



# 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 Glauvé, 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.

# Bylaws Template

- 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 temple – 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.
- Additional information regarding the City of Topeka's NIA Support Program may be found in the Consolidated Action Plan 2020 Draft <https://cot-wp-uploads.s3.amazonaws.com/wp-content/uploads/neighborhoodrelations/housingservices/ConPlan2020Draft.pdf> (see pages 39, 44, 56) and the Consolidated Action Plan 2021-25 Draft <https://cot-wp-uploads.s3.amazonaws.com/wp-content/uploads/neighborhoodrelations/housingservices/2021+to+2025+Con+Plan.pdf> (see pages 140, 144, 168)

# Eligible Expenses

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

**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)**

# NIA SUPPORT FUNDS BUDGET PROGRAM

## 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.

# NIA SUPPORT FUNDS BUDGET PROGRAM

## 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.

# NIA SUPPORT FUNDS SUPPLY ORDER/ REIMBURSEMENT FORM

## 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: \_\_\_\_\_

Qty.	Item	Item #	Amount	Date Purchased	Receipt (Y or N)

NIA President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Date Submitted to Office: \_\_\_\_\_

Received by: \_\_\_\_\_

# W-9 FORM

**Form W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**OR**

**Employer identification number**

\_\_\_\_ - \_\_\_\_\_

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ \_\_\_\_\_ Date ▶ \_\_\_\_\_

This form may be submitted with your reimbursement request or

Email to: [accountspayable@topeka.org](mailto:accountspayable@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

## City of Topeka ACH Authorization Form

### Vendor Information

Vendor Name		
Address		
City	State	Zip
Contact Name for Payables	Phone	Ext
E-mail Address for Remittance Advice		

Above named Vendor hereby authorizes City of Topeka to originate Automated Clearing House electronic fund transfer (EFT) credit entries to Vendor's account, as indicated below, for payment.

### Banking Information

Name on Bank Account	Bank Name
Bank Routing Number	Bank Account Number

Savings

Checking/Demand Account

If any changes are made to your banking information, please notify the **City immediately in written form**. Please note if you fail to notify us prior to a payment it may take us up to 30 days to reissue the payment. If you have any questions please call 785-368-3970.

### Vendor Authorization:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Printed Name

\_\_\_\_\_  
Title

### Please complete the above form and return to:

Email to: [accountspayable@topeka.org](mailto:accountspayable@topeka.org)  
Fax to: 785-368-3975  
Mail to: City of Topeka  
Attn: Accounts Payable  
215 SE 7th St, Room 358  
Topeka, KS 66603

This form may be submitted with your reimbursement request or

Email to: [accountspayable@topeka.org](mailto:accountspayable@topeka.org)

Fax to: 785-368-3975

Mail to: City of Topeka  
Attn: Accounts Payable  
215 SE 7th St, Room 358  
Topeka, KS 66603

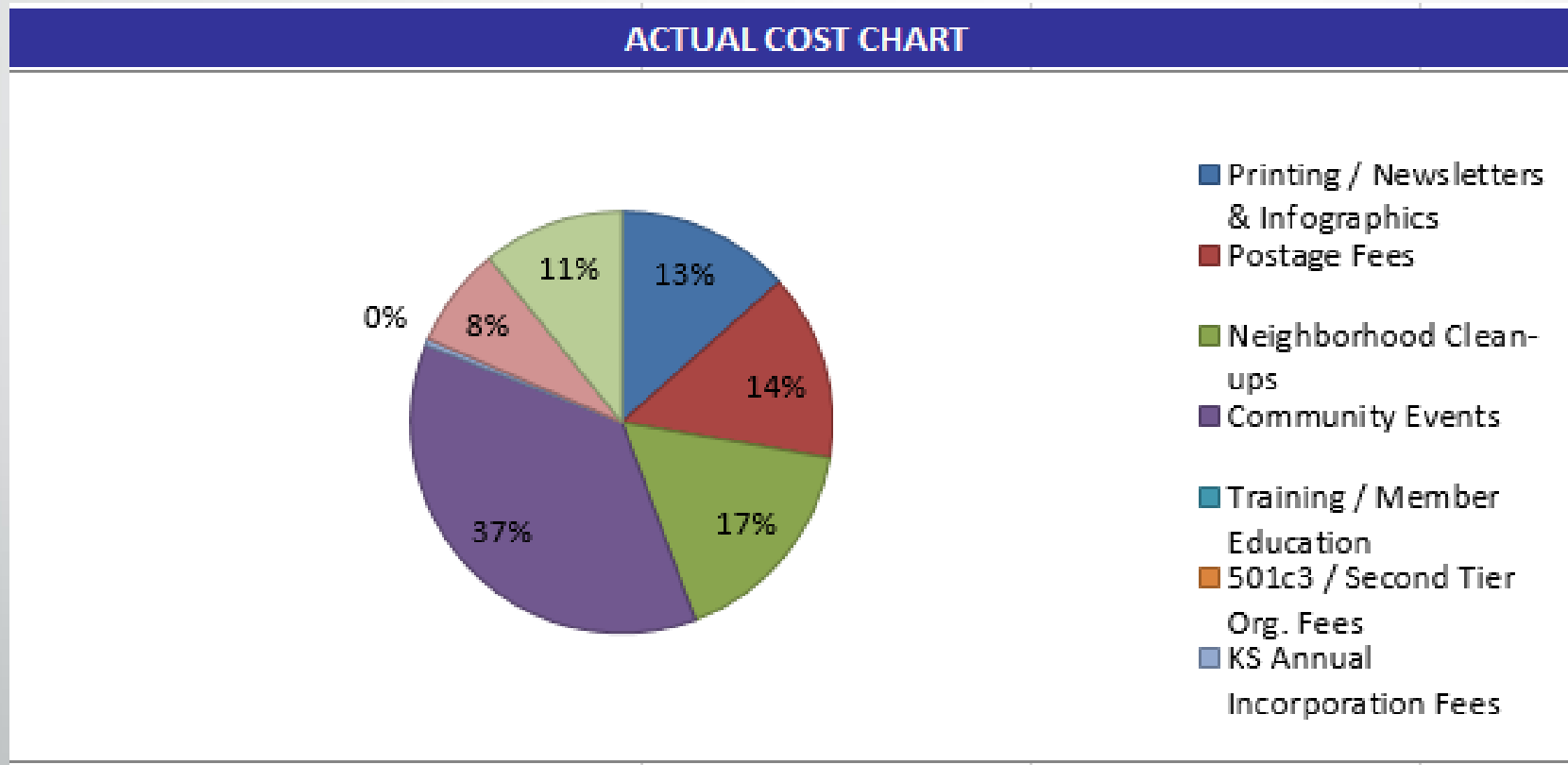
# How to Read Your NIA Budget Report

## Section 1 - Summary

2021 NIA SUPPORT FUND		CD2021.0022
Citizen Advisory Council (CAC)		
SUMMARY	APPROVED BUDGET	REMAINING BUDGET
Operating Budget	\$ 2,500.00	\$ -
Year	2021	
DESCRIPTION	ESTIMATED	ACTUAL SPENT
Printing / Newsletters & Infographics		
Postage Fees		
Neighborhood Clean-ups		
Community Events		
Training / Member Education		
501c3 / Second Tier Org. Fees		
KS Annual Incorporation Fees		
Office Supplies		
Contingency / Other		\$2,500.00
<b>Total</b>	<b>\$0.00</b>	<b>\$2,500.00</b>

# How to Read Your NIA Budget Report

## Section 2 – Expenditure Summary By Percentage







# 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*


# KS ARTICLES OF INCORPORATION

## 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

## Kansas Non-profit Corporations (Domestic & Foreign)

State Office:	<p><b>Kansas Secretary of State</b> Memorial Hall, First Floor 120 S. W. 10th Ave. Topeka, KS 66612-1594 Phone Number: (785) 296-4564</p> <ul style="list-style-type: none"><li>• <a href="http://www.kssos.org/">Website</a>: http://www.kssos.org/</li><li>• <a href="http://www.kssos.org/forms/forms.html">Forms</a>: http://www.kssos.org/forms/forms.html</li><li>• <a href="https://www.kansas.gov/bess/flow/main;jsessionid=266637E5778C6EAAD961DA09F9B83716.aptc03-inst1?execution=e1s1">Business Search</a>: https://www.kansas.gov/bess/flow/main;jsessionid=266637E5778C6EAAD961DA09F9B83716.aptc03-inst1?execution=e1s1</li></ul>	
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:	<a href="https://www.kansas.gov/annual-reports/index.do">Online</a> : <a href="https://www.kansas.gov/annual-reports/index.do">https://www.kansas.gov/annual-reports/index.do</a> or Mail (see above)	
Forms:	Kansas Secretary of State: <ul style="list-style-type: none"><li>• <a href="http://www.kssos.org/forms/forms_results.aspx?division=BS&amp;orderBy=Type">Form NP</a>: http://www.kssos.org/forms/forms_results.aspx?division=BS&amp;orderBy=Type</li></ul>	
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.

<https://cullinanelaw.com/benefits-of-having-501c3-tax-exempt-status/>

# CHOOSING TO BECOME A 501C3

## Additional Resources

<https://cullinanelaw.com/benefits-of-having-501c3-tax-exempt-status/>

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

<https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-501c3-organizations>

<https://www.irs.gov/charities-non-profits/application-for-recognition-of-exemption>

<https://www.501c3.org/how-to-start-a-501c3-nonprofit/>

# NEWSLETTER & NIA COURSE REGISTRATION OPTION

(10 minutes)

Monique Glauvé, 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



## Neighborhood Improvement Association Continuing Education Registration Form (For NIA Officers & CAC Members only)

### Course Information

College/Institution	Course Name/Title	Course Number/Code
[Type here]	[Type here]	[Type here]
Course Info (Days, Dates, Times, In-person/Online)		Fees
[Type here]		[Type here]

### Student Information

Legal First Name	Legal Last Name	Neighborhood	NIA Officer Title
[Type here]	[Type here]	[Type here]	[Type here]
Date of Birth	Phone	E-mail	
[Type here]	[Type here]	[Type here]	
Address			City
[Type here]			[Type here]
State	Zip	Other accommodations needed	
[Type here]	[Type here]	[Type here]	

Please allow up to two weeks (14 business days) for this registration to be processed. Upon completion of registration you should receive confirmation from the College or Institution. You will also receive confirmation of payment and course registration from the City of Topeka Community Engagement.

Please make sure that you are familiar with the course cancellation policy for your institution. If you need to cancel a course for any reason, please contact Community Engagement as soon as possible. All courses cancelled after the allowed cancellation date will not be refunded to your NIA.

Completed form must be submitted at least two weeks prior to course start date to:

Community Engagement  
620 SE Madison St., 1<sup>st</sup> Floor  
Topeka, Kansas 66607  
(785) 368-3663  
[niarequests@topeka.org](mailto:niarequests@topeka.org)  
Contact: LaToya Burnett-Martinez

- 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](mailto: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



NEIGHBORHOOD NAME  
DECEMBER 2017

NEIGHBORHOOD ANNOUNCEMENTS

**UPCOMING EVENTS**

12/25: Christmas Day

Half Card Back

CONTACTS: \_\_\_\_\_



NEIGHBORHOOD NAME  
DECEMBER 2017

Quarter Card Back

Name of Neighborhood Association  
Address  
Topeka KS zip

Name of NIA  
Neighbor

Half Card Front

Non Profit  
US Postage  
PAID  
Topeka, KS  
Permit No. 309

Name of Neighborhood Association  
Address  
Topeka, KS zip

Non-Profit  
US Postage  
PAID  
Topeka, KS  
Permit No. 309

Quarter Card Front

# Newsletter Examples



**Central Highland Park NIA Meeting**  
Please join us Monday, Oct 8, 2018 6:30pm  
Hillcrest 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 Community ABC Day, Oct 12th from 2-6pm in the parking lot of Washburn Tech East, 2014 SE Washington St. Free for all ages. Call Bob G. at 783-4214 for 2019.

Safe Streets & Community Police shared valuable information for the formation of Neighborhood Watch Program during our 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 Schumm, Pres., Danetta Stevens-Miller, VP, Peggy Lewis, Secy  
plewis1@cox.net

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

Central Highland Park NIA  
Neighbor

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**CENTRAL PARK**

**Upcoming Events for November 2018**

November will be a regular meeting. There will be a pancake feed  
There will be no NIA Meeting for December 2018  
January's meeting we will have the Mayor  
NIA Meeting every 3rd Thur. of the month  
Central Park Community Center  
1534 SW Clay 6:30 pm South Entrance SW Door  
Don't forget: Pancake Food every 3rd Saturday & Harvesters Food Distribution at the Expo Center every 2nd Tue. of the month 9 am to 11 am

Basic needs Town Hall and Open House on Nov. 3, 2018 9am - 11am  
At the Topeka and Shawnee City Library  
Special Services present will address specific needs including housing, water, utilities  
And much more. Learn about resources available to you plus cost saving tips on human needs.  
Everyone is invited. Remember 9 am on Nov. 3, 2018

Don Perkins, Board President, [dperk39@aol.com](mailto:dperk39@aol.com)

*if we all work together, we can make changes and improvements in our area.  
We'll make a plan and follow it and the changes will come. With your help.*

Central Park NIA  
Central Park Community Center  
1534 SW Clay  
Topeka, KS  
November 2018

Non Profit Org  
US Postage  
Paid  
Topeka, KS  
Permit No. 309

Quarter Card Front

Help with your GED [www.getmydiploma.org](http://www.getmydiploma.org)  
Officer Parrett Community Police Officer contact at: [dparrett@topeka.org](mailto:dparrett@topeka.org)

The NIA will not discriminate because of race, color, religion, sex, age, disability or national origin. Funds for communications are furnished through Federal Community Development Block Grant. Neither the City of Topeka, HND nor HUD are responsible for any opinions expressed or the accuracy of any statements made in this publication.

# Current Printing & Postage Costs

NEIGHBORHOOD	# of NIA HOUSEHOLDS	Qtr Cards Monthly Cost \$0.15/ea	Half Cards Monthly Cost \$0.10/ea	Full Page Monthly Cost \$0.22/ea	Postage Regular Bulk Rate Monthly Cost \$0.26/ea	Postage 501 C3 Monthly Cost \$0.14/ea
Central Highland Park	2218	\$ 332.70	\$ 221.80	\$ 487.96	\$ 576.68	\$ 310.52
Central Park	826	\$ 123.90	\$ 82.60	\$ 181.72	\$ 214.76	\$ 115.64
Chesney Park	726	\$ 108.90	\$ 72.60	\$ 159.72	\$ 188.76	\$ 101.64
Downtown	380	\$ 57.00	\$ 38.00	\$ 83.60	\$ 98.80	\$ 53.20
East End	425	\$ 63.75	\$ 42.50	\$ 93.50	\$ 110.50	\$ 59.50
East Topeka North	829	\$ 124.35	\$ 82.90	\$ 182.38	\$ 215.54	\$ 116.06
East Topeka South	294	\$ 44.10	\$ 29.40	\$ 64.68	\$ 76.44	\$ 41.16
Hi-Crest	2064	\$ 309.60	\$ 206.40	\$ 454.08	\$ 536.64	\$ 288.96
Highland Acres	575	\$ 86.25	\$ 57.50	\$ 126.50	\$ 149.50	\$ 80.50
Historic Holliday Park	523	\$ 78.45	\$ 52.30	\$ 115.06	\$ 135.98	\$ 73.22
Historic North Topeka East	1226	\$ 183.90	\$ 122.60	\$ 269.72	\$ 318.76	\$ 171.64
Historic Old Town	794	\$ 119.10	\$ 79.40	\$ 174.68	\$ 206.44	\$ 111.16
Jefferson Square	278	\$ 41.70	\$ 27.80	\$ 61.16	\$ 72.28	\$ 38.92
Likins-Foster	498	\$ 74.70	\$ 49.80	\$ 109.56	\$ 129.48	\$ 69.72
Monroe	421	\$ 63.15	\$ 42.10	\$ 92.62	\$ 109.46	\$ 58.94
North Topeka West	942	\$ 141.30	\$ 94.20	\$ 207.24	\$ 244.92	\$ 131.88
Oakland	2547	\$ 382.05	\$ 254.70	\$ 560.34	\$ 662.22	\$ 356.58
Quinton Heights-Steele	226	\$ 33.90	\$ 22.60	\$ 49.72	\$ 58.76	\$ 31.64
Tennessee Town	302	\$ 45.30	\$ 30.20	\$ 66.44	\$ 78.52	\$ 42.28
Valley Park	613	\$ 91.95	\$ 61.30	\$ 134.86	\$ 159.38	\$ 85.82
Ward Meade	958	\$ 143.70	\$ 95.80	\$ 210.76	\$ 249.08	\$ 134.12
<b>BUDGETED TOTALS</b>	<b>17665</b>	<b>\$ 2,649.75</b>	<b>\$ 1,766.50</b>	<b>\$ 3,886.30</b>	<b>\$ 4,592.90</b>	<b>\$ 2,473.10</b>



# 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](mailto: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](mailto:mglaude@topeka.org)

Senior Community Engagement Coordinator: LaToya Burnett – 785-368-3663 – [lburnett@topeka.org](mailto:lburnett@topeka.org)

Community Engagement Coordinator/ Digital Navigator: Maria Anderson – 785-368-0166 – [manderson@topeka.org](mailto: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?