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DISTRICT FOUR COALTION fy 25-26 SCOPE OF WORK WITH PROJECTED DELIVERALBES

**DISTRICT 4 COALITION**

**FY 25-26 SCOPE OF WORK WITH DELIVERABLES**

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| **CIVIC ENGAGEMENT**  *GOAL: Create and support opportunities within the District for engagement that share information, build and maintain partnerships, and promote collaborations in equitable and accessible ways.* | |
| **ACTIVITIES** | **DELIVERABLES** |
| **Building and Maintaining Partnerships** | 1.Attend at least one neighborhood association meeting of each neighborhood in D4C. We will attend more in some neighborhoods that are actively engaged in an issue that needs our support.  2. Build Business Associations in collaboration with Prosper Portland.  3. Work with community partners through the Homeless Solutions Coalition to mitigate impacts from unsheltered homelessness on the neighborhoods.  4. Work with the City and neighborhoods to assist in developing night and day shelters.  5. Develop a closer relationship with Prosper Portland, Business Associations, small businesses, and property owners to activate store fronts.  6. Develop relationships with local artists who are interested in activating empty storefronts with their art.  7. Continue to build close relationships with Portland Police Bureau to support Safety and Livability in D4C.  8. Continue to work with the Oregon Community Foundation and the 405 grant  9. Continue to work with and hold the contract for the Westside Watershed Manager through the city’s Bureau of Environmental Services |
| **Convenings** | 1. Host a series of educational forums on subjects of relevance to District 4 Coalition. These include: 2. Issues the Councilors would like to meet with constituents on. 3. Houselessness 4. Behavioral health 5. Neighborhood health 6. NET teams 7. Fire Wise 8. Public Safety and Livability 9. Business Associations and small business development resources, in collaboration with property owners, art activation in vacant store fronts. 10. Land Use 11. Transportation 12. CEI HUB 13. Planning and development |
| **Mandated Notifications- Assure all NAs are complying. Comply with applicable requirements ONI Standards, Oregon Non-profit law, Federal laws, land use notifications,** | 1. Promote and foster collaboration between City service areas and Neighborhood Associations. 2. Receive and distribute neighborhood notifications and state documents related to the Secretary Of State, Department of Justice, Department of Planning and Sustainability, Transportation land use, and state revenue mandates for nonprofits. |
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| **IN-DISTRICT CAPACITY BUILDING**  *GOAL: Built the capacity of community members and volunteer-led groups, including historically underserved organizations, via fiscal sponsorship services and skull-building opportunities.* | |
| **ACTIVITIES** | **DELIVERABLES** |
| **Training and Skill Building** | NA training based on needs, including new board member training, membership development, strategic planning, communication technologies  New board member training  New Board officer training,  Tax preparation  Nonprofit policies,  Fiscal responsibilities  How to maintain and build membership |
| **Fiscal Sponsorship** | Maintain current Fiscal sponsorships with neighborhoods and develop program further to include more CBOs. |
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| **COMMUNICATIONS**  *GOAL: Generate and share regular districtwide communications that publicize the dates, times and locations of meetings, community events, civic engagement opportunities, and other related information* | |
| **ACTIVITIES** | **DELIVERABLES** |
| **District Coalition Website** | Website/Blog is updated daily, weekly, monthly, depending on content. |
| **E-newsletter/s** | Publish and Promote the Coalition online newspaper |
| **Social Media** | Facebook and Instagram are being further developed this year within the Coalition. Aligning our online newspaper with social media is a priority. |
| **Other Forms of Print or Electronic Media** | Support all neighborhood and councilor newsletters and provide links to them on our website. Develop a robust social media presence through Facebook, Instagram, and other relevant social media platforms. |
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| **OPERATIONAL SUPPORT**  *GOAL: Support volunteer-led groups’ compliance with regulations related to domestic nonprofit corporations. Ensure that City-recognized Neighborhood Associations (NAs) comply with the City’s and state open records laws, transparency standards, and that eligible NAs receive general liability insurance for their activities. Provide a safe and healthy in-district workspace for district coalition staff that is open and accessible to the community.* | |
| **ACTIVITIES** | **DELIVERABLES** |
| **Document Archiving** | D4C maintains bylaws, membership lists, and minutes from all neighborhoods and D4C. |
| **Reporting** | City, state, federal reporting as required |
| **Insurance** | Purchase general liability and Directors and Officers insurance for 33 entities. Purchase and oversee all insurance issues for all insured members. Maintain Workers compensation insurance for all staff including the Westside watershed manager, |
| **Maintain District Office** | Provide Office and meeting Space for up to 60 people. The District Office includes smaller meeting spaces, storage for all rental equipment, office space for Westside Watershed Management, as well as an Art Gallery for local artists. A kitchenette provides the opportunity for catering events.  Work with SMILE and Multnomah art center to utilize space for offsite office hours. |
| **Logistical/Technical Support** | Our logistical and technical support is very comprehensive. See Attachment A for all technical and logistical support provided to neighborhood associations, community-based organizations and business associations upon request and based on resources needed. Our technical and logistical support ranges from mailing lists and websites support to legal and accounting services. Any and all questions regarding nonprofit law and city services are researched and answers provided. |
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| **COMMUNITY SMALL GRANTS**  *GOAL: Design, facilitate and administer a Community Small Grants program that supports community-building activities within the district coalition area.* | |
| **ACTIVITIES** | **DELIVERABLES** |
| **Design, Promote, Launch** | D4C has one grant cycle per year. Our grant applications are opened in late fall, grantees selected by December and grants distributed in early January. Grant availability is advertised in the D4 Voices Newsletter, on our website and through media outlets in every neighborhood association. |
| **Award, Administer, Report** | The grant selection committee is made up of community members applying for this committee and grant committee members returning from the previous year. D4C staff has oversite of the entire process, including monitoring receipts against grant expenditures, getting letters of agreement signed by grantees guaranteeing the money will be spent according to the scope of the grant, and closing out each grant. |

ATTACHMENT A

**District 4 Coalition**

**MEMBERSHIP BENEFITS**

1. General liability insurance covered for the organization.
2. Directors and Officers Insurance covered for the organization.
3. Fiscal Sponsorship provided to qualifying organizations.
4. Mailing lists help
5. Website IT support when needed.
6. Website Comprehensive calendars serving each neighborhood and the Coalition overall.
7. Free trainings on subjects defined by the Board of Directors and neighborhood needs.
8. Voting privileges regarding advocacy decisions impacting the organization overall, District 4 in total, and individual neighborhoods as desired.
9. Neighborhood Association election oversight and certification
10. Priority in small grant disbursements
11. $500 stipend for communication needs
12. Access to a nonprofit attorney and accountant that understands your organization, its accounting and legal needs. There may be costs affiliated with this benefit.
13. Benefactors of end of year revenues if available
14. Access to City information, issues, partners, and elected officials
15. Archiving records for retention and keeping the city’s website updated with NA information as required.
16. Mailing Address if needed.
17. Coalition wide advocacy for issues impacting Coalition NA’s
18. Free technical assistance on a range of subjects impacting your organization,
19. Serves as information conduit for the city to get information to the neighborhood associations and serve as an information access point for all things neighborhoods.
20. Assistance with your taxes and training on completing CT12s and 990s. Individual neighborhood consultations with the accountant, under some circumstances the NA may be charged.
21. A page monthly in D4Voices, to write about what is happening in your neighborhood. This goes out to three thousand people and serves to increase membership to NAs.
22. Access to committees and information regarding land use and transportation, public safety, and livability, houselessness, the arts
23. Lending library of tables, audio equipment, clean-up supplies, canopies (varied sizes)
24. Free Printing Services
25. Small Grants, Oregon Community Foundation Grant
26. Watershed management services and consultations for Neighborhood Assoications and Community Based Organizations, Schools and individual residents

**MEMBERSHIP DUTIES**

1. Be registered with the Oregon Secretary of State
2. Meet the Neighborhood Association requirements as outlined in the Office of Neighborhood Involvement (ONI) Standards.
3. Comply with Open Meeting Laws
4. Understand the Duty of Loyalty
5. Conflict of Interest Statement signed by your Board Representative to the Coalition
6. The neighborhood association selects and votes on the representative to the Coalition Board
7. Consistently attends coalition meetings, if more than three meetings in a row are missed, you lose your voting privileges until the Board reinstates the NA.
8. Commits to attend new board member training.
9. Participates in at least one committee of the coalition