

NPNS accomplishments 2020-21

- Manage \$35,000. North Portland Trust Fund grant program – Create and revise grant application, Recruit and manage 15 member grant selection committee, Facilitate and train 2 grant writing workshops, Provide one on one support and technical assistance to multiple applicants, Communicate with Portland Parks and Recreation managers and PPR Director, Promote and distribute grant application materials widely electronically and via social media, Organize and facilitate grant selection committee meetings to determine 18 grant awards, Update PPR managers, Inform grant applicants of status, Write acceptance letter for PPR Director to send to awardees, Create scope of work spreadsheets, Create contracts working with City Attorney, Assist awardees to obtain insurance information, IRS documentation, and business registration, fiscal sponsorships, where necessary, Continue to support grant awardees, Invoicing to PPR for reimbursement, Communicate with community and selection committee members. Communicate with PPR managers and staff on updates, Work with PPR provided contract preparer halfway through the process, Invoicing to PPR for reimbursement, communicate with community and selection committee managers. Communicate with PPR and managers. Communicate and meet with community and PPR managers regarding upcoming changes for the NPTF grant program, PIR concerns and complaints as shared by the community. Engage with Civic Life colleagues in Noise office to discuss PIR noise issues.
- Manage NPNS Inc insurance program- Provide support to 28 organizations that receive insurance coverage via NPNS Inc. In preparing for renewal for 2021, I requested ratings (activities), list of board of directors, financial information, and meeting minutes for each organization. Hosted an annual meeting in February, inviting Commissioner Hardesty to provide the welcome remarks. Work with and manage the Executive Board, doubled the number of board members to include 50% people of color. Schedule monthly board meetings to discuss renewal, changes, fiscal sponsorship, reviewing current membership to transition to their own policy. Request and process COI's for organizations. Provide support and technical assistance to organizations, communicating with insurance broker frequently and NPNS Inc board. Assist organizations by providing policy clarification, interface with city bureaus. Respond to numerous inquiries to outside organizations looking for insurance coverage in North Portland. Create amendment and billing for 2022-24 policy renewal, working with Civic Life business operations. Provided support to Civic Life, East Portland Neighbors and SWNI board and neighborhoods regarding SWNI insurance program.
- North Portland Doers Gathering – working with core group of volunteers, we have now hosted the 3rd gathering on zoom. I have cultivated contacts from individuals and organizations working and advocating for people experiencing home/houselessness, food insecurity and housing instability. This originated from my attempts to assist organizations in need of food and assistance via the ECC/JVIC at the start of the pandemic. We have now grown the list of Doers to 50-75, with about 100 plus folks as interested attendees. The first meeting consisted of 20 organizations providing a brief explanation of the work they are doing. The second meeting gave folks more time to meet, discuss and network- by placing people in breakout sessions. The upcoming third session was a hybrid of about 8-10 organizations in presentation format followed by

breakout sessions. We had nearly 60 people in attendance with 1/3 people of color attending and participating. The Doers core committee was also benefited by assistance from a college intern from Lewis and Clark who I am supervising. He has been working with our core group to create an interactive resource map that identifies locations and contact information for all the Doers in North Portland. Another volunteer with significant technology experience has joined our group and is working with our intern. A recent update is that a University of Oregon journalism grad student will be focusing her thesis work on the Doers Gathering.

I am also working with Southeast Uplift to develop a larger scale City wide Doers network. This is in planning mode, but we are starting to identify our list of organizations and individuals including community level and regional organizations. New partners include Shelter Now and the Mayor's office. Recently submitted a proposal to the American Rescue Plan in partnership with the Mayor's office. Hosted 4th Doers gathering in July 2021. Doers core committee received \$8,000. Grant from the Mayor's office in July 2021 for creating a resource guide and map platform to be used as a springboard for citywide efforts.

- I provide technical assistance, support, and trainings to 6 (assigned by previous director, Tom Griffin-Valade) neighborhood associations and 2 business district associations. They include University Park, Portsmouth, Cathedral Park, Kenton, Bridgeton, Arbor Lodge and Kenton Business Association and the St Johns Boosters. Often, I find myself helping the other (5) neighborhood associations that reach out to me for support. This work can involve inquiries such as insurance, how to promote and revitalize a neighborhood association, how to recruit new members, how to connect with BDS, PPB, Fire Bureau, PPR, how to handle crime and safety issues, land use, and more. Other inquiry examples include folks wanting to create a park from a vacant lot (St Johns People Park), creating a new Overlook Business District and what to do with and how to track unused funds from other government agencies such as RACC. Neighborhood associations or other community groups ask for my assistance, support, and involvement. Neighborhoods outside of my "assigned" portfolio determine that my skills will be beneficial to their needs and seek me out.
- Community Safety- I have been providing support to numerous organizations, groups of individuals and neighbors, affordable housing apartment managers regarding community safety issues. Folks are looking for resources, and I provide connections to the PPB, Fire Bureau, County, PBOT, BDS, Commissioners and staff, JOHS, HUCIRP, Neighbors helping neighbors and many other groups. I have been asked to join meetings with the St Johns Leadership team, Piedmont Action Committee, St Johns Boosters, University Park neighbors, on homelessness, fire, criminal issues, trash, that impact neighbors daily. Community safety' staff assignments has taken a step back from a more active approach, pushing community members to contact me at NPNS. I have also been asked to help create a toolkit on derelict houses/properties as a partnership with BDS and the Portsmouth neighborhood. I also provided support to the N/NE PSAC meeting, which had originally been supported by community safety program. Handle ongoing issues with homelessness, connect with numerous community members, bureau staff.

- Land use and transportation networks- I share information with neighborhood and community groups and have created 2 separate networking sites for this information. I receive numerous phone calls from residents asking about land use notifications, development proposals in and outside of the neighborhood association structure. Since my name and contact information is listed on certain notifications, I am a contact that is often called. Many times, I connect folks with staff at BPS and BDS. I am familiar with the Portland zoning code. I also connect others who may be new, with neighborhood association board members. I am also connected with PBOT staff and similarly to a North Portland transportation network. Important projects that are in place or will be soon, are the Interstate Bridge Replacement, and North Portland in motion. I receive inquiries from folks concerned about neighborhood street safety, PBOT's healthy business initiatives, etc.
- Environmental networking- I support the Portland Harbor Community Coalition and Portland Harbor CAG and have been asked to participate in DEQ's Portland Harbor community conversations. The PHCC organization is comprised of numerous individuals who represent communities of color. There are also numerous clean air activists in North Portland, I am working to connect and create a networking site for them. Ongoing issues with DEQ connect me with community groups and other agencies and non profits, such as Portland Audubon.
- Communications- NPNS does not have an e-newsletter as other coalition offices do. This was a decision made years ago by the previous director and office staff. We also asked the community if they felt there was a need, and they said they preferred the methods we are currently using. The social media platform NPNS relies on is Facebook. We have about 800 Facebook friends. I post often and regularly, sharing information from the city, county and other governmental agencies, culturally specific and community organizations. We have healthy responses and engagements to the posts. I also have created numerous distribution groups (such as transportation and land use), in which I share specific information related to those topics. I keep all the distro sites updated, and often add more, such as the North Portland Doers site, which currently has 180 members. I have recently met with Daniel McArdle-Jaimes for advice and refresher on the NPNS facebook page.
- Project management and volunteer management- through all the projects I am engaged with, I manage both the projects and volunteers such as the Doers core planning committee, NPNS Inc board, NPTF grant selection committees (and others). I am the lead for managing all the projects as mentioned. I also provide reports for the NPTF grant program, semiannual NPNS report and others. Since Covid-19 occurred over a year ago, many staff experienced a change in their work assignments and portfolios due to funding, social distancing etc. My assignments did not change with Covid, and I have found that connecting with people has and is even more important than it was prior to Covid. My work has become busier and more intense. I have thoroughly embraced the use of the Zoom meeting platform and use Zoom and Teams for numerous meetings throughout the week. The example of the Doers gathering is a good one, the need for connection and networking has provided an open door for me to cultivate new relationships with community groups and bipoc organizations.

- Since the start of the pandemic, I have been the sole NPNS employee to make myself available for neighborhoods and other community groups who have mailboxes at the Firehouse. At the beginning of Covid, I took the time to deliver mail to people's homes. Now, I inform folks when I will be in the office and they come by and pick up their mail.
- Kenton Firehouse duties- I am the manager for the building maintenance and landscape maintenance contractors. I communicate with them regularly on special tasks, billing, or other inquiries. I am also the contact for the Tool Library, Vanport Mosaic and Speaker Kotek's office and other organizations that use our building for mail etc.
- Civic engagement- this is the kernel of the work that I perform. I develop and implement civic engagement programming and services for community groups, members, and neighborhood associations. I have strong collaborative relationships with a variety of stakeholders and possess strong problem solving, program management, conflict resolution and communication skills. I establish and continually improve on the key services and programs provided in alignment with city core values of anti-racism, equity, transparency, communication, collaboration, and fiscal responsibility. I develop strategic partnerships by establishing relationships with community-based organizations, leaders, and networks. I am the liaison to the public, city and community stakeholders including city bureaus and other government entities. I work to implement the bureau's strategic goals and intersectional equity efforts.
- NPNS recently changed email addresses for staff. We no longer use the npnscommunity email address, and no longer have and info@npnscommunity.org address. My name and email address is now listed as that contact. Hence, I receive lots of varied inquiries, many originating from the City's I and R referral department.