

# **East Portland Neighborhood Office Advisory Committee**

## **Agenda**

**Friday, February 27, 2014**

9:00 – 11:00 am

Ride Connection  
9955 NE Glisan Street; Glisan Room  
(turn right as you enter the Glisan Street doors)

**9:00 Welcome, introductions, review of the agenda, announcements**

**9:10 Review EPNO program & committee role**

- Funding & Goals
- EPNO Program
- Role of Committee

**9:25 General review of consensus process**

**9:35 Break & interactive activity**

**9:45 Surplus funds decision 2014-15**

- Process for this decision (10 min)
- Presentation of proposals (20 min)
- Prioritize proposals (20 min)
- Decide final proposals to fund (15 min)

**10:50 Wrap up & next steps**

- What we accomplished today
- Next steps



# East Portland Neighborhood Office Advisory Committee

## February 27, 2015

### Funding & Goals

- Funding from City of Portland General Fund – Office of Neighborhood Involvement
- Our Program Goals
  - Increase the number and diversity of people involved
  - Strengthen community capacity
  - Increase community impact on public decisions

### EPNO Program Areas (all budget numbers include staff, materials, and services)

#### Community Organization and Project Support

- Assist community groups and members with community building and civic engagement projects and activities in East Portland.
- 30% of last year's budget - \$81,044
- Some major projects
  - Mobile playgrounds and summer hiring
  - Neighborhood association cleanup events
  - East Portland Neighbors

#### Network and Outreach

- Make connections with groups and programs that are active in East Portland to broaden the reach of EPNO and support inter-group connections and collaboration.
- 4% of last year's budget - \$10,394
- Made or maintained connection with 23 groups

#### Communications

- Provide tools for community groups to outreach to the broader community.
- 13% of last year's budget - \$35,596
- Major projects
  - East Portland Neighborhood Association News – quarterly newsletter
  - Multi-group website – eastportland.org
  - Email announcements & group email lists

#### Funding Support

- Provide funding for community-based projects.
- 11% of last year's budget - \$29,209
- Major projects
  - Finishing 2013 Neighborhood Small Grants
  - Neighborhood Allotments

## Physical Support

- Provide resources and equipment to community groups working on community building
- 22% of last year's budget - \$60,028
- Major efforts
  - Maintenance of office with equipment and community meeting space
  - Maintenance of meeting and event equipment for community group check-out

## Training

- Provide information as both presentations and as written materials for volunteers working on community projects
- 1% of last year's budget - \$2,509
- Major projects
  - Neighborhood association new board member orientation
  - Web posting of templates and guides for neighborhood association boards

## Administration

- Manage office and staff; program development, evaluation, reporting, and planning
- 20% of last year's budget - \$53,114
- Major efforts
  - Work planning, financial management and budgeting
  - Reporting activities to Office of Neighborhood Involvement
  - Developing expanded EPNO advisory committee

## **Current Program requirements by Office of Neighborhood Involvement (ONI)**

- Use funding for community building and civic engagement activities.
- Current specific program requirements:
  - Maintain an office with community meeting space
  - Provide general liability and directors & officers insurance for neighborhood associations
  - Maintain public record for neighborhood associations
  - Provide orientation training for new neighborhood association board members

## Role of Committee

- Help EPNO better meet our program goals of supporting community building and civic engagement activities in East Portland by:
  - Suggesting improvements, changes, and additions to our program
  - Prioritizing these suggestions for implementation
  - Recommending adjustments to current year program
  - Advocating at the City-level for program funding
  - Advocating at the City-level for appropriate program requirement changes that will work better for East Portland

## East Portland Neighborhood Office Budget

	Budget 2014-15	Year-to-Date Dec. 2014	Projected Annual
<b>Sources</b>			
Office of Neighborhood Involvement	\$ 308,003		\$ 308,003
<b>Use</b>			
(1) Organization & Project Support			
Staff	\$ 70,000	\$ 27,800	\$ 65,000
NA Liability Insurance	\$ 10,000	\$ -	\$ 9,000
Meeting; food, childcare, interpretation	\$ 5,000	\$ 626	\$ 3,200
(2) Network & Outreach			
Staff	\$ 15,000	\$ 5,400	\$ 12,000
(3) Training			
Staff	\$ 5,000	\$ 1,100	\$ 4,000
(4) Communication tools			
Staff	\$ 30,000	\$ 9,200	\$ 30,000
Neighborhood News	\$ 10,000	\$ -	\$ 10,000
Web Maintenance	\$ 5,000	\$ -	\$ 5,000
(5) Funding Support			
Staff	\$ 15,000	\$ 3,400	\$ 15,000
Neighborhood Small Grants	\$ 23,187	\$ -	\$ 23,187
NA Allotments	\$ 18,750	\$ 2,241	\$ 18,000
(6) Physical Support			
Staff	\$ 32,000	\$ 9,800	\$ 25,000
City Internal (IS, phone, Ins, ovrhd)	\$ 17,461	\$ 1,978	\$ 17,461
Printing & Distribution (copier)*	\$ 1,500	\$ 2,151	\$ 1,500
Office Supplies*	\$ 1,000	\$ 1,640	\$ 1,000
Misc	\$ 4,000	\$ 895	\$ 3,000
(7) Administration			
Staff	\$ 45,105	\$ 38,800	\$ 55,000
Total	\$ 308,003	\$ 105,031	\$ 297,348
<b>Projected underspending</b>			<b>\$ 10,655</b>

\* EPNO shares office supplies and the copier with the East Portland Action Plan. The December costs show total costs. East Portland Action Plan pays their portion of the total cost at the end of the year.

## **Proposals for use of Surplus Funds for Fiscal Year 2014-15**

### **Proposal 1 - \$4,700**

#### **Improvements to East Portland Neighborhood Office community space**

A wide variety of groups are using the EPNO meeting room for meetings, workshops and classes. The meeting room can comfortably accommodate groups of twenty-five. Groups working on East Portland community issues are able to use the room for no charge. It has had steady use seven days a week. This proposal would improve the appearance and function of the room. A folding room divider would allow 2 small groups to use the space at the same time. The proposal is based on estimates.

Estimated cost:

- 30 folding or stacking chairs = \$1,500
- 10 folding tables = \$1,000
- Room dividers= \$1,500
- Painting rooms = \$500
- Furniture disposal= \$200

Total request: \$4,700

### **Proposal 2 - \$5,000**

#### **Add funds to East Portland Small Grants Program**

The small grants program funds community building and civic engagement activities in East Portland through a competitive process. The grant program is open and accepting applications till March 3, 2015. Office of Neighborhood Involvement funds the grants through a special fund dedicated for the City-wide small grants program. Typically, we have received around \$30,000 for our small grants. Due to City-wide budget issues, we received only \$26,000 this year. In the seven previous years of this program we always had more good applications than we had money. We expect that will be true again this year.

This proposal would raise the available funds to \$31,000.

Add \$5,000 to the EPNO small grants program

### **Proposal 3 - \$5,000**

#### **Pilot Community Activities Fund**

Creating a Community Activities Fund is a proposal for 2015-16. The purpose of the Community Activities Fund is to support community building and civic engagement activities in East Portland by providing access to small amounts of money. The simple request and reporting process makes funds quickly available for a wide variety of community driven projects, including yours. Running a pilot this spring with surplus funds allows us to test the idea while also making money available for community-driven initiatives this spring. See Community Activities Fund Pilot (pages 7-10) for a draft application, reporting form and additional details.

Dedicate \$5,000 to pilot the Community Activities Fund

### **Proposal 4 – \$1,400+**

#### **Equipment for summer neighborhood association National Night Out events**

The Rovers is a group of volunteers from 7 neighborhood associations that collaborate and support each other with mid-summer National Night Out events in the East Portland parks. They have established a partnership with Portland Parks & Recreation and the Movies in the Park program. PP&R provides some equipment to support the neighborhood events; this request would supplement that equipment. Division Midway Alliance has also joined the partnership this year.

Estimated costs:

\$1100 – generators

These 2 generators would be used to run a bounce house (for children) and a portable PA system. The Wilkes Community Group, one of the neighborhood associations, currently owns these generators and may be willing to sell them for the fair market value of \$550 each. The generators would be stored and maintained by Tom Barnes, one of the Rovers.

\$125 – corrugated plastic signs

The 3 signs would state something like, “All money donated will stay in East Portland and be used to fund future events”. The message will be translated into Spanish and Russian and hopefully Mandarin. They will be placed before the movie screens.

\$175 – event supplies

Money would be used to buy plates, utensils, napkins and other items for food and beverage service, and transport of equipment at events this year.

\$? – Funding for this year’s movies

Additional funding could be used to help pay for the cost of the movies. Any funds received would be divided equally between events.

**Total request – \$1,400+**

## Draft – February 2015

### East Portland Neighborhood Office Community Activities Fund - Pilot

The purpose of the East Portland Neighborhood Office Community Activities Fund (EPNO CAF) is to support community building and civic engagement activities in East Portland by providing easy access to small amounts of money.

This is a pilot of an idea proposed and developed by the EPNO advisory committee and EPNO staff.

#### **Who can apply?**

Any group with a community project that takes place in East Portland, involves and benefits East Portland, and meets at least one of our program's goals. These goals are:

- increase the number and diversity of people involved in their communities
- strengthen community capacity
- increase community impact on public decisions

#### **Requested amounts may range from \$20-\$750**

#### **What can the funds be used for?**

Potential uses of the funds include

- meeting and workshop costs - rental space, supplies and materials, interpretation, translation, childcare, food
- event and activity costs - supplies and materials, rental space
- payment for services supporting a project or activity,
- production of promotional materials,
- *Need funding for your activity? Don't see it covered, talk to us.*

#### **What can't the funds be used for?**

The funds cannot be used for

- direct social services or grants, scholarships, or loans that benefit specific individuals.
- projects that are solely or primarily capital improvements



## **Fiscal requirements and disbursement of funds**

This is City money and has specific requirements for how it can be spent. When funding is approved for an activity, EPNO staff will talk to the requestor about the purchase. Do not spend any money before receiving approval.

## **Requirements if funded**

If your request is funded you are required to:

- Spend funds by June 15, 2015.
- Acknowledge East Portland Neighborhood Office and the Office of Neighborhood Involvement in promotional materials.
- Complete a very short outcomes report within 30 days of completion of activity (See page 4)

## **How can our group apply for funds?**

Fill out the request form on page 3.

## **When are funds available?**

Funds will be available starting April 1, 2015

## **Deadline for Requests**

- Priority will be given to those requests received by April 1, 2015.
- If funds are available, requests will be accepted until June 15, 2015
- Requests received after April 1st will be processed as received.

## **How are requests awarded?**

If there are more requests than funds available, the following considerations will be used:

- One request per activity or group
- Priority given to small organizations with small operating budgets
- Considerations of feasibility, team and partnerships, balance of projects and organizations EPNO is currently supporting. See <http://eastportland.org/sites/default/files/Considerations-program-decisions.pdf> for more explanation of these considerations.

**Questions? - Contact Richard Bixby, 503-823-4501, richard.bixby@portlandoregon.gov**

# East Portland Neighborhood Office Community Activities Fund Request Form

Date of Request \_\_\_\_\_

Contact Name, phone and email \_\_\_\_\_

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List other key organizers

Activity title and brief description

Activity Location \_\_\_\_\_

**Expected Outcomes** - Briefly describe your expected outcomes. Be sure to include a brief explanation of how this activity will increase the number and diversity of people involved in their communities and/or strengthen community capacity and/or increase community impact on public decisions.

Expected date of activity \_\_\_\_\_

Estimated number participants \_\_\_\_\_

Funds requested \$ \_\_\_\_\_

Describe use of the funds

## East Portland Neighborhood Office Community Activities Fund Report Form

Contact Name, phone and email \_\_\_\_\_

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Date of activity \_\_\_\_\_

Number of participants (estimate okay) \_\_\_\_\_

Number of volunteers (estimate okay) \_\_\_\_\_

Number of volunteer hours (estimate okay) \_\_\_\_\_

**Briefly describe the outcomes.** Be sure to include:

- a) A brief description of the activity,
- b) A list of other groups that assisted with the activity,
- c) Other contributions or donations that supported the activity, and
- d) A brief explanation of how this activity increased the number and diversity of people involved in their communities and/or strengthened community capacity and/or increased community impact on public decisions.

## **Next Steps for East Portland Neighborhood Office Advisory Committee**

Discuss and prioritize proposals for program activities for the 2015-2016 fiscal year which begins July 1, 2015.

### **Ideas from December 2014 Advisory Committee meeting**

Staff will work with interested committee members to develop these ideas into proposals for discussion at the next advisory committee meeting. If you are especially interested in helping develop a proposal for any of the ideas below, let us know.

- Establish Community Activities Fund
- Changes to newsletter and website
- Changes to cleanup program
- Expand support for community events; specifically a large inclusive community event & language and culturally specific movies in the park
- Expand outreach; specifically to African-Americans, youth, and local business associations
- Organize cultural competency training

### **Additional ideas**

If you have additional program ideas for next year, please contact staff by March 10, so we can help develop a proposal for the next meeting.

East Portland Neighborhood Office Advisory Committee		
name	affiliation	email
Alesia Reese	Woodland Park Neighborhood Association; East Portland Parks Coalition; East Portland Neighbors; Portland Intl Airport-Citizens Advisory Comm	alesiajmr@yahoo.com
Annette Stanhope	Parkrose Neighborhood Association; Prescott Family Community Association	ursagrll@comcast.net
Arlene Kimura	Hazelwood Neighborhood Association; Mobile Playgrounds/Summer Hiring; Rovers; East Portland Land Use and Transportation Committee; East Portland Action Plan; East Portland Parks Coalition; East Portland Neighborhood Assn. Chairs Group; IRCO Works LLC; Friends of Gateway Green; PDC Eco-District Group; Portland Pedestrian Advisory Committee; Portland Streetcar Advisory Committee; Citywide Transportation Committee	arlene.kimura@gmail.com
Brenda McSweeney	Children's Mental Health System Advisory Council; Commission on Children Families and Community; Glenfair Neighborhood Association; Parks & Recreation Budget Advisory Committee; East Portland Neighbors	brendam170@aol.com
Bridget Bayer	EPAP Economic Development Committee; Parkrose School Bond Committee; Parkrose Neighborhood Association; Parkrose Business Association; Venture Portland; City Club of Portland	bridget@historicparkrose.com
Carrie Goble		gobleyoung@msn.com
Chris Strand		<a href="mailto:gracestrand@gmail.com">gracestrand@gmail.com</a>
Cristina Palacios	Community Alliance of Tenants; Healthy Homes Coalition; Bureau of Dev Services Budget Advisory Comm	cristina@oregoncat.org
David Hampsten	Hazelwood Neighborhood Association; Portland Bureau of Trans Budget Advisory Comm; East Portland Neighbors; Land Use & Transportation Committee; EPAP Bike Subcommittee; EPAP Economic Development Subcommittee; EPAP Housing Subcommittee	david_hampsten@yahoo.com
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Violet Pascoe	Mill Park Neighborhood Association	pascoeviolet@yahoo.com