Neighborhood Association Capacity Inventory

The following survey is intended to provide a better understanding of the current status of neighborhood associations in Topeka. Information gathered may benefit community based organizations, Topeka City government departments, and city-wide organizations. The City of Topeka Department of Neighborhood Relations (DNR) will use this survey to identify programmatic focuses and initiatives for community leaders. The survey responses will also be used to provide Topeka’s neighborhood associations with precise and targeted programming or assistance. Neighborhood association presidents should fill out one survey for their organization. The survey is available as a form or as a PDF to download, print, and return to DNR. Both versions can be found at https://s3.amazonaws.com/cotwpuploads/wpcontent/uploads/neighborhoodrelations/communityengagement/Neighborhoods/NeighborhoodAssociationCapacityInventory.pdf . If you chose to complete a printed version of the survey, please mail the survey to Department of Neighborhood Relations, 620 SE Madison, Unit 8, Topeka, KS 66607.

The survey should take less than 20 minutes to complete. Your time and responses are greatly appreciated.

If you have any questions about this survey, please contact LaToya Burnett-Martinez by phone (785-368-3663) or by email (lburnett@topeka.org).

Sections:
Section 1: Organizational Information
Section 2: Mission, Goals, and Programs
Section 3: Board and Elections
Section 4: Organization/Administration
Section 5: General Meetings
Section 6: Members
Section 7: Partnerships/Coalitions
Section 8: City-Wide Neighborhood association Resources

Please Return To:
Department of Neighborhood Relations
620 SE Madison, Unit 8
Topeka, KS 66607
Section 1 - Organizational Information

Name of organization: ________________________________________________________________
Phone number of neighborhood association’s president: ________________________________
Email of neighborhood association’s president: _______________________________________
Mailing address of neighborhood association: _________________________________________
Zip Code: __________________

1. What is your association’s website?
______________________________________________________________________________

2. What are your neighborhood association’s official boundaries?
______________________________________________________________________________

3. Annual date of neighborhood association elections _________________________________

4a. Are you a registered 501c3 nonprofit with the IRS? □ Yes □ No □ I don’t know
4b. If no, do you want to be? □ Yes □ No □ I don’t know

5. Is your organization incorporated? □ Yes □ No □ I don’t know

6. Does the organization have by-laws? □ Yes □ No □ I don’t know

Section 2 - Mission, Goals, and Programs

7. The organization has a mission statement that clearly defines its vision, purpose, and goals.
   □ Yes □ No □ I don’t know

8. What are the most important goals of your organization?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

9. Please indicate all of the topics that are important to your community:
   □ Historic Architecture □ Vacant Houses □ Nuisance Houses □ Zoning □ Crime □ Drugs
   □ Safety □ Land Beautification (tree wells, open space, gardens, etc.) □ Rats □ Sanitation
   □ Trash □ Social Events □ Community Events □ Parking □ Traffic
   □ Economic Development □ Membership □ Other ________________________________

10. How many social events (block parties, festivals, etc.) does your neighborhood association host each year where residents can interact in an informal manner? __________________________
11. Over the past three years, how has the frequency of social events changed? □ Increased □ Decreased □ Remained the same □ I don’t know

12. Is there active orientation of new residents, for instance, a welcome packet or welcoming team? □ Yes □ No □ I don’t know

13a. Is there a printed newsletter for the neighborhood? □ Yes □ No □ I don’t know

13b. If so, how many times in a year is it distributed?

13c. If so, how is the newsletter delivered? (mark all that apply)
□ Bulk Mail □ Available for pick up at certain locations □ At meetings □ Door-to-door delivery □ Other ________________________________

14a. Does the organization have an e-blast or email newsletter? □ Yes □ No □ I don’t know

14b. If yes, how does one sign up to receive an e-blast or an email newsletter? (mark all that apply) □ Through association’s website □ By simple request (email, phone, in person) □ By signing in at a neighborhood association meeting □ Other ________________________________

15. Please mark all of the social media that your association uses.
□ Blog □ List Serve/Google Group/Yahoo Group □ Twitter □ Facebook Page □ Meetup.com □ NextDoor □ Currently do not use any social media □ Other ________________________________

16. How can your organization mobilize residents to take action in a crisis situation? (mark all that apply) □ CERT (Community Emergency Response Team) □ E-blast □ Phone Tree □ Block Captains □ Currently cannot mobilize residents in a crisis situation □ Other ________________________________

17. Does your organization have block captains? □ Yes □ No □ I don’t know

18a. Does your organization have any committees? □ Yes □ No □ I don’t know

18b. If yes, please list each committee with a short description.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Description</th>
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19. On average, how many times per year does your neighborhood association rally residents around a specific topic? ________________

20. Does your organization support city, state, and national public policy coalitions which work on issues outside of the immediate community?
□ Often □ Occasionally □ Infrequently □ Never □ I don’t know
21. The following is a list of activities that neighborhood associations often do. Please check all of the activities that your association does.

<table>
<thead>
<tr>
<th>Sanitation</th>
<th>Housing</th>
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</thead>
<tbody>
<tr>
<td>□ Neighborhood Clean-Ups</td>
<td>□ Recording/Reporting Housing Violations</td>
</tr>
<tr>
<td>□ Recording/Reporting Sanitation Violations</td>
<td>□ Covenant/Architecture Review</td>
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<tr>
<td>□ Educating Neighbors</td>
<td>□ Marketing/Home Buyers Programs</td>
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<tr>
<td>□ Other</td>
<td>□ Other</td>
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<table>
<thead>
<tr>
<th>Crime</th>
<th>Zoning and Development</th>
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</thead>
<tbody>
<tr>
<td>□ Neighborhood Walkers/Patrol</td>
<td>□ Zoning Review/Urban Renewal Plan</td>
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<tr>
<td>□ Recording/Reporting Crimes</td>
<td>□ Design Review/Planned Urban Development</td>
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<tr>
<td>□ Hot Spot Program Work</td>
<td>□ Advocating for Commercial Revitalization</td>
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<tr>
<td>□ Drug House Nuisance Cases</td>
<td>□ Testifying Before the Zoning Board</td>
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<tr>
<td>□ Other</td>
<td>□ Other</td>
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<table>
<thead>
<tr>
<th>Community Activities</th>
<th>Youth</th>
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<tbody>
<tr>
<td>□ Community-wide Festivals or Events</td>
<td>□ Academic Activities</td>
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<tr>
<td>□ Leadership Training</td>
<td>□ Sports/Recreational Activities</td>
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<tr>
<td>□ Block Improvement/Beautification Projects</td>
<td>□ Art/Music Activities</td>
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<tr>
<td>□ Other</td>
<td>□ Other</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Health</th>
<th>Other Activities</th>
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</thead>
<tbody>
<tr>
<td>□ Health Education</td>
<td>□ Other</td>
</tr>
<tr>
<td>□ Health Referrals</td>
<td>□ Other</td>
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<tr>
<td>□ Drug Treatment Referrals</td>
<td>□ Other</td>
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<tr>
<td>□ Other</td>
<td>□ Other</td>
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<table>
<thead>
<tr>
<th>Other Activities</th>
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</table>

Section 3 - Board and Elections

22a. Is there an elected board? □Yes □No □I don’t know

22b. If yes, how many people serve on the board of directors?

23. On average, how many members vote in an election?

24. Please check off all the roles currently filled:
□President or Chair □Vice-President or Vice-Chair □Secretary □Treasurer □Other_____________________

25. How long are board terms?

26. How often are former officers re-elected? (Either to the same position or to a new position on the board.) □Never □Rarely □Sometimes □Often

27. How often does the board meet outside of general neighborhood association meetings? ________ times per year/month (circle whichever is applicable).

28 a. Is there a way to submit anonymous questions or concerns to the board?
□Yes □No □I don’t know

28b. If yes, how so?_______________________________________________________
Section 4 - Organization/ Administration

29 a. In the last two years, has the organization applied for and received one or more grants?
   □ Yes □ No □ I don’t know
   29b. If yes, how much grant money were you awarded in the last two years? _____________

30. Does your organization have a bank account? □ Yes □ No □ I don’t know

31. How do you keep track of your finances? (mark all that apply) □ Excel □ Quickbook □ Word
    □ Paper/Pen □ Ledgerbook □ We don’t have a system to track our finances
    □ Other ________________________________

32. Do you report the state of the budget at general meetings? □ Yes □ No □ I don’t know

33. Does your organization employ paid staff? □ Yes □ No □ I don’t know

Section 5 - General Meetings

34. How many general meetings are held a year? __________

35. How are these meetings advertised? (mark all that apply) □ Flyer □ Newsletter
    □ Word of Mouth □ Email □ Phone □ Meetings are not actively advertised □ Website
    □ Facebook □ Meetup.com □ Other ________________________________

36. On average, how many residents attend each general meeting? (This does not include invited
    guests/non-residents). ____________________

37a. Do you have a sign-in sheet at your meetings? □ Yes □ No □ I don’t know
    37b. If yes, what do you do with this information? (mark all that apply)
        □ Add new names to listserve □ Add new names to spreadsheet or other database
        □ Follow up with new attendees □ Nothing □ Other ________________________________

38a. Where are the meetings held? (Address) ________________________________
    □ Our meeting location changes each time
    38b. What day of the month/year are your meetings? ________________________________
    38c. What time are your meetings? ____________________________________________

39. What percentage of time at neighborhood association meetings is allocated for open-floor
discussion? □ 0% □ 1-9% □ 10-19% □ 20-39% □ 40%+

40a. Are general meeting minutes shared with residents? □ Yes □ No □ I don’t know
    40b. If yes, how are meeting minutes shared? (mark all that apply)
        □ Email □ Available upon request □ At a general meeting
        □ Other ________________________________

41. What opportunities are available to residents to talk to each other about concerns important to
    them? (mark all that apply) □ Blog □ Listserv □ Meeting Time
    □ No opportunities’ currently exist □ Other ________________________________
Section 6 - Members

42. How do you define someone as a member of your organization? (mark all that apply)
   □Pays Dues □Attends Meetings □Participates in events □Registered as a member
   □Homeowner □Renter □Other__________________________

43. How many members does the association currently have?_____________

44a. Do members pay dues? □Yes □No □I don’t know
   44b. If yes, how much? ______________
   44c. If yes, how often? ______________

45. How are new members recruited? (mark all that apply) □Word of mouth □Flyers
   □Newsletter □Email □At Meetings □The neighborhood association does not recruit
   □Other _______________________________________________________________________

Section 7 - Partnerships/Coalitions

46. Which types of organizations or institutions (churches, schools, businesses, etc) does your organization collaborate with? (mark all that apply)
   □Business Owners □Developers □Politicians □Government Agencies
   □Police or other safety representatives □Nonprofit representatives
   □University Representatives □Representatives from religious groups
   □Currently do not collaborate with any other organization □Other ________________

47a. Does your organization work with an umbrella organization? □Yes □No □I don’t know
   47b. If yes, please list the umbrella organization. _______________________________________________________________________

48a. Does your organization work with a CDC (Community Development Coorporation)? □Yes □No □I don’t know
   48b. If yes, please list the CDC. _______________________________________________________________________

49a. Does your organization have liaisons to other organizations or associations?
   □Yes □No □I don’t know
   49b. If yes, can you please list what organizations you have liaisons for?
      _______________________________________________________________________
      _______________________________________________________________________

50. Over the past three years, how has your organization’s engagement with other organizations changed? □Increased □Decreased □Remained the same □I don’t know
Section 8 - City-Wide Neighborhood association Resources

51. Please indicate your level of awareness of the following city-wide organizations by checking one box in each row.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Not Aware</th>
<th>Aware of Organization</th>
<th>Aware of Organization and familiar with services</th>
<th>Aware of organization and your NA/NIA has benefited from this organization’s services</th>
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<tbody>
<tr>
<td>Board of Zoning Appeals</td>
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<tr>
<td>Community Action Board</td>
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<td>Downtown Business Improvement District Advisory Board</td>
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<td>Jayhawk Area Agency on Aging Board of Directors</td>
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<td>Topeka Housing Authority Advisory Board</td>
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<td>Shawnee County Community Corrections Advisory Board</td>
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<tr>
<td>Shawnee County Juvenile Corrections Advisory Board</td>
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<td>Topeka Landmarks Commission</td>
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<td>Topeka Metropolitan Transit Board</td>
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<td>Topeka Performing Arts Center Board of Trustees</td>
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</table>
### Neighborhood Association Capacity Inventory

**City of Topeka**
**Department of Neighborhood Relations**

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<tbody>
<tr>
<td>Topeka Planning Commission</td>
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<td>Topeka Shawnee County Public Library Board of Trustees</td>
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<td>Topeka Sustainability Advisory Board</td>
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<td>Washburn University Board of Regents</td>
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<td>Shawnee County Historical Society</td>
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<td>Shawnee County Landlords Association</td>
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<tr>
<td>ADA Advisory Council</td>
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<tr>
<td>Citizen’s Advisory Council</td>
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<td>Human Relations Commission</td>
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<td>Washburn Alumni Association</td>
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<tr>
<td>Sustainability Advisory Board</td>
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52. What services or resources would you like to be provided to better improve your neighborhood association? (Please include any training, equipment, supplies, or anything else that would assist your neighborhood association).

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Thank you for your time and responses. Your answers will greatly help DNR expand and implement its initiatives and programs for neighborhood associations. If you have any questions about the survey please contact LaToya Burnett-Martinez at DNR at 785-368-3663 or by email at lburnett@topeka.org.

Please Mail Completed Surveys To:
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620 SE Madison, Unit 8
Topeka, KS 66607