

**Neighborhood Resource Center**  
**ONI FY 2008-09 budget planning process**  
Update to the Bureau Advisory Committee  
October 8, 2007

## **Mission and Major Work Focus**

The Neighborhood Resource Center program's are at the core of ONI's mission is to enhance the quality of Portland's neighborhoods through community participation. ONI's Neighborhood Program, the seven District Coalitions and four community organizations of color we've recently begun contracting with provide opportunities for Portland neighbors to interact with their City government towards building safe and livable neighborhoods. The neighborhood system accomplishes this through facilitating open, inclusive community processes for discussion of important civic decisions among neighbors, 95 Neighborhood Associations, seven District Coalitions, 40 Business District Associations, and an increasing diverse range of community organizations and government agencies.

Major Work Focus for the Neighborhood Program includes:

1. **Building partnerships** between District Coalitions, Neighborhood Associations, City bureaus and a diverse range of community-based groups,
2. **Building capacity through outreach and leadership development** at the neighborhood level and connecting with under-represented communities,
3. **Promoting consistent and effective communication linkages** between ONI, District Coalitions, Neighborhood Associations, City Bureaus and the community, and
4. **Increasing the capacity for resource development** utilizing District Coalitions in partnership with City Bureaus.
5. **Creating civic engagement opportunities for the disabilities and senior communities** through the Disability Program and Elders in Action.
6. **Facilitating effective engagement solutions** to complex high-stakes community issues with multiple stakeholders. (NEW)
7. **Developing citywide public involvement standards** to improve City bureau public involvement procedures and practices. (NEW)

## **FTE staffing totals**

ONI staff funded through the Neighborhood Resource Center include:

- **Neighborhood Program:** 2 FTE, (NRC Manager and one Neighborhood Program Specialist)
- **Disability Program:** 1 FTE (Disability Program Coordinator)
- **Effective Engagement Solutions Program:** 1 FTE funded into December (Effective Engagement Solutions Program Coordinator)
- **Public Involvement Standards Program:** 1 FTE funded for one year.
- **Office Support Specialist:** .5 FTE (Another .5 FTE for this position supports ONI Administration Center)

## **Programs/Services**

### **Neighborhood Program**

#### **Civic leadership development, diversity outreach, building partnerships**

- ❑ Neighborhood Small Grants Program – resources for community-building capacity, attracting new membership, sustaining those involved.
- ❑ Diversity and Civic Leadership Academy- training program for communities of color, immigrants and refugees.
- ❑ Diversity and Civic Leadership Organizing Project – organizational capacity building for communities of color, immigrants and refugees.
- ❑ Neighborhood and Community Engagement Initiative- resources to Coalitions for diversity outreach capacity.
- ❑ Neighborhood leadership training workshops with District Coalitions.
- ❑ Mayor’s annual Spirit of Portland - leadership and volunteer recognition.
- ❑ Develop toolbox of citizen involvement best practices and how-to info.
- ❑ School partnerships with neighborhoods and school PTA’s, SUN, etc.
- ❑ Intake applications for 35+ Boards and Commissions.
- ❑ Limited financial/technical assistance to 5 unaffiliated neigh. associations.
- ❑ Limited financial/TA to citywide land use and parks committees.

#### **Resource development/Contract management**

- ❑ Manage \$1.98 million in coalition contracts/MOUs with Neighborhood District Coalitions. \$350,000 new funding for building coalition staffing capacity. Negotiate FY 08-09 contracts.
- ❑ Manage new diversity and civic leadership funds (\$200,000 RFP for DCL Organizing Project and \$70,000 for DC Leadership Academy)
- ❑ Manage new diversity capacity building funds for District Coalitions (\$45,000 Community Engagement and \$30,000 Accessibility Funds).
- ❑ Neighborhood Small Grants Program- manage marketing, workshops, program information. \$200,000
- ❑ Legal defense fund info, liability insurance coverage, incorporation.
- ❑ Seeking alternative funding, i.e. Schools, Families, Housing Initiative.

#### **Manage neighborhood contact information and public records**

- ❑ Neighborhood directory – manage database of leadership contact info.
- ❑ Association public records including updated bylaws and boundary maps.
- ❑ Reviewing neighborhood bylaws for compliance with ONI Standards.
- ❑ Database of diverse organizations and media lists info.
- ❑ Manage monthly calendar of neighborhood and business assoc. meetings.

#### **Information and Referral/Technical Assistance**

- ❑ Triage ONI main line 823-4519, phone and email information inquiries.
- ❑ Technical assistance on ONI Standards, non-profit law, and organizing.
- ❑ Respond to Standards grievances and appeals.

## **Communications/Marketing**

- ❑ New communications funds to district coalitions. Provide assistance.
- ❑ Assist with coordination of monthly coalition directors and chairs meetings.
- ❑ Update and print neighborhood association and ONI bureau brochures.
- ❑ Meet with delegations visiting ONI to learn about neighborhood system.

## **Special projects**

- ❑ Community Connect- assist with research, outreach.
- ❑ VisionPDX – assist with outreach, provide contact information.
- ❑ Assist on special projects of City commissioners (i.e. airport planning)
- ❑ ONI committees - staff participate on diversity, safety, labor/mngmt committees.

## **Disability Program**

- ❑ Manage the citizen-led Portland Citizen Disability Advisory Committee to engage people with disabilities in City policy, planning and budgeting.
- ❑ Provide information and referral resources to people with disabilities community.
- ❑ Organize public education and awareness efforts on disability issues.
- ❑ Limited assistance with City ADA policy development.
- ❑ Co-manage Voluntary Emergency Registry with County and Emergency Management. Marketing to recruit community members with disabilities to register and manage data to facilitate emergency response in case of citywide disaster.

## **Effective Engagement Solutions Program**

- ❑ Facilitate dialogue on issues impacting neighborhood relationships and livability.
- ❑ Facilitate collaborative processes for issues of growth, development and change.
- ❑ Facilitates high-stake/high-conflict community meetings.
- ❑ Develop tools and resources for coalitions and neighborhoods to build capacity for diverse civic engagement goals and staff a strategy hotline.

## **Public Involvement Standards Program**

- ❑ Shepard implementation of BIP #9 committee recommendations.
- ❑ Organize and staff citizen public involvement standards commission.
- ❑ Educate community on expectations for public involvement.
- ❑ Convene internal city PI staff to coordinate, share best practices.
- ❑ Assess training needs of city public involvement staff, develop and share best practices outreach strategies with underrepresented communities.

## **ONI/BES partnership**

- ❑ Last year transitioned management of this 10-year partnership to Bureau of Environmental Services. Limited follow-up with transition.

## Updates on new programs/impacts on programs

- **Staffing capacity for District Coalitions** – 1<sup>st</sup> year, additional \$350,000 (\$50,000 per coalition) for additional staffing to build capacity to assist with small grants, communications and diversity outreach efforts. Coalitions hiring new staff, expanding part-time FTE to full time, hiring Ameri-Corp.
- **Diversity and Civic Leadership Organizing Project** – 1<sup>st</sup> year of providing \$200,000 (three grants of \$66,000 each) to community organizations of color to build organizational capacity to engage under-represented constituencies in City civic governance. Awards to Urban League of Portland, Native American Youth and Family Services, and Immigrant Refugee Community Organization.
- **Fund for Accessible Neighborhoods** – 1<sup>st</sup> year of providing \$30,000 for language translation and interpretation, childcare, ADA accessibility and bus passes. Committee is near finalizing proposal for distributing funds through coalitions – provide petty cash funds to draw from for NA's.
- **Effective Engagement Solutions Program** – 1<sup>st</sup> year, create new position to facilitate high-stakes dialogues on complex neighborhood issues. Judith Mowry just hired. Seeking funding in fall Council request.
- **Public Involvement Standards Program** – 1<sup>st</sup> year, create new position to Shepard implementation of BIP #9 committee recommendations and create citizens commission. Finalizing offer to hire person. 1 yr funding.
- **Neighborhood Small Grants Program** – 2<sup>nd</sup> year of providing \$200,000 in new resources for neighborhood and business association projects. Engaging district coalitions in building new connections with diverse range of community organizations. 92 projects funded. 38% to under-represented organizations. Three workshops with over 120 participants.
- **Communications funds** – 2<sup>nd</sup> year of providing \$95,000 in new resources through coalitions for newsletter, online, and other outreach strategies to support neighborhood association communication efforts including new websites, expanded newsletter distributions, new technology resources.
- **Community Engagement Initiative** – 2<sup>nd</sup> year of providing \$45,000 in new resources to District Coalitions to engage under-represented populations in the neighborhood system. Partnerships between SEUL, SWNI and Somali Women's Association, CNN and Native American Youth and Family Services, and EPNO and Human Solutions.
- **Diversity and Civic Leadership Academy** – 2<sup>nd</sup> year of \$70,000 in new resources to develop program to build leadership capacity for under-represented community organizations on City civic involvement efforts. Latino Network, Oregon Action and Center for Intercultural Organizing.

## Services or programs to consider with additional resources

Below are project ideas that have been previously proposed, received some initial consideration or work, or identified as important projects we currently do

not have the capacity or resources to implement. All address issues related to Community Connect draft recommendations:

- ❑ Shared citywide web-based database of public involvement contacts for all city bureaus and district coalitions to coordinate and utilize. Long-term cost savings.
- ❑ Coordinate dialogue with coalitions on long-range e-government strategy for neighborhood system.
  - Expand ONI website to include toolbox of leadership how-to skills and capacity to allow neighborhood associations to create their own pages.
  - Determine next phase of Evolvment Project, North Portland pilot project.
  - Lobbyist Registration proposal to post meeting minutes online.
  - Develop Mt. Hood Cable Commission grant funding for coalition high speed connectivity and neighborhood online projects.
- ❑ Coordinate with coalitions to develop college internship program to recruit and place students with coalition and ONI offices. Consider Americorp partnership.
- ❑ Research and develop new resources for coalitions, foundation and city contract opportunities, corporate sponsorships, etc.
- ❑ Create ONI public involvement policy as directed by ONI Standards and to be a model for BIP #9 committee establishing public involvement practices.
- ❑ Work with coalitions to develop youth civic leadership opportunities with NA's.
- ❑ Work with coalitions to partner with Portland Community Media cable resources.
- ❑ Work with coalitions to coordinated bulk mailing services (including GIS addressing, carrier route lists, and reverse directory data) for neighborhood use.
- ❑ Create ONI annual report in coordination with other bureau programs.
- ❑ Work with coalitions to incorporate neighborhood news in ONI e-newsletter.
- ❑ Update lists of neighborhood fairs and festivals and low-cost meeting spaces.
- ❑ Explore public service announcement campaigns with Clear Channel, Comcast, Trimet to promote neighborhood involvement.
- ❑ Develop public involvement performance measurements for Auditor's survey.