

Planning and Sustainability Commission Questions

Regarding ONI Structures for Funding the Neighborhood System and DCL Partners

(03/10/2015)

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SPECIFIC QUESTIONS FOR ONI FROM THE PSC:

- How are funds allocated among neighborhoods and DCL partners?
- What are the responsibilities and requirements for each to be officially recognized by ONI?
- Are the responsibilities/expectations for organizations tied to the funding agreements directly?
- What else would be helpful to better understand what it means to be ONI-recognized?

How are funds allocated among neighborhoods and DCL partners?

Neighborhood Coalitions: ONI funds the neighborhood district coalitions through a grant agreement that requires the district coalitions to provide direct support to Portland's 95 neighborhood associations and to provide additional community involvement services to the general community.

ONI has used this funding model since the 1970s. ONI provides nearly all the funding for the district coalitions. The current ONI allocation of funding across the different neighborhood district coalitions is based on an historical allocation that was established around 20 years ago. ONI and the seven district coalitions recently developed a new funding formula that includes adequate base funding to maintain a basic office in the community and additional funding based on the population, number of neighborhood associations, and percent of Portland's renters and non-white community members in each district coalition's district. The district coalitions have agreed that any new funding for the neighborhood system first should go to the East Portland Neighborhood Office (EPNO) to remedy the significant funding shortfall for EPNO compared to the other coalitions that has developed over time.

In FY 14-15, the ONI funding for the seven neighborhood coalitions was about \$2.2 million (which included \$76,000 for the Neighborhood Small Grants Program).

Neighborhood Associations: Neighborhood associations do not receive direct funding from ONI.

DCL Partners: ONI funds the five Diversity and Civic Leadership Program partner organizations through a grant agreement. The grant agreement requires the DCL partners to provide

leadership training and community organizing support to people in the communities they work with.

ONI has been funding the DCL Program since FY 2006-07. ONI's funding is a small portion of the funding of four of the DCL partner organizations (NAYA, IRCO, Urban League, and Latino Network) and a major part of the funding of one of the organizations (CIO).

The funding for the DCL Program partner organizations grew out of initial pilot projects ONI funded to provide leadership training and organizing support to communities of color and immigrant and refugee communities.

In FY 14-15, the ONI funding for the five DCL partner organizations was about \$500,000 (about \$100,000 each).

Support for Other Communities: ONI also provides funding and/or staff support to Elders in Action, the City of Portland Disability Program, and the Multnomah County Youth Commission.

The ONI Bureau Advisory Committee (ONI BAC)--which includes representatives of all of ONI's community partner organizations--currently is engaged in a process to determine how to bring greater funding equity across all the ONI partner organizations and communities.

ONI also is soliciting public comment on its recently released report on the first seven years of the DCL Program. ONI will be working with the DCL partners and ONI BAC to map out how the DCL program will continue and expand in the future.

PDC Support for Business District Associations: PDC provides funding support for Venture Portland, which supports business district associations (BDAs) in Portland. ONI has no formal relationship with Portland's BDAs, because no BDA has chosen to apply for formal "acknowledgement" from ONI. ONI does not provide any funding support to BDAs, but includes BDAs that are recognized by Venture Portland in the ONI Neighborhood Directory.

What are the responsibilities and requirements for each to be officially recognized by ONI?

City Code (3.96) and the ONI Standards (2005) establish formal processes and requirements for how ONI will formally:

- "recognize" neighborhood district coalitions and neighborhood associations, and
- "acknowledge" business district associations (BDAs).

(I've included relevant excerpts from the city code and ONI Standards (2005) below).

ONI formally has “recognized” the seven neighborhood district coalitions and Portland’s 95 neighborhood associations. ONI includes contact information for the seven neighborhood district coalitions and the 95 neighborhood associations in the ONI Neighborhood Directory

No BDA has applied for formal recognition from ONI. BDAs have chosen to receive support from PDC, through Venture Portland, instead. Even though no BDAs have applied for formal “acknowledgement,” ONI includes contact information for the BDAs in the ONI Neighborhood Directory. ONI relies on Venture Portland to identify the BDAs and provide their contact information for inclusion in the ONI Neighborhood Directory.

City Code and the ONI Standards do not set out a process for formally “acknowledging” DCL partner organizations. The current five DCL partner organizations were selected through a competitive RFP process a number of years ago.

Neighborhood District Coalitions: The neighborhood district coalitions must meet the requirements in the ONI Standards and in the current ONI/neighborhood district coalition grant agreement.

Neighborhood Associations: The 95 neighborhood associations must meet the following requirements set out in the ONI Standards to be eligible for “recognition” by ONI:

- **Boundaries:** Clearly stated boundaries in the association’s bylaws that do not overlap another association’s boundaries unless agreed to in writing.
- **Membership:** Membership that is open to “any person who lives and/or owns real property or holds a business license within the recognized boundaries of the Neighborhood Association. Other individuals or organizations may be members as further set forth in each Neighborhood Association’s bylaws.”
- **Non-Discrimination:** “Neighborhood Associations shall not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation in any of their policies, recommendations or actions.”
- **Bylaws:** “Neighborhood Associations shall maintain and file with the Office of Neighborhood Involvement and appropriate District Coalition, if within a Coalition, an up-to-date set of bylaws, which provide for meeting these standards and include provisions for adopting and amending bylaws, establishing a quorum, and setting the agenda. Neighborhood Associations, if incorporated, must assure bylaws and articles of incorporation are in harmony.”
- **Meeting Requirements:** The neighborhood association must set out its meeting policies in its bylaws.
- **Open Meetings/Public Records:** Neighborhood Associations must follow the open meetings/public records requirements for the neighborhood system set out in the ONI Standards.
- **Grievances.** The neighborhood association must include in its bylaws a grievance process that meets the requirements in the ONI Standards.

- **Dues:** Neighborhood Associations cannot require collection of membership dues.
- **Involving Business District Associations:** Neighborhood associations are required to encourage the participation of businesses and Business District Association representatives in activities, meetings, and participation on governing bodies of Neighborhood Associations.

The benefits to neighborhood associations of being formally “recognized” by ONI include:

- **ONI Neighborhood Directory:** Inclusion in the ONI Neighborhood Directory, which city bureaus use for notification and outreach.
- **Official Maps:** Placement on official Neighborhood Association maps, in brochures, and handbooks relating to neighborhood affairs.
- **Notification:** Notification by agencies of the City as required in the City Code on matters that fall within the Neighborhood Association boundaries in regard to planning efforts, policy matters, and decisions affecting the livability, safety, and/or economic vitality of a neighborhood.
- **Support from their District Coalition:** Support services, when affiliated with a District Coalition, which may include assistance with general communications, newsletters, grant writing, activity planning, public relations, outreach efforts, general information and referral, and other technical assistance.
- **Support from ONI:** Support services from the Office of Neighborhood Involvement for crime prevention.

Are the responsibilities/expectations for organizations tied to the funding agreements directly?

Neighborhood District Coalitions: Must comply with the ONI Standards and the requirements in their grant agreement to be eligible for continued ONI funding.

Neighborhood Associations: Neighborhood associations do not receive direct funding from ONI. Neighborhood associations must continue to meet the requirements in the ONI Standards to continue to receive the benefits of ONI recognition.

DCL Program Partners: The DCL Program partner organizations must comply with the requirements in their grant agreements.

What else would be helpful to better understand what it means to be ONI-recognized?

For the purposes of city bureaus and their formal notification processes, a “formally recognized” community organization is one that ONI has included in the ONI Neighborhood

Directory. The ONI Neighborhood Directory currently includes listings for the seven neighborhood coalitions, the 95 neighborhood associations, and 40 business district associations and Venture Portland.

City Code (3.96) assigns ONI the responsibility to “formally recognize” neighborhood associations and “acknowledge” business district associations. City Code also directs ONI to develop standards (the “ONI Standards), which establish the formal processes by which ONI recognizes/acknowledges these organizations.

The practice has been that the organizations that ONI includes in the ONI Neighborhood Directory are considered to be “recognized/acknowledged” for the purposes of other City bureaus that are directed to provide notice or other services (e.g. appeal fee waivers, permit fee waivers, etc.) to these organizations.

ONI traditionally has included in the ONI Neighborhood Directory:

- Portland’s 95 neighborhood associations (formally recognized by ONI)
- The seven neighborhood district coalitions (formally recognized by ONI)
- Business district associations (as identified by Venture Portland)

The City has not established a formal process for “recognizing” or “acknowledging” other types of community organizations (e.g. non-

ONI also maintains extensive lists of hundreds of different types of community organizations, however, these organizations are not formally “recognized.”

The current formal “recognition” system first was established 40 years ago. The system has not been updated to reflect the recent expansion of the system to include non-geographic community organizations.

The City’s Public Involvement Advisory Council (PIAC) is beginning a city-government-wide review of city government notification policies. This process offers an opportunity to explore how City policies and practices might be changed to improve the notification system.

Some Historical Background: When the City Council created Portland’s community and neighborhood involvement system in 1974, City bureaus were directed to provide notice to neighborhood associations about decisions that could affect the livability of the neighborhood. ONI (then ONA) had had the responsibility of maintain a list of neighborhood association contacts that city bureaus can use to for this outreach.

Calls to expand the system to include other types of organizations began in the 1990s. The 1998 update to the ONI Standards, offered the opportunity of being formally “recognized” to “communities beyond neighborhood boundaries” (CBNB) organizations and business district associations (BDAs). No organizations in either category ever chose to follow the process to apply for formal ONI recognition.

Mayor Katz later directed ONI to include contact information for the BDAs in the ONI Neighborhood Directory even though they had not formally applied for ONI recognition. This ensured that they would receive formal notice from city bureaus, similar to that provided to neighborhood associations.

City of Portland Requirements for Formal Recognition of
Neighborhood District Coalitions and Neighborhood Associations and
Acknowledgement of Business District Associations

(Excerpts from City Code 3.96 and the ONI Standards (2005))

CITY CODE 3.96 "OFFICE OF NEIGHBORHOOD INVOLVEMENT"

3.96.010 Purpose. "This chapter creates a framework by which the people of the City of Portland may effectively participate in civic affairs and work to improve the livability and character of their Neighborhoods and the City. This Chapter sets out the basis for City recognition of Neighborhood Associations, District Coalitions, and the responsibilities and benefits accruing thereto. This chapter also sets out the basis for city acknowledgement of Business District Associations and the responsibilities accruing thereto. This chapter also creates the Office of Neighborhood Involvement and sets out its functions, duties and responsibilities. Nothing in this Chapter shall limit the right of any person or group to participate directly in the decision making processes of the City Council or of any City agency."

3.96.020 Definitions.

B. Neighborhood Association: An autonomous organization formed by people for the purpose of considering and acting on issues affecting the livability and quality of their Neighborhood, formally recognized by the Office of Neighborhood Involvement, and subject to Chapter 3.96.

C. District Coalition: An organization which supports participation services for Neighborhood Associations and everyone within a geographically defined area, and is subject to Chapter 3.96.

D. Business District Association: An autonomous non-profit organization with membership guidelines in its bylaws formed by people in business within a defined geographic boundary for the purpose of promoting the general well-being of their business community. A Business District Association is subject to Chapter 3.96.

3.96.030 Neighborhood Associations.

A. Minimum Standards for Neighborhood Associations. To receive and maintain formal recognition, Neighborhood Associations shall meet the Standards for neighborhood public involvement.

D. Benefits to Neighborhood Associations.

1. Any Neighborhood Association meeting the minimum requirements established by 3.96.030, upon request, is entitled to formal recognition and benefits from the Office of Neighborhood Involvement pursuant to the adopted Standards.

3.96.050 Responsibility of City Agencies.

A. City agencies shall notify all Neighborhood Associations affected by planning efforts or other actions affecting the livability of the Neighborhood(s).

B. City agencies shall include affected Neighborhood Associations and District Coalitions in planning efforts which affect neighborhood livability.

C. Notice of pending policy decisions affecting neighborhood livability shall be given to the Neighborhood Association(s) affected at least 30 days prior to final action on the decision by a City agency. If said 30 day period may injure or harm the public health, safety, welfare, or result in a significant financial burden to the City, this notice provision shall not apply.

3.96.060 Responsibilities of the Office of Neighborhood Involvement. (Amended by Ordinance No. 186216, effective September 4, 2013.)

In order to facilitate participation and improved communication between the public, Neighborhood Associations, Business District Associations, District Coalitions and the City, the Office of Neighborhood Involvement shall:

E. Promote and facilitate open communication and notification from City agencies to Neighborhood Associations, District Coalitions, and Business District Associations, promote and facilitate communication amongst City agencies about public involvement best practices and policy; and,

G. Adopt and revise such Standards as are deemed necessary for the implementation of this Chapter and for orderly public involvement in City government through Neighborhood Associations and District Coalitions; and,

H. Pursuant to the adopted Standards, formally recognize a Neighborhood Association and/or acknowledge a Business District Association. Association or acknowledgement of a Business District Association; and,

ONI STANDARDS (2005)

III. NEIGHBORHOOD ASSOCIATIONS

A. Recognition as a Neighborhood Association by the City of Portland

Neighborhood Associations that meet the following requirements, upon request, will be officially recognized by the City of Portland, and be eligible for the range of services provided by the Office of Neighborhood Involvement and/or their District Coalitions. The Office of Neighborhood Involvement will send a "Letter of Recognition" to the Neighborhood Association.

1. Boundaries

A Neighborhood Association must have clearly stated boundaries in its bylaws. The boundaries shall not overlap those of any other Neighborhood Association, except to the extent that each Neighborhood Association affected agrees in writing.

2. Membership

Neighborhood Associations shall maintain membership, which is open to any person who lives and/or owns real property or holds a business license within the recognized boundaries of the Neighborhood Association. Other individuals or organizations may be members as further set forth in each Neighborhood Association's bylaws. The list of the membership is the property of the Neighborhood Association and is not subject to public record requests.

3. Non-Discrimination

Neighborhood Associations shall not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation in any of their policies, recommendations or actions.

4. Bylaws

Neighborhood Associations shall maintain and file with the Office of Neighborhood Involvement and appropriate District Coalition, if within a Coalition, an up-to-date set of bylaws, which provide for meeting these standards and include provisions for adopting and amending bylaws, establishing a quorum, and setting the agenda. Neighborhood Associations, if incorporated, must assure bylaws and articles of incorporation are in harmony.

5. Meeting Requirements

Neighborhood Associations shall set forth meeting requirements in their bylaws.

6. Open Meetings/Public Records

Neighborhood Associations shall abide by the open meetings/public records policy governing the neighborhood system as set forth in these Standards. *(See Section VIII: Open Meetings and Public Records, page 37)*

7. Grievances

Neighborhood Association bylaws shall include provisions relating to the resolution of grievances against the Neighborhood Association including: who is eligible to grieve, a process for the receipt of complaints, and a procedure for final resolution. These procedures shall abide by minimum standards outlined in Section VII: Grievance and Appeal Procedures, page 30.

8. Dues

Neighborhood Associations can not require collection of membership dues. Contributions made on a voluntary basis may be accepted.

9. Involving Business District Associations

Neighborhood Associations should encourage the participation of businesses and Business District Association representatives in activities, meetings, and participation on governing bodies of Neighborhood Associations.

B. Benefits of Recognition

Recognized Neighborhood Associations are entitled to receive services including, but not limited to:

1. Placement in the Office of Neighborhood Involvement neighborhood directory, which lists the contact information of the Neighborhood Association, its President and/or other Neighborhood Association designated officers and committee chairs. This directory is a public document, which is widely used by the City for public outreach.
2. Placement on official Neighborhood Association maps, in brochures, and handbooks relating to neighborhood affairs.
3. Notification by agencies of the City as required in the City Code on matters that fall within the Neighborhood Association boundaries in regard to planning efforts, policy matters, and decisions affecting the livability, safety, and/or economic vitality of a neighborhood.
4. Support services, when affiliated with a District Coalition, which may include assistance with general communications, newsletters, grant writing, activity planning, public relations, outreach efforts, general information and referral, and other technical assistance.
5. Support services from the Office of Neighborhood Involvement for crime prevention.

VI. BUSINESS DISTRICT ASSOCIATIONS

A. Requirements for being acknowledged as a Business District Association by the Office of Neighborhood Involvement

1. Basic Requirements

Business District Associations which have status as a Mutual Benefit Corporation or other non-profit designation of the State of Oregon, and meet the following will, upon request, be officially acknowledged by the City of Portland and be eligible for services and support (if available) provided by the Office of Neighborhood Involvement.

a. Membership

Membership shall be open to any business licensee or owner of property zoned for, or used for, a business purpose within the boundaries of the Business District Association. Other individuals or organizations (such as Neighborhood Associations) may be members as set forth in each Business District Association's bylaws.

b. Boundaries

Geographic boundaries must be clearly stated in each Business District Association's bylaws. Boundaries may not overlap those of other Business District Associations unless agreed to in writing.

c. Non-discrimination

Business District Associations will not discriminate against individuals or groups based on race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation in any of their policies, recommendations or actions.

d. Size

A Business District Association shall have at least 75 businesses within its geographic boundaries.

e. Bylaws

A Business District Association shall provide the Office of Neighborhood Involvement and the Alliance of Portland Neighborhood Business Associations or other designated entity up-to-date copies of bylaws, which meet the above criteria and include provisions for adopting and amending bylaws, establishing a quorum, setting the agenda, notification, elections, annual meetings, meeting requirements, and the grievance process.

f. Meeting requirements

Bylaws must provide for regular meetings. A general meeting must occur at a minimum once per year with notice to elect a Board of Directors. Business District Associations are encouraged to hold open meetings and maintain public records.

2. Affiliations

a. Each Business District Association is encouraged to participate on citywide and District Coalition committees on pertinent matters and issues of mutual interest. Individual members are encouraged to attend and participate in neighborhood activities.

b. Each Business District Association is encouraged to attend and participate in appropriate Neighborhood Associations, and is encouraged to maintain open communication with other Business District Associations, surrounding neighborhoods, and the District Coalition serving its area.

c. Each Business District Association is encouraged to seek mediation among themselves and/or other organizations and entities if disagreements arise over issues.

3. Acknowledgement as a Business District Association by the City of Portland

After acknowledgement, Business District Associations are entitled to receive services and/or support including but not limited to:

a. Placement on the Office of Neighborhood Involvement “Neighborhood Directory” which lists the names, addresses, phone numbers, e-mail and web addresses of the Business District Association, its president, a designated contact person and staff, if any. The contact list will be used to send mailings from City agencies.

b. Mediation services which can be used for resolving disagreements between Business District Associations or a Business District Association and its Neighborhood Association(s).

c. Notification by appropriate City bureaus on pertinent matters that fall within Business District Association boundaries or will affect their activities.