CITY OF TOPEKA

NIA Support & Technical Assistance Guidelines Handbook

Community Engagement Division
April 2024

Directory

4 WHAT IS AN NIA?

5 WHAT IS A KS NON-PROFIT CORPORATION?

7 WHAT IS THE DIFFERENCE BETWEEN KS NON-PROFIT & 501C3?

8 WHAT IS THE COMMUNITY RESOURCE COUNCIL 2ND TIER 501C3 PARTNERSHIP OPTION?

9 WHAT IS THE CAC?

10 WHAT DO NIA OFFICERS & CAC MEMBERS DO?

11 HOW DO I HOST AN ELECTION FOR MY NIA?

12 HOW DO I UPDATE MY NIA MEETING & CONTACT INFORMATION?

13 HOW CAN I SET GOALS FOR MY NIA & NEIGHBORHOOD?

14 HOW DO I PLAN MY NIA BUDGET & WHAT IF WE NEED MORE FUNDING?

15 WHAT CAN I USE MY NIA SUPPORT FUNDS FOR?

16 HOW CAN I REQUEST ADDITIONAL FUNDS?

| NIA Support & Technical Assistance Guidelines Handbook/Page Directory Continued

17 HOW DO I ORDER SUPPLIES FOR MY NIA?

18 HOW DO I REQUEST A REIMBURSEMENT FOR MYSELF OR MY NIA?

19 HOW DO I GET MY NEWSLETTERS OR POST CARDS SENT OUT?

20 WHAT IS THE COST TO MAIL NIA NEWSLETTERS & WHAT ARE ALTERNATIVES?

21 WHAT IS SEE CLICK FIX?

22 WHAT IS THE CITY'S OMBUDSMAN OFFICE

23 HOW CAN I HELP TO CLEAN UP MY NEIGHBORHOOD?

24 HOW DO I HOST A NEIGHBORHOOD CLEAN-UP?

25 WHAT ARE SOME WAYS TO ENGAGE MY COMMUNITY?

29 WHAT OPPORTUNITIES ARE THERE FOR LEADERSHIP & BOARDS TRAINING OR OTHER NEIGHBORHOOD LEADERSHIP COURSES?

30 TIPS ON HOW TO MANAGE NIA FORMS/FILES

31 WHERE CAN I FIND THIS INFORMATION ON THE CITY'S WEBSITE?

WHAT IS AN NIA?

- **Neighborhood Improvement Associations (NIAs) are nonprofits organized and operated for the collective, public and social benefit of a neighborhood having 51% or more households with incomes less than 80% of the Topeka area median income as currently determined by the federal Department of Housing and Urban Development (HUD).**
- NIAs are dedicated to **providing neighborhood input to the City** and other local government entities regarding development, crime prevention, street conditions, lighting, preservation, and revitalization.
- NIAs **form positive relationships with neighbors and local organizations** to maintain the value, beauty, safety, and diversity of their neighborhoods.
- NIAs **encourage neighborhood participation and engagement**, and provide information and assistance to residents on matters of general interest, especially with regards to public safety.
- Although it is not a requirement of the City, some NIAs may also be or become tax exempt under the IRS code 501(c)3.

BACK TO START

WHAT IS A KS NON-PROFIT CORPORATION?

- **A Neighborhood Improvement Association (NIA) is considered a nonprofit organization.**
- **Nonprofit organizations (NPOs) are a legal non-business entity organized and operated for a collective, public or social benefit.**
- Any revenues (donations, fundraisers, grants) that exceed expenses must be committed to the organization's purpose, and not be taken/used by private parties
- Nonprofit entities may seek approval from governments to be tax-exempt, and some may also qualify to receive tax-deductible contributions, but ***an entity may incorporate as a nonprofit entity without securing tax-exempt status.***
- **In Kansas, a non-profit organization must file formation documents, known as Articles of Incorporation with the Kansas Secretary of State office. (Current filing fee is $20)**
- **Once an organization is formed, the non-profit is required to file an Biennial Report with the Kansas Secretary of State office. (Current filing fee is $80)**
- **The Community Engagement Office files the non-profit organization formation and/or Biennial Report documents on behalf of the city's 21 NIAs. Filing fees are paid from each NIAs individual NIA Support Fund budget account.**

BACK TO START

WHAT IS A KS NON-PROFIT CORPORATION?

Kansas Secretary of State Office
Memorial Hall, First Floor 120 S. W. 10th Ave.
Topeka, KS 66612-1594
Phone Number: (785) 296-4564

- Website: http://www.kssos.org/
- Forms: https://sos.ks.gov/businesses/information-reports.html
- Business Search: https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx

Biennial Report Due Date: June 15

Filing Fee: **$80**

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)

Annual Report Form: https://www.sos.ks.gov/eforms/user_login.aspx?frm=BS

Kansas Non-Profit Organization Information: https://ksbiz.kansas.gov/start/starting-a-non-profit-organization/

BACK TO START

WHAT IS THE DIFFERENCE BETWEEN KS NON-PROFIT & 501C3?

- **Nonprofit entities may seek approval from the IRS to be tax-exempt, and some may also qualify to receive tax-deductible contributions, but *an entity may incorporate as a nonprofit entity without securing tax-exempt status. Note: The City does not require NIA's to be tax-exempt.***
- A non-profit organization may be eligible for tax-exempt status under the Internal Revenue Code. Organizations that seek tax exempt status must apply to the IRS. Information, including the various types of tax exempt entities recognized by the IRS and how to apply for tax exempt status, is at: www.irs.gov/charities-and-nonprofits/
- https://www.irs.gov/charities-non-profits/exempt-organization-types .
- Information is also available in IRS Publication 557 – Tax Exempt Status for Your Organization: https://www.irs.gov/charities-non-profits/publications-for-exempt-organizations .
- Note: Non-profit entities are required to have bylaws and board members.
- Obtain an Employer Identification Number (EIN or FEIN) from the IRS. An EIN is required for non-profit organizations even if the organization does not have employees. There are several ways to apply for an EIN, including online. More information and directions to obtain an EIN are available at: https://www.irs.gov/charities-non-profits/employer-identification-number .

BACK TO START

WHAT IS THE COMMUNITY RESOURCE COUNCIL 2ND TIER 501C3 PARTNERSHIP OPTION?

- **CRC Partnership Program Overview - As a member of CRC an organization becomes a 2nd Tier Corporate entity of CRC. This 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. This opportunity is only available for NIAs that are not currently 501c3 tax exempt entities.**
- **Membership Fees** - Each year NIAs are eligible to participate in this partnership opportunity by completing the application with CRC here: https://04u59f.p3cdn1.secureserver.net/wp-content/uploads/2020/09/2020-Membership-Application-Updated.pdf **Community Engagement pays the annual $100 Civic membership fee at no cost to the NIA.**
- **Additional member benefits include**: 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.
- **CRC Handling of Grants & Donated funds** – grant and donation 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/membership-info/ or call (785) 233-1365.**

BACK TO START

WHAT IS THE CAC?

- **The Citizen Advisory Council (CAC) represents views and ideas from the broader community on issues of interest to the City of Topeka.**
- **The purpose of the CAC is to provide advice and recommendations to appropriate City departments/divisions, as well as the Governing Body, on the allocation of City, County, State, Federal, and Topeka housing trust funds.**
- **Voting members of the CAC include one member elected by each Neighborhood Improvement Association (NIA) and three City-at-large members appointed by the Mayor. An NIA may also choose to elect an alternate CAC representative to represent the NIA in the absence of their primary representative.**
- **The officers of the CAC include a chairperson and a vice-chairperson who are elected annually by the voting members of the CAC.**
- **CAC Vision Statement**: "A community of neighborhoods illuminating collaborative models to foster harmonious and balanced neighborhood communities."
- **CAC Mission Statement**: "The Citizen Advisory Council is a community of neighborhoods organized to forge available resources to empower, rebuild, and revitalize areas within the city of Topeka."

CAC Webpage: https://www.topeka.org/government/boards-commissions/citizens-advisory-council/#gsc.tab=0

BACK TO START

WHAT DO NIA OFFICERS & CAC MEMBERS DO?

- **NIA President/CAC Chair** – **Provides leadership to the Board of Officers/body of members**, chairs public meetings/board meetings, appoints other chairs to committees, helps to guide and mediate board/member actions with respect to organizational priorities and governance concerns.

- **NIA Vice President/CAC Vice Chair** - **Performs President/Chair responsibilities when the President/Chair cannot be available**, Participates closely with the President/Chair to develop and implement officer transition plans, primary for new board member recruitment.

- **NIA / CAC Members** - Regularly attends meetings and important related special meetings, Makes serious commitment to participate actively in committee work, and participates in events and/or other efforts for the organization.

NIAs Only

- **NIA Secretary** - **Is the official record keeper of the organization, maintains records of the board and ensures effective management of the organization's records,** Manages minutes of neighborhood meetings, Ensures minutes are distributed to members per organization protocols.

- **NIA Treasurer** - **Manages finances of the organization,** Provides annual budget to the board for members' approval

BACK TO START

HOW DO I HOST AN ELECTION FOR MY NIA?

NIAs must notify all neighborhood residents of elections via neighborhood mailing. NIAs may also announce elections on social media platforms, e-mail blasts, stakeholders meetings, and other communication tools.

- **Election of a president, vice-president, secretary and treasurer shall be determined by the NIA's Bylaws**.
- **NIAs may choose to elect one primary member and an alternate member to represent the neighborhood on the Citizen Advisory Council (CAC)**
- A quorum for the transaction of business shall be determined by the NIA's Bylaws.

FOR INACTIVE NIAs – The City of Topeka Community Engagement Division will organize the election meeting with interested stakeholders from the neighborhood.

Absentee Voting Policy - A Neighborhood Improvement Association (NIA) may utilize an absentee ballot process in order to encourage participation within an NIA on matters that come before the NIA (in accordance with the NIAs Bylaws). Requirements include:

1. Must be evidence of residency or occupancy within the boundaries of the NIA.
2. Absentee Ballot must be signed and dated by a notary or person unrelated to person receiving the proxy.
3. Written question on voting ballot must be clear and understandable and must be related to one specific action or request to be undertaken by the NIA.

Nomination/Election Ballot Templates

Example 1

Example 2

BACK TO START

HOW DO I UPDATE MY NIA MEETING & CONTACT INFORMATION?

- **The City of Topeka Community Engagement Office maintains meeting and contact information for all NIAs and the CAC.**

- **<u>Meeting Information Required for all NIAs</u>: Meeting location and address, meeting date(s), meeting times**

- Members may request that certain information remain private from public listings.

- Member contact information required for all NIA officers and CAC members (Members may request that certain information remain private from public listings.):
  - ❑ First and last name
  - ❑ Phone number (Note private with "P" next to it)
  - ❑ E-mail (Note private with "P" next to it)
  - ❑ Address (Note private with "P" next to it)
- **<u>NIAs must have at least one public e-mail and phone number to contact</u>**
- **NIA Meeting & Contact Update Form:** https://www.surveymonkey.com/r/X9NSNX9

BACK TO START

HOW CAN I SET GOALS FOR MY NIA & NEIGHBORHOOD?

STEP 1 – Review or determine your NIA's Vision Statement - A vision statement is a short description of an organization's aspirations and the wider impact it aims to create. The vision is the "why".

Example: "To Create a Brighter, Better, Safer Community for Future Generations"

STEP 2 – Review or determine your NIA's Mission Statement - A mission statement is a short summary of what the organization does and its key objectives. The mission is the "what" and the "how".

Example: "We create a more engaged neighborhood by creating events, activities, and programs that meet our communities needs."

STEP 3 – Review and/or determine your NIA's 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. These are the "how" and the "when", specific actions."

- **5-10 Long Term Goals (5+ years out) - usually more broad-based, rather than exact projection.**
  Example: "Increase neighborhood participation in the NIA meetings and events"
- **3-5 Mid Term Goals (3-5 years out)**
  Example: "Start hosting an annual neighborhood celebration event twice a year"
- **1-3 Short Term Goals (1-3 years out)**
  Example: "Host a neighborhood Fall Fest this October"

KEY - Review your NIA's Vision, Mission, and Goals Annually

BACK TO START

HOW DO I PLAN MY NIA BUDGET & WHAT IF WE NEED MORE FUNDING?

WHAT IS AN ANNUAL BUDGET - A organization's annual budget can serve as a guide for its spending throughout the year, especially for financial issues such as the occurrence of unexpected costs. The three requirements for each new budget are covering a specific period, having a particular focus and doing an official recording. You can make an annual budget that usually covers one year , focusing on operating income and costs, and record it officially using electronic spreadsheets.

WHY IS AN ANNUAL BUDGET IMPORTANT - An annual budget is essential because it helps organizations establish priorities, objectives and spending limits. It enables the organization to monitor its financial status, allowing for more productive long-term planning.

STEP 1 – Review Spending from the previous 1-2 years- Take out any costs or income that the organization doesn't expect to recur in the next year, and get an average of the two years' worth of expense statements and/or reports. Then, look at the rising costs that have occurred over the year and make adjustments as needed.

STEP 2 – Review Your NIA goals for the year- Determine what events or activities you need to plan for this year, and estimate roughly how much you plan to spend for each throughout the year and add that to your budget.

STEP 3 – Determine if you need more funding- If it looks like you have more expenses than funding available, you may be eligible to apply for up to 30% (not to exceed $500) of your current NIA Support Funding (see instructions for "How to Apply for Additional Funds). You may also want to consider requesting donations, applying for small grands or foundation awards, or hosting a fundraiser (See CRC 2nd Tier Partnership info if you need assistance managing these other sources of funding).

STEP 4 – Monitor & Review Your Budget Regularly – Depending on your NIA's expenses you should be tracking your expenses in a report, spreadsheet, or at least pen and paper and you should be reviewing you expense reports at least quarterly, if not monthly.

KEY - Review and plan your budget for the next year before the end of the current year

BACK TO START

WHAT CAN I USE MY NIA SUPPORT FUNDS FOR?

- **NIA Support funding is 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.

NIA Support Program Approved Expense Items Description List

NIA Support Budget Reports

BACK TO START

HOW CAN I REQUEST ADDITIONAL FUNDS?

- **STEP 1** – Review Your Current NIA Budget Report or Previous Budget Reports
- **STEP 2** – Discuss additional funding needs with your NIA – How would you use and additional 30% (not to exceed $500) of your current budget?
- **STEP 3** - Record meeting minutes approving the funding request and save this file as a pdf.
- **STEP 4** – Complete a ***NIA Support Budget Planning Form*** and save this file as a pdf.
- **STEP 5** – Complete the online ***NIA Support Funds – Budget Request Application*** here: https://www.surveymonkey.com/r/MBV9WS5 and attach a copy of the meeting minutes pdf document (see step 3) and the NIA Support Budget Planning Form pdf document (see step 4) to this online application.

BACK TO START

HOW DO I ORDER SUPPLIES FOR MY NIA?

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

All Supply orders MUST be approved and authorized by the NIA President by e-mail or by signed letter. The NIA body must vote at a regular meeting to request the use of their NIA support funds. A copy of the motion (meeting minutes) must accompany the Supply Order Request.

FOR DIRECT VENDOR PAYMENTS – Please have the vendor send the invoice to niarequests@topeka.org and copy your NIA president to authorize payment. ***NOTE: All service providers, suppliers and contractors must be registered City of Topeka vendors prior to entering into any agreements or contracts for services.***

FOR ALL OTHER SUPPLY ORDERS PLEASE FOLLOW THE STEPS BELOW:

- Complete the online ***NIA Supply Order Request Form*** here: https://www.surveymonkey.com/r/JC9RSWJ .
- Question 3 - For online store cart or wish list orders – please provide the cart or wish list link. *See* ***Instructions on how to order from Amazon.***
- Question 4 – For orders with 10 items or less, provide each item description (item/product name), item number (store reference number for item), and the quantity needed.
- Question 5 - For orders that do not have a link and you are ordering more than 10 items, please complete the ***NIA Supply Item Order Form*** and save/attach as a pdf to your request form.
- Question 6 – Attach a copy of the NIA minutes approving this request
- Question 7 & 8 – If your NIA president has approved the purchase by signed letter, please attach the letter as a jpeg (picture) or pdf file.
- ***NOTE – Community Engagement reserves the right to order items of equal or lesser value from another vendor or source if deemed necessary by the City's Finance Department***

BACK TO START

HOW DO I REQUEST A REIMBURSEMENT FOR MYSELF OR MY NIA?

A current W-9 and ACH form must accompany all reimbursement requests. Items to be reimbursed must be listed on the list of eligible items or approved by the City of Topeka Community Engagement Division. Please allow up to three full weeks for processing.

All Reimbursements **MUST** be approved and authorized by the NIA President by e-mail or by signed letter. The NIA body must vote at a regular meeting to request the use of their NIA support funds. A copy of the motion (meeting minutes) must accompany the Supply Order Request. ***NOTE: All service providers, suppliers, and contractors must be registered City of Topeka vendors prior to entering into any agreements or contracts for services.***

- Complete the online ***NIA Reimbursement Request Form*** here: : https://www.surveymonkey.com/r/JYK5Q6S
- Question 3 – Upload copies of all related paid receipts *as either jpeg (picture) or pdf file.*
- Question 4 – Upload copies of completed ***W-9*** and optional ***ACH*** forms
- Question 6 – Attach a copy of the NIA minutes approving this request
- Questions 7 & 8 - If your NIA president has approved the reimbursement by signed letter, please attach the letter as a jpeg (picture) or pdf file.

BACK TO START

HOW DO I GET MY NEWSLETTERS OR POST CARDS SENT OUT?

- Send all newsletter requests to niarequests@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 printer 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.
- Newsletters may not include any political, religious, or otherwise discriminatory or biased endorsement.
- Newsletters must be for NIA purposes only (cannot send another organization's newsletter)
- Please use newsletter templates provided by Community Engagement and/or send newsletters that are in PDF format and print ready.

Newsletter Templates		
Quarter Card	**Half Card**	**Full Page**
Word Doc	Word Doc	Word Doc
Publisher Doc	Publisher Doc	Publisher Doc

BACK TO START

WHAT IS THE COST TO MAIL NIA NEWSLETTERS & WHAT ARE ALTERNATIVES?

See Current Newsletter Cost

ALTERNATIVES & WAYS TO CUT COST

1- Go Quarterly or Seasonal – send a printed newsletter to help promote and highlight special events, volunteer opportunities, or community outreach plans/efforts.

2- Create Digital Versions - consider combining efforts by creating a digital version of your newsletter. There are a host of digital tools available to help even tech beginners build truly engaging digital newsletters and bulletins.

3 – Text Messaging – either using group text features on your phone or a mass texting app can be helpful for sending simple meeting and event reminders.

4 – Free or Inexpensive Webpage/Website - promote all of your NIA engagements and resources to the community by encouraging members to share the link to your webpage or website.

5- Social Media – share new details, key meetings, social event calendars, photos, and videos on Facebook, Twitter, and Instagram, or the NextDoor app

BACK TO START

WHAT IS SEE CLICK FIX?

SeeClickFix is an issue reporting platform which allows people to report non-emergency neighborhood issues, identify repair needs, share feedback, and ask questions of their local government leaders and city staff. The tool has a free mobile app that maps user comments. Users may add comments, suggest courses of action, or add video and picture documentation.

See Click Fix Topeka: https://www.topeka.org/seeclickfix/#gsc.tab=0

BACK TO START

WHAT IS THE CITY OMBUDSMAN?

The **City of Topeka's Ombudsman's Office is part of the Community Engagement Division and serves as an independent and impartial office where citizens can get help with city services and report their issues with city government**. Citizens can find answers, ask a question, or submit a SeeClickFix service request through the office. **The City of Topeka Ombudsman's office strives to respond quickly**, succinctly, accurately, and in a friendly manner to citizen requests, inquiries for answers to questions, internal information about policies, practices, and procedures and provide citizens with the capabilities to perform business. **Inquiries will be provided to constituents within 3 business days.**

Contact Ombudsman Office: ombudsman@topeka.org or by calling (785) 368-3947

BACK TO START

HOW CAN I HELP TO CLEAN UP MY NEIGHBORHOOD?

Fight the Blight Program

NIAs qualify for one "no cost - city funded" event annually. Community Engagement partners with Shawnee County Waste Management to provide two trash trucks to pick up items on the curb at residences throughout the neighborhood. Cleaning supplies (trash bags, gloves) will be available, upon request, This free event also includes the cost of printing and mailing a postcard to the neighborhood.

Free Dumpster Program

Shawnee County Waste Management will provide two free dumpsters for one event annually in each NIA. The NIA is responsible for securing a location for the event and ensuring that all rules for dumping are followed.

Neighborhood Clean-up Program

Neighborhood Improvement Associations may use their NIA Support Funding, provided by the City, to host additional clean-up efforts. The Neighborhood Cleanup Program helps residents dispose of bulky waste and reduce illegal dumping. The program is also a great way for neighbors to get out and meet each other while providing a valuable public service. (see fees listed on Neighborhood Clean-up Programs form)

Shawnee County Waste Management Policies:

- SCSW will not dump trash carts/cans.
- Large bulky items: armoires, hutches, desks etc. must be broken down for easier handling.
- Boards and carpeting must be cut into 4' lengths.
- 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.
- SCSW will not accept the following: tree limbs, appliances, metal, tires, or hazardous materials (batteries, oil, paint, insecticide/poisons).
- ***See Neighborhood Clean Up Process* for more information**

BACK TO START

HOW DO I HOST A NEIGHBORHOOD CLEAN-UP?

Fight the Blight Program – Community Engagement will provide one "no cost – city-funded" (two trash truck) event annually.

Free Dumpster Program

Shawnee County Waste Management will provide two free dumpsters for one event annually in each NIA.

Neighborhood Clean-up Program

NIAs may use their NIA Support Funding to host additional clean-up efforts.

Neighborhood Clean-Up Request Process

STEP 1 - NIA meeting vote to approve a neighborhood clean-up and request dumpsters/trash truck(s). Date, time, and location for the clean-up event must be voted upon also.

STEP 2 – Complete the online **Neighborhood Clean-up Request Form** here: https://www.surveymonkey.com/r/B9TJHJF at least three weeks before the scheduled clean-up date.

Question 12 – Upload a copy of the NIA minutes approving the clean-up event

Question 13 – FOR DUMPSTER REQUESTS ONLY Upload a copy of the Signed ***Dumpster Permission form*** (A Dumpster Placement Permission form must be signed by the individual, organization, or company where the dumpster will be placed, and submitted with the clean-up request form).

STEP 3 – Notify the residents in the target area of the location, date, and time of the clean-up through newsletters, fliers, or other publications at least two weeks prior to the scheduled clean up event.

See *Neighborhood Clean Up Process* for more information

BACK TO START

WHAT ARE SOME WAYS TO ENGAGE MY COMMUNITY?

1. **Create a Sense of Purpose** – Have vision and goals for your community that will inspire others to join the cause.
2. **Let Members Take the Lead -** Once your organization standards are understood by everyone, it's a good idea to let some of your members shoulder the burden of community management. There's only so much you can do on your own.
3. **Reward Active Members -** Only a small percentage of community members are likely active in your organization. One way to give others an incentive to get involved is by rewarding their participation. Public recognition, special privileges, free swag.
4. **Celebrate Member Accomplishments -** One of the most effective community engagement strategies is to bring attention to peoples' accomplishments. This can be done internally by mentioning them in newsletters, or it can be done externally at public meetings and on social media.
5. **Encourage Questions -** Let your members know it's alright to ask questions, either publicly or directly to you. You can use social media to create a community message board where other members can have the opportunity to get involved, setting off a chain reaction of engagement.

BACK TO START

WHAT ARE SOME WAYS TO ENGAGE MY COMMUNITY?

6. **Sell Branded Merchandise** – Double Win – you can raise more funds for your organization! Sports teams and their fans wear jerseys so that they are easily identifiable in and out of the stadium. You can bring the same mindset to your community by selling custom merchandise. Ask your members what they're most interested in buying. Some tried-and-true favorites include…T-shirts, mugs, hats, water bottles,…just to name a few.
7. **Interview Community Members –** Door knock and introduce yourself to neighbors or host events and ask people about their experiences in the community or how they've benefited from a particular NIA program.
8. **Partner with Other Organizations & Institutions** - These partnerships will give you access to new networks because their members will now be aware of your organization. Form partnerships with organizations that might help you fill the gap with hard to reach members in your community.
9. **Create Community Challenges -** Challenges have a way of lighting a fire under members when words of encouragement fall short. They can be as simple as challenging people to beat their personal records. You should have a suitable reward for people who beat the challenge, otherwise members will likely lose interest.

BACK TO START

WHAT ARE SOME WAYS TO ENGAGE MY COMMUNITY?

10. **Hold Competitions -** Competitions are a general idea with huge potential for personalization. Competitions aim to bring everyone together as a community. It's important to keep competitions fun to avoid any hard feelings when all is said and done.
11. **Offer Freebies -** Offering free items as a community engagement strategy is still a proven effective strategy. It's a good idea to place a cap on the number of items you're giving away, however — otherwise, the expense might outweigh the benefit.
12. **Send Out Surveys / Polls -** Feedback is crucial to the success of your organization. This tip goes for attending members as well. People resist speaking up and instead simply stop showing up. You can avoid this by periodically surveying your members to see how they feel about the community experience and ask for ways they think it can be improved. You can do this anonymously as well. You can also send online or mail surveys and polls to your residents.
13. **Welcome New Members -** onboarding can include setting up a shadow session where they learn about community practices, or creating resources they can refer to as they get acclimated.

BACK TO START

WHAT ARE SOME WAYS TO ENGAGE MY COMMUNITY?

14. **Diversify Meeting & Event Content** - It's easy to fall into a routine when you get comfortable, but that can lead to boredom for the members. Even when you find success with a certain strategy, it's a good idea to experiment with alternatives. This keeps everyone involved on their toes, including yourself.
15. **Stay Responsive -** As your membership grows, it will become necessary to delegate tasks to other people. It's easy to slip into an autopilot mindset, but it's important to stay responsive to feedback. Community engagement is a two-way street, and your members need to know you're involved and there for them when needed.

A Note on Raffles/Drawings – Raffles are considered lotteries by the State of Kansas and are illegal without a state license. ***Raffle*** - *a person must pay to enter.* ***Drawing*** *– entry is free(not a lottery).* You may also want to add "One entry per person" on the drawing ticket so there is no misunderstanding.

For more ideas see: 180 Awesome Community Building & Engagement Ideas

Legal Fundraising alternatives in Kansas: https://www.krgc.ks.gov/index.php/public-info/legal-fundraising-alternatives

BACK TO START

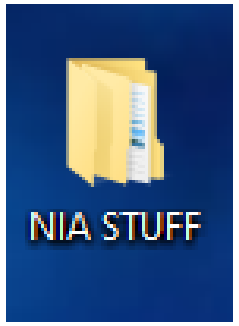
WHAT OPPORTUNITIES ARE THERE FOR LEADERSHIP & BOARDS TRAINING OR OTHER NEIGHBORHOOD LEADERSHIP COURSES?

- Community Engagement will provide up to $199 per NIA officer or CAC member for leadership, boards, or neighborhood leadership related in person or online training/courses per year.
- Courses can be at local university or other online course programs: Washburn, JCCC, KU, continuing education programs, etc.
- Approved courses include: Leadership, Non-profit organization, grant writing/management, Boards training, Neighborhood or community engagement, Fundraising, Public Speaking, Conflict Resolution
- These course funds can be combined with additional NIA Support Funds or other funding.
- Registration forms must be completed at least two weeks before the start of the course.
- To register for a course that you are interested in complete the online ***NIA Continuing Education Registration Form*** here: https://www.surveymonkey.com/r/82JMPFB

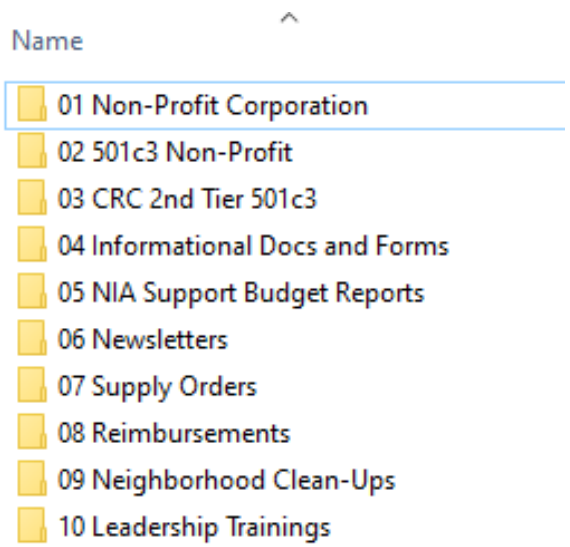
BACK TO START

TIPS ON HOW TO MANAGE NIA FORMS/FILES

1



2



Sample of what to include in your NIA folder:

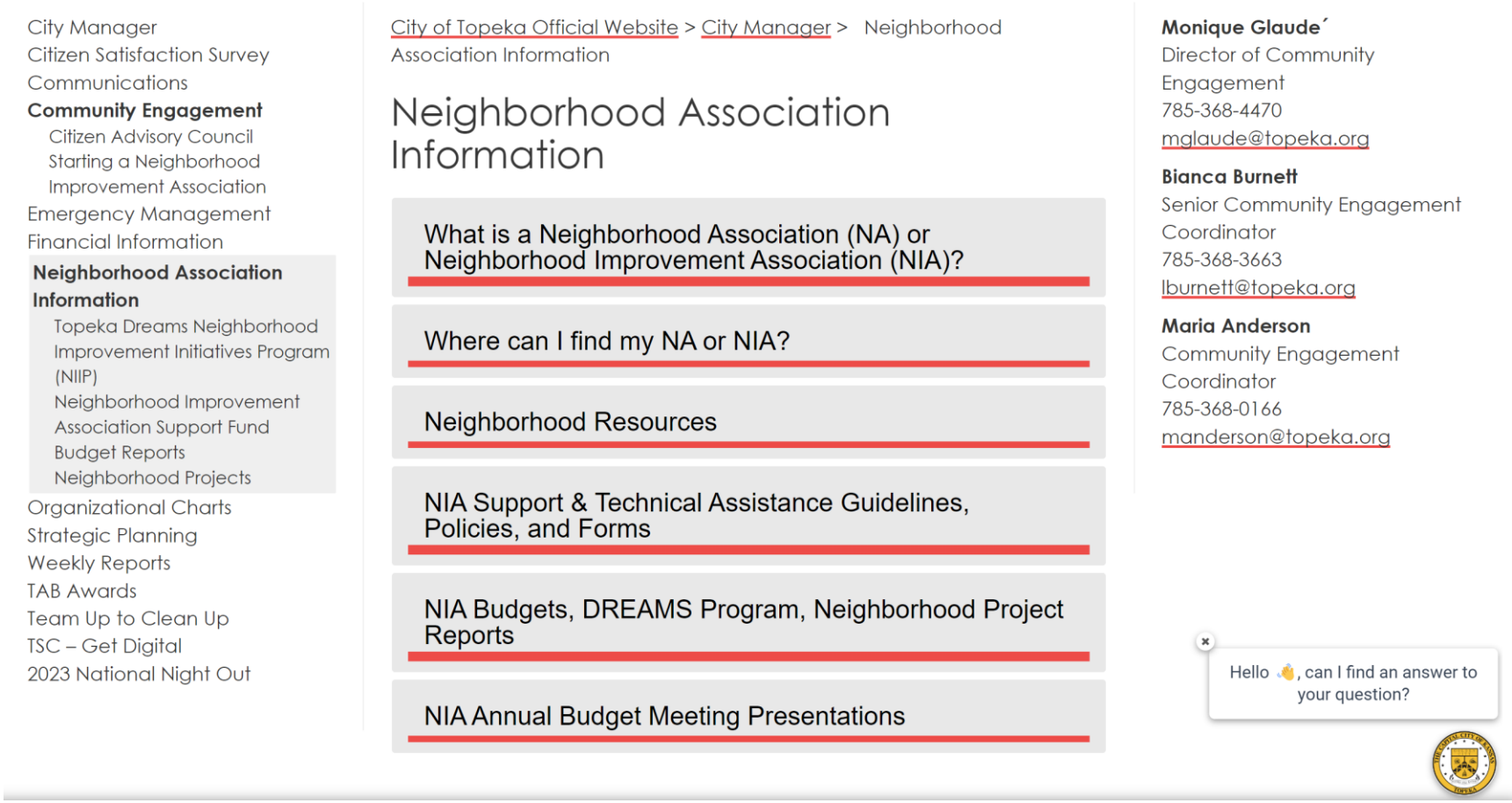
STEP 1 Create a folder on your computer's desktop – Name it NIA Files, NIA Stuff, etc.

STEP 2 – Create the following folders in your new NIA folder:

- 01 Non-Profit Corporation
- 02 501c3 Non-Profit (If applicable)
- 03 CRC 2nd Tier 501c3 (if applicable)
- 04 Information Docs and Forms:
  - NIA Support Budget Planning Form, Instructions on how to order from Amazon, NIA Supply Item Order Form, W-9 Form, ACH Form, Newsletter Templates, Dumpster Permission Form, Neighborhood Clean Up Process
- 05 NIA Support Budget Reports
- 06 Newsletters
- 07 Supply Orders
- 08 Reimbursements
- 09 Neighborhood Clean-ups
- 10 Leadership Trainings

BACK TO START

WHERE CAN I FIND NIA INFORMATION ON THE CITY'S WEBSITE?



City Manager
Citizen Satisfaction Survey
Communications
Community Engagement
Citizen Advisory Council
Starting a Neighborhood Improvement Association
Emergency Management
Financial Information
Neighborhood Association Information
Topeka Dreams Neighborhood Improvement Initiatives Program (NIIP)
Neighborhood Improvement Association Support Fund
Budget Reports
Neighborhood Projects
Organizational Charts
Strategic Planning
Weekly Reports
TAB Awards
Team Up to Clean Up
TSC – Get Digital
2023 National Night Out

City of Topeka Official Website > City Manager > Neighborhood Association Information

Neighborhood Association Information

What is a Neighborhood Association (NA) or Neighborhood Improvement Association (NIA)?

Where can I find my NA or NIA?

Neighborhood Resources

NIA Support & Technical Assistance Guidelines, Policies, and Forms

NIA Budgets, DREAMS Program, Neighborhood Project Reports

NIA Annual Budget Meeting Presentations

Monique Glaude´
Director of Community Engagement
785-368-4470
mglaude@topeka.org

Bianca Burnett
Senior Community Engagement Coordinator
785-368-3663
lburnett@topeka.org

Maria Anderson
Community Engagement Coordinator
785-368-0166
manderson@topeka.org

Hello 👋, can I find an answer to your question?

https://www.topeka.org/citymanager/neighborhood-association-information/#gsc.tab=0

BACK TO START