

## Posting to ONI Notification

ONI Notification reaches subscribers interested in hearing about Office of Neighborhood Involvement, ONI's nonprofit partners, and about community engagement opportunities in Portland.

### Who May Submit Posts

There are two categories for entities that may submit posts:

1. **ONI and ONI's non-profit partners** including: neighborhood associations, neighborhood business district associations, and non-profits that receive ongoing funding from Office of Neighborhood Involvement  
[See top of page 3 in ONI Notification Policies and Procedures  
<https://www.portlandoregon.gov/oni/article/663150> for further details]
2. **Government agencies other than ONI** with jurisdiction in the City of Portland, including other City bureaus, that address issues within City boundaries

### What Gets Posted

[See pages 3-5 in ONI Notification Policies and Procedures

<https://www.portlandoregon.gov/oni/article/663150> for further details]

- **ONI and ONI's non-profit partners** may post items relevant to ONI or ONI's non-profit partners that provide useful information to the public or seek input from the public.
- **Government agencies other than ONI** with jurisdiction in the City of Portland may post items seeking input from City of Portland residents about issues within City boundaries.

### How to submit items to ONI Notification:

To submit items, send information to be posted in an email to

oninotification@portlandoregon.gov. The email must include the following information:

- Title, no longer than 255 characters
- Short summary of crucial information no longer than 255 characters
- Body of the posting may be a link to a website, a file, or text
- Name of the organization posting the item

ONI Notifications are processed within the next 24 business hours, barring any technical malfunction. Please limit submittals to one posting per item.

Length of time that items stay posted at [www.portlandoregon.gov/oni/notification](http://www.portlandoregon.gov/oni/notification):

- Time-specific items (public comment periods, meetings, press conferences, recruitments for committees, application periods for grants, etc.) stay posted until the completion of the event
- Items that are not time-specific (changes to code or procedure, position statements etc.) stay posted for 14 calendar days