2022 Annual Neighborhood Improvement Association Support & Budget Planning Meeting

Community Engagement Division
Wednesday, January 19, 2022
6:00 p.m. – 8:00 p.m.
Cyrus K. Holliday Bldg. 620 SE Madison
Holliday Conference Rm.
Agenda

6:00 PM  DINNER (10 Minutes)
6:10 PM  WELCOME & INTRODUCTIONS (15 Minutes)
6:25 PM  NEW NIA HANDBOOKS OVERVIEW (5 Minutes)
6:30 PM  CITY ORDINANCE DRAFT, BYLAWS, ELECTIONS (10 Minutes)
6:40 PM  NIA OFFICER & MEMBER RESPONSIBILITIES (5 Minutes)
6:45 PM  NIA SUPPORT FUNDS & PURCHASING PROCESS (20 Minutes)
7:05 PM  ANNUAL REPORT FOR KS NON-PROFIT CORPORATION & COMMUNITY RESOURCE COUNCIL 2ND TIER 501C3 PARTNERSHIP / BECOMING A 501C3 (10 Minutes)
7:15 PM  NEWSLETTER & NIA COURSE REGISTRATION OPTION (10 Minutes)
7:25 PM  ANNUAL GOALS & COMMUNITY ENGAGEMENT IDEAS & NEIGHBORHOOD CLEAN-UPS (10 Minutes)
7:35 PM  RESOURCE INFORMATION & WEEKLY COMMUNICATIONS
7:45 PM  NIA SUPPORT SURVEY & CLOSING Q & A
WELCOME & INTRODUCTIONS (15 minutes)

Monique Glaudé, Director of Community Engagement

State your name, title, organization and one thing you love about your neighborhood or community in Topeka.
NEW NIA HANDBOOKS OVERVIEW (5 minutes)

Maria Anderson, Community Engagement Coordinator

• Table of Contents Review
CITY ORDINANCE DRAFT, BYLAWS, ELECTIONS
10 minutes)

LaToya Burnett, Senior Community Engagement Coordinator

• Page 3 – Current TMC 2.25.050
• Page 38 – Bylaws Template
Current TMC 2.25.050

- Section of the Topeka Municipal Code that establishes the guidelines for certification and minimal business operations of an NIA

- **Outlined Responsibilities of NIAs:**
  1. To identify needs, define objectives and express preferences about activities proposed in the community development block grant funding application.
  2. To act as a vehicle through which individual and group complaints concerning community development program performance are channeled to the City.
  3. To develop annual neighborhood improvement plans and submit such plans to the Citizen Advisory Council and Community Engagement Division for funding considerations.
  4. To otherwise participate in the development of programs related to community betterment.
  5. To annually elect two representatives to sit on and participate in the Citizen Advisory Council.
  6. To work directly with the staff of Community Engagement on those community development programs existing in the NIA which are funded or sponsored by community development block grant funds.
All NIA Bylaws must include the following articles and sections:

- **Article I: Name and Boundaries; Section 1 Name, Section 2 Boundaries** (as outlined in template – no changes or additions)
- **Article II: Purpose** (include items 1-7 as outlined in template; may modify to include additional purposes)
- **Article III: Members; Section 1 Eligibility, Section 2 Votes, Section 3 Non-Discrimination, Section 4 Dues** (as outline in template – no changes or additions)
- **Article IV: Officers & CAC Representatives; Section 1 Officers, Section 2 Nominations, Section 3 Election, Section 4 Citizen Advisory Council, Section 5 Vacancies** (as outlined in template – modifications must be approved by Community Engagement to ensure that they align with City Code, City Ordinance or Federal Requirements by HUD.
- **Article V: Meetings; Section 1 Regular Meetings, Section 2 Annual Meeting, Section 3 Special Meetings, Section 4 Emergency Meetings** (may be modified as desired by the NIA, must include good-faith effort to notify the public at large of all public meetings)
- **Article VI: Committees; Section 1 Committees in General, Section 2 Nominating Committee, Section 3 Ad hoc committees, Section 4 The President** (may be modified as desired by the NIA)
- **Article VII: Parliamentary Authority** (this Article is optional)
- **Article VIII: Amendment** (as outlined in template – no changes or additions)
- **Article IX: Applicable Laws** (as outlined in template – no changes or additions)
- **Article X: Dissolution** (as outlined in template – no changes or additions)
- **Certificate of Secretary** (as outline in template – no changes or additions)
NIA OFFICER & MEMBER RESPONSIBILITIES (5 Minutes)

Maria Anderson, Community Engagement Coordinator

• Page 44 – Neighborhood Officer and Member Responsibilities
• Roberts Rules of Order (1 book per NIA)
NIA OFFICER & MEMBER RESPONSIBILITIES

- Each NIA will be provided with a copy of the current Roberts Rules of Order (it is optional if you choose to follow the guidelines outlined in this RRO)

- **Main Responsibilities for Each NIA Officer/Member**
  - **NIA President** – Provides leadership to the Board of Officers, Chairs NIA meetings/Board meetings, Appoints other chairs to committees, Helps to guide and mediate Board actions with respect to organizational priorities and governance concerns.
  
  - **NIA Vice President** - Performs President responsibilities when the President cannot be available, Participates closely with the President to develop and implement officer transition plans, Primary for new board member recruitment.
  
  - **NIA Secretary** - Is the official recorder keeper of the organization, maintains records of the board and ensures effective management of organization's records, Manages minutes of neighborhood meetings. Ensures minutes are distributed to members per organizations protocol.
  
  - **NIA Treasurer** - Manages finances of the organization, Provides annual budget to the board for members' approval
  
  - Members - Regularly attends neighborhood meetings and important related meetings, Makes serious commitment to participate actively in committee work, Participates in events and/or fund raising for the organization.
NIA SUPPORT FUNDS & PURCHASING PROCESS (20 minutes)

LaToya Burnett, Senior Community Engagement Coordinator

• NIA Support Funds – Eligible & Ineligible Purchases
  Page 47 - NIA Supply Orders
  Page 49 - NIA Reimbursements
  Page 51 – How to use the Form
• How to Read and Understand Your NIA’s monthly Budget Report
NIA SUPPORT FUNDS BUDGET PROGRAM

NIA Support Funding

• Support funds are provided by the City of Topeka Division of Community Engagement through the Federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. Federal regulations permit the City of Topeka to enact policies in accordance with federal HUD guidelines.

• Additional information regarding the Federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program eligible activities may be found at https://www.hudexchange.info/resource/3689/24-cfr-part-570-cdbg/ under 24 CFR § 570.201 - Basic eligible activities (see (f)(1) and (p) specifically as the City of Topeka’s justification for the NIA Support Program) and 24 CFR 570.207 Ineligible activities.

## Eligible Expenses

<table>
<thead>
<tr>
<th>ALLOWED</th>
<th>NOT ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting / event expenses / prizes / SWAG</td>
<td>Food</td>
</tr>
<tr>
<td>Newsletters / prints related to NIA Meetings or Events</td>
<td>Political/Religious or other socially biased activities</td>
</tr>
<tr>
<td>Dumpsters / Trucks for Neighborhood Clean Up Events</td>
<td>Purchase of Equipment</td>
</tr>
<tr>
<td>Training / Travel (related to training) Expenses</td>
<td>Purchase of property</td>
</tr>
<tr>
<td>501c3 Fees / CRC Partnership Organization Fees</td>
<td>Publications unrelated to NIA</td>
</tr>
<tr>
<td>KS Secretary of State Office Incorporation Fees</td>
<td>Gift Cards</td>
</tr>
<tr>
<td>Paper, printing, office supplies / business cards</td>
<td></td>
</tr>
</tbody>
</table>

This table includes items that are permissible and items that are restricted from federal funding use. (This is not an exhaustive list – please inquire with the City of Topeka Division of Community Engagement regarding purchase of items not listed)
Supply Orders & Reimbursements

Supply Orders - All Supply orders must be approved and authorized by the NIA President.

- **In person/By mail hard copy:** Fill out a Supply Order/Reimbursement Form. Fill in the quantity, item description (or product name), item reference number (if applicable) and the total amount for each item or you may attach a vendor quote with this information. Have NIA president sign form.

- **Online purchases:** If you are not the NIA president: Include the NIA president in your e-mail requests. Upon the NIA president’s approval, CE will proceed with the order. If you are the NIA president proceed as follows:
  - In your e-mail, note in your subject line: Supply Order Request for (Name of NIA). Provide the vendor name and any pertinent contact information (if applicable), the quantity, item description (or product name), item reference number (if applicable) and the total amount for each item in your order. You may also provide links to specific items or a direct link to an invoice or your shopping cart (must provide user name & password for this option).

- Any items not listed as an eligible item must be approved by the City of Topeka Community Engagement Division. Please allow up to two full weeks for processing.
Supply Orders & Reimbursements

Reimbursements - All Reimbursements must be approved and signed by the NIA President.

- In person/By mail hard copy: Fill out a Supply Order/Reimbursement Form. Fill in the quantity, item description (or product name), item reference number (if applicable), the total amount, date purchased for each item and attach all related vendor receipts.
- By e-mail: In your e-mail, note in your subject line: Reimbursement Request for (Name of NIA).
- Any items not listed as an eligible item must be approved by the City of Topeka Community Engagement Division. Please allow up to two full weeks for processing.
- In order to receive reimbursement, the City of Topeka Finance requires the entity to be reimbursed have a W-9 on file. The W-9 can either be for an organization (NIA) or individual. An organization is preferred for consistency and tracking purposes, but an individual may be reimbursed as well.
- The individual or organization can be reimbursed via automatic payment (ACH), check to that individual/organization, or payment to a credit union account. ACH is preferred.
**NEIGHBORHOOD IMPROVEMENT ASSOCIATION**

**SUPPLY ORDER/REQUEST FOR REIMBURSEMENT FORM**

Please select one option below:

- [ ] Supply order
- [ ] Reimbursement

Instructions: Fill in each category for each item. Any item not listed as an eligible item must be approved by the DNR Community Engagement Coordinator. This form must be signed by the President of the NIA or accompanied by a signed letter or e-mail listing approved items. Please allow up to two weeks for processing.

Person Requesting Reimbursement/Supply Order: ____________________________________________

Address: ____________________________________________

For Reimbursements Only, SS# or Federal Employee Identification # (FEIN): __________________________

Daytime Phone: ____________________________________________

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Item #</th>
<th>Amount</th>
<th>Date Purchased</th>
<th>Receipt (Y or N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NIA President’s Signature: ____________________________ Date: ____________________________

**Office Use Only**

Date Submitted to Office: ________________ Received by: ____________________________

Revised 10/11/2018
W-9 FORM

This form may be submitted with your reimbursement request or
Email to: accounts payable@topeka.org
Fax to: 785-368-3975
Mail to: City of Topeka
Attn: Accounts Payable
215 SE 7th St, Room 358
Topeka, KS 66603
ACH (Optional Direct Deposit) FORM

This form may be submitted with your reimbursement request or
Email to: accounts payable@topeka.org
Fax to: 785-368-3975
Mail to: City of Topeka
Attn: Accounts Payable
215 SE 7th St, Room 358
Topeka, KS 66603
# How to Read Your NIA Budget Report

## Section 1 - Summary

<table>
<thead>
<tr>
<th>2021 NIA SUPPORT FUND</th>
<th>CD2021.0022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizen Advisory Council (CAC)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMARY</th>
<th>APPROVED BUDGET</th>
<th>REMAINING BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Budget</td>
<td>$2,500.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Year</td>
<td>2021</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ESTIMATED</th>
<th>ACTUAL SPENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing / Newsletters &amp; Infographics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neighborhood Clean-ups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training / Member Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>501c3 / Second Tier Org. Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KS Annual Incorporation Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency / Other</td>
<td></td>
<td>$2,500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$2,500.00</strong></td>
</tr>
</tbody>
</table>
How to Read Your NIA Budget Report

Section 2 – Expenditure Summary By Percentage
How to Read Your NIA Budget Report

Section 3 – Expenditure Cost Breakdown

<table>
<thead>
<tr>
<th>2021 NIA SUPPORT FUND</th>
<th>CD2021.0021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ward Meade</td>
<td></td>
</tr>
</tbody>
</table>

**SUMMARY**

<table>
<thead>
<tr>
<th>APPROVED BUDGET</th>
<th>REMAINING BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Budget</td>
<td>$3,118.31</td>
</tr>
<tr>
<td>Year</td>
<td>$2,733.43</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>COUNT</th>
<th>DEBIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/20/2021</td>
<td>Printing - newsletter - clean up Opportunities</td>
<td>958</td>
<td>$95.80</td>
</tr>
<tr>
<td>5/20/2021</td>
<td>postage - newsletter ( clean up Opportunities)</td>
<td>958</td>
<td>$249.08</td>
</tr>
<tr>
<td>6/7/2021</td>
<td>KS Annual Incorporation Fees</td>
<td></td>
<td>$40.00</td>
</tr>
</tbody>
</table>

$384.88
ANNUAL REPORT FOR KS NON-PROFIT CORPORATION & COMMUNITY RESOURCE COUNCIL 2ND TIER 501C3 PARTNERSHIP / BECOMING A 501C3 (10 minutes)

Maria Anderson, Community Engagement Coordinator

- Page 71 Annual NIA Report for KS Non-Profit Incorporation
- Page 77 CRC 2nd Tier 501c3 Partnership Option
- Choosing to Become a 501C3 – Other Resources to Help You with this Process
Annual Report & Fees

- If you operate as a nonprofit corporation, there is a flat fee of $40 to file with the state of Kansas. For nonprofits, annual reports are due to the Secretary of State’s office by the 15th day of the 6th month after the end of the fiscal year which for most is June 15th. An NIA may choose to file their annual report independently; however, the City of Topeka Division of Community Engagement generally files the annual report and pays the $40 filing fee on behalf of the NIA.

- The Secretary of State’s office in Kansas views annual reports as legal compliance documents that are crucial to a business’ operations in the state. These reports help the state keep track of any changes that have occurred during the past year. Changes may include a change to your corporate structure or a change to the place in which you conduct business.
**KS ARTICLES OF INCORPORATION**

| State Office: | **Kansas Secretary of State**  
|              | Memorial Hall, First Floor 120 S. W. 10th Ave.  
|              | Topeka, KS 66612-1594  
|              | Phone Number: (785) 296-4564  
|              | - Website: http://www.kssos.org/  
|              | - Forms: http://www.kssos.org/forms/forms.html  
|              | - Business Search:  
|              | https://www.kansas.gov/bess/flow/main;jsessionid=266637E5778C6EAAD961DA09F9B83716.aptcs03-inst1?execution=e1s1  
| Due Date:    | Annually by the 15th day of the 6th month after the close of your fiscal year. (June 15)  
| Filing Fee:  | $40  
| Penalty:     | Late Penalty:  
|              | No late fee. State will forfeit entity after 90 days of noncompliance.  
| Filing Method: | **Online:** https://www.kansas.gov/annual-reports/index.do or Mail (see above)  
| Forms:       | Kansas Secretary of State:  
|              | - Form NP: http://www.kssos.org/forms/forms_results.aspx?division=BS&orderBy=Type  
| Important Information: | A principal of the entity must sign the document.  
|              | Original signatures are not required.  |
COMMUNITY RESOURCE COUNCIL
PARTNERSHIP OPPORTUNITY

• CRC Partnership Program Overview
  • Each year as part of the new CRC second tier membership program, Community Engagement registers and pays the $100 partnership fee for all NIAs that are not currently 501c3 stand alone organizations.
COMMUNITY RESOURCE COUNCIL
PARTNERSHIP OPPORTUNITY

NEIGHBORHOOD IMPROVEMENT ASSOCIATION -- CIVIC MEMBERSHIP WITH CRC
  • COST: $100.00 Annual Membership

WHY:
  • Free Monthly CRC Connect Newsletter for organization members (need to provide email),
  • Free Meeting space at either of the CRC CARE Centers @ Avondale East or @ Lundgren,
    (unless scheduling conflict – after business hours to be determined),
  • Listing as Member with LOGO on the CRC Web Site, and
  • Free attendance of Entry Level Corporate Governance Trainings as scheduled.

• As an NIA in the City of Topeka, the organization is already a Kansas Not-for-Profit corporation in good standing.

• As a member of CRC the organization is a 2nd Tier Corporate entity of CRC.

• This Partnership allows the corporate entity (NIA) to apply for grants, donations, and foundation awards, as an IRS designated 501c3 entity, because of being a 2nd tier entity within the CRC organizational chart.
COMMUNITY RESOURCE COUNCIL
PARTNERSHIP OPPORTUNITY

Handling of Grants & Donated Funds By CRC

• Such applications need to have the applicant on the form as the NIA AND CRC IN PARTNERSHIP.

• ALL Funds are payable to CRC and the NIA, funds are held in CRC’s escrow account and CRC will distribute expenses to the NIA or direct payment of Purchase Orders, as approved by the board of the NIA, and requested by the Treasurer or Board President.

• CRC does not charge for checks written, percent of funds held, or providing accounting of proceeds as needed for board meetings.

• CRC will answer questions to assist but will NOT look for opportunities or be responsible for the grant writing and reporting if successful.

• If you are not planning a project within the neighborhood that the NIA is looking to finance through grant, foundation or donated monies, then CRC membership may not be useful to your organization.

• For more Information, visit: https://crcnet.org or call (785) 233-1365.
CHOOSING TO BECOME A 501C3

Benefits of Tax-Exempt Status under IRC Section 501(c)(3)

Tax exemption under Internal Revenue Code section 501(c)(3) provides a number of benefits:

• Exemption from Federal income tax;
• Tax-deductible contributions;
• Possible exemption from state income, sales, and employment taxes;
• Reduced postal rates;
• Exemption from Federal unemployment tax; and
• Tax-exempt financing.
CHOOSING TO BECOME A 501C3

Tax-Exempt Organizations and 501(c)(3)s

A tax-exempt organization is a trust, unincorporated association, or nonprofit corporation described in the Internal Revenue Code as exempt from Federal income tax. A 501(c)(3) is a type of exempt organization. It must be organized and operated for one or more exempt purposes described in Code section 501(c)(3):

• Charitable,
• Educational,
• Religious,
• Scientific,
• Literary,
• Testing for public safety,
• Fostering national or international amateur sports competition, and/or
• Preventing cruelty to children or animals.
CHOOSING TO BECOME A 501C3

How to Put Your 501(c)(3) Status in Jeopardy!

There are four types of activities that can jeopardize your 501(c)(3)’s tax-exempt status:

- **Private benefit/inurement** - 501(c)(3)s must avoid all activities that will substantially benefit the private interest of any individual or organization. Inurement: No part of an organization’s net earnings may inure to the benefit of a private shareholder or individual.
- **Lobbying** - Lobbying is an activity designed to influence legislation. If its lobbying activities are substantial (as determined by IRS), a 501(c)(3) may risk losing its tax-exempt status.
- **Political activity** - Political campaign activity involves directly or indirectly participating or intervening in any political campaign on behalf of or in opposition to any candidate for elective office.
- **Excessive unrelated business income(UBI)** - If a nonprofit, tax-exempt organization regularly carries on a trade or business that is not substantially related to its exempt purpose, except that it provides funds to carry out that purpose, the organization is subject to tax on its income from that unrelated trade or business.

CHOOSING TO BECOME A 501C3

Difference Between Nonprofit & Tax-Exempt

• Nonprofit status refers to state-law corporate status

• tax-exempt status refers to state and federal tax exemption under tax regulations.

• Many nonprofits are organized as both a nonprofit corporation and a tax-exempt entity.

• A nonprofit organization, whether incorporated or not, can decide whether or not it wants to apply for tax-exempt status from the IRS and the state.

CHOOSING TO BECOME A 501C3

Additional Resources


https://donorbox.org/nonprofit-blog/how-to-start-a-501c3/


https://www.501c3.org/how-to-start-a-501c3-nonprofit/
NEWSLETTER & NIA COURSE REGISTRATION OPTION
(10 minutes)

Monique Glaudé, Director of Community Engagement & LaToya Burnett, Senior Community Engagement Coordinator

- News about our Printing Contract
- NIA Course Registration Option
- Pages 59-61 – Newsletter Process & Templates
- Pages 68-69
Neighborhood Leaders Continuing Ed Opportunity

• Up to $199 per NIA officer or CAC member available to attend in person or online courses.

• May attend courses at local university or other online course program: Washburn, JCCC, KU, etc. continuing education programs.

• Approved courses: Leadership, Non-profit organization, grant writing/management, Boards training, Neighborhood or community engagement, Fundraising, Public Speaking, Conflict Resolution

• Can these course funds as a supplement to additional NIA Support Funds or other funding.

• Registration forms must be completed at least two weeks prior to the start of the course.
Newsletter Request guidelines

• Send all newsletter requests to nianewsletter@topeka.org
  Newsletters must be submitted in PDF format, all other formats will be returned to sender.

• Outgoing newsletters for the week are due by no later than 5pm on Monday and will be sent to printers the following Tuesday.

• Please allow three weeks between the time that you submit your newsletter and the time that it is delivered to your neighborhood (see recommended deadlines).

• Newsletters may not include any political, religious, or otherwise discriminatory or biased endorsement.

• Please use DCE provided newsletter templates and/or send newsletters that are in PDF format and print ready.
Newsletter Templates

Half Card Back

Quarter Card Back

Half Card Front

Quarter Card Front
Newsletter Examples

Central Highland Park NIA Meeting
Please join us Monday, Oct 8, 2018 6:30 pm

Millcreek Community Center, 1800 SE 21st Street
Plan to attend, the CHPNIA is the voice of our community! You have a voice!

NEIGHBORHOOD ANNOUNCEMENTS

Homeowners, Renters and Students:

Congratulations to HPHS 2018 Homecoming Queen: Mercedes Russell-Lloyd and Homecoming King: Robin Crawford

Washburn Tech East is having a Student Career Kickoff event on Oct 5th 2018 from 10-11am in the parking lot of Washburn Tech East, 2014 SE Washburn Rd.

Safe Streets & Community Police shared valuable information for the formation of Neighborhood Watch Program during their Sep meeting. We can develop Neighborhood Watch Programs with community involvement. Concerned about your neighborhood’s safety, come to CHPNIA meetings. The next CHPNIA meeting is November 12, 2018. This is our annual dinner meeting. We meet the 2nd Monday of each month.

CHPNIA 2018 Elected Officers: Jonathan Schumun, Pres, Donetta Stevens-Miller, VP, Peggy Lewis, Secy plewis01@cox.net

City of Topeka
Department of Neighborhood Relations
620 SE Madison, First Floor
Topeka ICS 66607

Central Highland Park NIA

Quarter Card Back

Quarter Card Front

Half Card Back

Half Card Front

Help with your SEO: www.getfoundonline.org

Note: The information above is a sample and may not reflect actual content or data. It is provided for illustrative purposes only.
## Current Printing & Postage Costs

<table>
<thead>
<tr>
<th>NEIGHBORHOOD</th>
<th># of NIA HOUSEHOLDS</th>
<th>Qtr Cards Monthly Cost</th>
<th>Half Cards Monthly Cost</th>
<th>Full Page Monthly Cost</th>
<th>Postage Regular Bulk Rate Monthly Cost</th>
<th>Postage 501 C3 Monthly Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Highland Park</td>
<td>2218</td>
<td>$332.70</td>
<td>$221.80</td>
<td>$487.96</td>
<td>$576.68</td>
<td>$310.52</td>
</tr>
<tr>
<td>Central Park</td>
<td>826</td>
<td>$123.90</td>
<td>$82.60</td>
<td>$181.72</td>
<td>$214.76</td>
<td>$115.64</td>
</tr>
<tr>
<td>Chesney Park</td>
<td>726</td>
<td>$108.90</td>
<td>$72.60</td>
<td>$159.72</td>
<td>$188.76</td>
<td>$101.64</td>
</tr>
<tr>
<td>Downtown</td>
<td>380</td>
<td>$57.00</td>
<td>$38.00</td>
<td>$83.60</td>
<td>$98.80</td>
<td>$53.20</td>
</tr>
<tr>
<td>East End</td>
<td>425</td>
<td>$63.75</td>
<td>$42.50</td>
<td>$93.50</td>
<td>$110.50</td>
<td>$59.50</td>
</tr>
<tr>
<td>East Topeka North</td>
<td>829</td>
<td>$124.35</td>
<td>$82.90</td>
<td>$182.38</td>
<td>$215.54</td>
<td>$116.06</td>
</tr>
<tr>
<td>East Topeka South</td>
<td>294</td>
<td>$44.10</td>
<td>$29.40</td>
<td>$64.68</td>
<td>$76.44</td>
<td>$41.16</td>
</tr>
<tr>
<td>Hi-Crest</td>
<td>2064</td>
<td>$309.60</td>
<td>$206.40</td>
<td>$454.08</td>
<td>$536.64</td>
<td>$288.96</td>
</tr>
<tr>
<td>Highland Acres</td>
<td>575</td>
<td>$86.25</td>
<td>$57.50</td>
<td>$126.50</td>
<td>$149.50</td>
<td>$80.50</td>
</tr>
<tr>
<td>Historic Holliday Park</td>
<td>523</td>
<td>$78.45</td>
<td>$52.30</td>
<td>$115.06</td>
<td>$135.98</td>
<td>$73.22</td>
</tr>
<tr>
<td>Historic North Topeka East</td>
<td>1226</td>
<td>$183.90</td>
<td>$122.60</td>
<td>$269.72</td>
<td>$318.76</td>
<td>$171.64</td>
</tr>
<tr>
<td>Historic Old Town</td>
<td>794</td>
<td>$119.10</td>
<td>$79.40</td>
<td>$174.68</td>
<td>$206.44</td>
<td>$111.16</td>
</tr>
<tr>
<td>Jefferson Square</td>
<td>278</td>
<td>$41.70</td>
<td>$27.80</td>
<td>$61.16</td>
<td>$72.28</td>
<td>$38.92</td>
</tr>
<tr>
<td>Likins-Foster</td>
<td>498</td>
<td>$74.70</td>
<td>$49.80</td>
<td>$109.56</td>
<td>$129.48</td>
<td>$69.72</td>
</tr>
<tr>
<td>Monroe</td>
<td>421</td>
<td>$63.15</td>
<td>$42.10</td>
<td>$92.62</td>
<td>$109.46</td>
<td>$58.94</td>
</tr>
<tr>
<td>North Topeka West</td>
<td>942</td>
<td>$141.30</td>
<td>$94.20</td>
<td>$207.24</td>
<td>$244.92</td>
<td>$131.88</td>
</tr>
<tr>
<td>Oaklnd</td>
<td>2547</td>
<td>$382.05</td>
<td>$254.70</td>
<td>$560.34</td>
<td>$662.22</td>
<td>$356.58</td>
</tr>
<tr>
<td>Quinton Heights-Steele</td>
<td>226</td>
<td>$33.90</td>
<td>$22.60</td>
<td>$49.72</td>
<td>$58.76</td>
<td>$31.64</td>
</tr>
<tr>
<td>Tennessee Town</td>
<td>302</td>
<td>$45.30</td>
<td>$30.20</td>
<td>$66.44</td>
<td>$78.52</td>
<td>$42.28</td>
</tr>
<tr>
<td>Valley Park</td>
<td>613</td>
<td>$91.95</td>
<td>$61.30</td>
<td>$134.86</td>
<td>$159.38</td>
<td>$85.82</td>
</tr>
<tr>
<td>Ward Meade</td>
<td>958</td>
<td>$143.70</td>
<td>$95.80</td>
<td>$210.76</td>
<td>$248.08</td>
<td>$134.12</td>
</tr>
<tr>
<td><strong>BUDGETED TOTALS</strong></td>
<td><strong>17665</strong></td>
<td><strong>$2,649.75</strong></td>
<td><strong>$1,766.50</strong></td>
<td><strong>$3,886.30</strong></td>
<td><strong>$4,592.90</strong></td>
<td><strong>$2,473.10</strong></td>
</tr>
</tbody>
</table>
ANNUAL GOALS & COMMUNITY ENGAGEMENT IDEAS
& NEIGHBORHOOD CLEAN-UPS (10 minutes)

LaToya Burnett, Senior Community Engagement Coordinator

• Page 91 Annual Goals
• Page 82 – Ideas for Community Engagement
• Page 65-66 Neighborhood Clean-up Process
ANNUAL GOALS

Review & Update Annually:

NIA Mission Statement: A mission statement is a short summary of an organization’s core purpose, focus, and aims. This usually includes a brief description of what the organization does and its key objectives. The mission is the “what” and the “how”. Example: Tesla’s Mission statement: “To create the most compelling car company of the 21st century by driving the world’s transition to electric vehicles.”

NIA Vision Statement: A vision statement is a short description of an organization’s aspirations and the wider impact it aims to create. It should be a guiding beacon to everyone within the organization and something which underpins internal decision-making and determines the intended direction of the organization. The vision is the “why”. Example: Tesla’s Vision statement: “To accelerate the world’s transition to sustainable energy.”
ANNUAL GOALS

Review & Update Annually:

NIA Goals: A goal is an aim or objective that you work toward with effort and determination, usually to achieve within a specific timeframe. Goals are usually related to an organization’s mission, vision, and or purpose.

Short Term Goals (1 Year or Less)

Mid Term Goals (3 to 5 Years)

Long Term Goals (5+ Years)
Community Building, Engagement & Capacity Planning

- **Grants** – Topeka DREAMS other Community Grants
  
  A grant is an amount of money that a government or other institution gives to an individual or to an organization for a particular purpose such as education or neighborhood improvements.

- **Projects** – Neighborhood Projects
  
  A project is defined as a temporary endeavor with a sequence of tasks that must be completed to attain a certain outcome with a definite beginning and end. It is a plan or scheme to do something, such as a neighborhood improvement or it is a task or problem in the neighborhood that requires work over a period of time.

- **Community Events** – NNO, Fundraisers, Block Parties, etc.
  
  Events have direct and indirect impacts on communities. They provide opportunities for participation, skills development, volunteering and social, cultural economic and environmental developments.

- **Capacity Building** – Volunteer Recruitment, Community Partnerships
  
  Capacity building is whatever is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity. Capacity building enables nonprofit organizations and their leaders to develop competencies and skills that can make them more effective and sustainable, thus increasing the potential for charitable nonprofits to enrich lives and solve society's most intractable problems.
Neighborhood Clean Up Request

1. The NIA must vote at an NIA meeting to approve a neighborhood cleanup and request dumpsters/trash truck(s). Date, time, and location for the cleanup event must be voted upon also.

3. Neighborhood Clean-up Request Form must be completed and the form must be submitted at least two weeks prior to the scheduled clean-up date to Community Engagement. (It is recommended that request be submitted up to a month in advance to allow for approval, from the Shawnee County Solid Waste Department, and time to send notice to the neighborhood.)

4. This permission form must be signed by the individual, organization, or company where the dumpster will be placed.

5. A copy of the NIA minutes must accompany this form.

6. An NIA must publish the location, date, and time of the dumpster through newsletters, fliers, or other publication for the neighborhoods benefit of the cleanup.
Neighborhood Clean Up Request

Shawnee County Solid Waste (SCSW) NIA Clean Up Guidelines

1. All NIAs are entitled to two free dumpsters annually/one free event.
2. SCSW will not dump trash carts/cans.
3. Large bulky items: armoires, hutches, desks etc. Must be broke down for easier handling.
4. Boards and carpeting must be cut into 4’ lengths.
5. To prevent infestation to our employees: mattresses/box springs, couches and recliners must be bed bug free or they must be wrapped tightly and securely with plastic.
6. SCSW will not accept the following: tree limbs, appliances, metal, tires, hazardous materials (batteries, oil, paint, insecticide/poisons).
RESOURCE INFORMATION & WEEKLY COMMUNICATIONS (10 minutes)

Maria Anderson, Community Engagement Coordinator

- Page 80 City of Topeka Services Contact Map
- Page 93 NIA Resources Webpage
NIA & DCE Communications

• NIA Communications – Maria Anderson
  • Weekly communications E-mail
  • Zoom meetings with individual NIAs – upon request by the NIA
  • NIA request process – send all NIA request to niarequest@topeka.org. All request will be responded to within 24 hours (Monday - Friday).
  • NIA Calendar of Deadlines & Events – updated and posted on the City of Topeka’s website.

• Community Building & Capacity Planning – LaToya Burnett
  • Grants – Topeka DREAMS other Community Grants
  • Projects – Neighborhood Projects
  • Community Events – Organizing Assistance & Technical Support
  • Capacity Building – Community Planning, Organizing Assistance & Technical Support
NIA Resource Page on COT Website

Neighborhood Information: Your one stop for everything related to NIAs
https://www.topeka.org/citymanager/neighborhood-information/

Community Engagement Contacts:
Director: Monique Glaudé – 785-368-4470 – mglaude@topeka.org
Senior Community Engagement Coordinator: LaToya Burnett – 785-368-3663 – lburnett@topeka.org
Community Engagement Coordinator/ Digital Navigator: Maria Anderson – 785-368-0166 – manderson@topeka.org
NIA SUPPORT SURVEY & CLOSING Q & A (15 minutes)

LaToya Burnett, Senior Community Engagement Coordinator
NIA Attendance Survey & Release of 2022 Funds

After this meeting, all participants will be sent a link to the short online survey stating that you have attended this annual meeting and were provided with the information stated today. Only one representative from each NIA needs to complete this survey.

This survey will require the following:
1) That you acknowledge receiving the information provided today.

2) That you acknowledge that your NIA has reviewed its current bylaws and that they are current and up to date.

2) That you enter the date for your annual election meeting this year.

3) That you acknowledge and accept the NIA Support funds being provided to your NIA. You may accept the full amount or request a lesser amount. Funding not accounted for (i.e. NIA has not completed a survey) by September 30, 2022 will be reported to the CAC as excess funds and the CAC may determine how those funds are used.

Upon completing this survey for your NIA, you may request use of your 2022 NIA Funds from Community Engagement (through supply order, reimbursement, or NIA request to pay vendor)
QUESTIONS?