NRP NAP document.
- Expend funds as budgeted. The CARAG Board will approve expenditures and oversee the Participation Agreement and Phase I implementation budgets.
- Implement remaining NRP Phase I programs as needed.

NRP Steering Committee Meetings will be publicized through the:

- CARAG web site ([www.carag.org](http://www.carag.org))
- CARAG Yahoo Email Group Forum
- Uptown Neighborhood News (articles & ads)
- CARAG Neighborhood Meetings

The NRP Steering Committee will complete the NAP development process by **May 31, 2009**. Plan development steps include:

#### **Winter/Spring 2008**

- Review NRP Phase I goals, objectives, strategies and results
- Gather input and feedback from the community
- Brainstorm new strategies and programs

#### **Summer/Fall 2008**

- Identify community goals and priorities
- Meet with City staff and other partners during the planning process to gain feedback and technical assistance
- Draft strategies and write the draft neighborhood action plan

#### **Winter/Spring 2009**

- Gather additional input and feedback from the community
- Finalize NAP document
- Mail draft NAP to CARAG homes and businesses and gain approval
- Gain approval from the CARAG Board and general CARAG membership

#### **IV. Community Outreach**

CARAG will reach out to involve residents in the plan-making process including those who are traditionally underrepresented (e.g. renters, minority/ethnic groups, non-resident property owners, seniors, businesses, young people). CARAG will attempt non-traditional methods to gather input from these groups such as focus groups, surveys, targeted interviews and door-knocking.

Meeting and voting notices will be posted at Bryant Square Park, on the CARAG web site, and at neighborhood coffee shops when possible.

#### **VI. Neighborhood Action Plan Approval Process**

The NRP Steering Committee will write the NAP. The CARAG Board will monitor the NAP development process and ensure that the Participation Agreement has been

followed, endorse the plan adopted by the neighborhood and transmit the plan to NRP for review and approval.

A summarized draft of the NAP and a plan ballot will be mailed to all CARAG homes and businesses. Full versions will be available at Bryant Square Park, the CARAG office and on the CARAG web site. Voting results will be announced at a neighborhood-wide meeting.

## **VI. Phase II Plan Implementation**

The CARAG NRP Steering Committee will be responsible for implementing the neighborhood action plan once it is approved.

## **VII. Grievance**

The Grievance Procedure will be made available to anyone who is eligible to vote for the CARAG NRP Steering Committee. If anyone believes that there has been an action taken by the Steering Committee, its agents or representatives, which has a specific unfair effect on him or her, that person may utilize this grievance procedure to redress the complaint. This is to be distinguished from a disagreement about the content of decisions made in a democratic manner.

In order to be considered, a grievance must be written, signed and include the address and phone number of the complainant. It should specify the following:

- What is the concern about the CARAG NRP planning process?
- What specific action(s) by the Steering Committee created the problem?
- What actions should be taken to remedy the problem?

The Steering Committee must then convene a three-member grievance panel made up of neighborhood residents. This group will meet, select a panel chairperson and discuss the complaint within 30 days of receiving it. The grievance panel must then deliver a written response to the complainant and NRP Steering Committee within 30-days of the meeting.

The Grievance Procedure steps are as follows:

- The Steering Committee Chairperson will send a letter of acknowledgement to the complainant identifying members of the grievance panel.
- The Grievance Panel will meet to discuss the complaint keeping complete minutes of their proceedings. The Panel may request additional information from the complainant and NRP Steering Committee including inviting them to the Panel's meeting.
- The grievance panel will provide a report and recommendation within 30-days of its meeting regarding the grievance to the grievant and the Steering Committee.

Appeals may be made to the Steering Committee, which will provide a response within 30-days to the complainant. Appeals may then be made to the CARAG Board, which will provide a response within 30-days to the complainant and NRP Steering Committee. Appeals may then be made to the NRP Policy Board if the issue is NRP related.

Any grievance should be directed to:

NRP Steering Committee  
c/o CARAG  
711 W Lake Street, #303  
Minneapolis, MN 55408

### **VIII. Participation Agreement Modification**

Proposed modifications to this Participation Agreement will be drafted by the NRP Steering Committee, submitted and approved by the membership at a CARAG Neighborhood Meeting and submitted to NRP by the CARAG Board.

### **IX. Participation Agreement Budget**

CARAG will utilize the following NRP Phase II advance funds to develop the NAP.

<b>#</b>	<b>Cost Category</b>	<b>Amount</b>
1	Consultant Fees	\$500
2	Personnel	\$18,500
3	Copies/Printing	\$1,300
4	Advertising	\$1,300
5	Postage	\$1,500
6	Meeting Expenses	\$150
7	Materials/Supplies/Equipment	\$1,750
	<b>TOTAL</b>	<b>\$25,000</b>