**ATTACHMENT A**:

**SCOPE OF WORK & EXPECTED OUTCOMES**

District coalition offices will provide assistance to individuals and community groups, neighborhood associations in all the action areas in this Agreement.

District coalition offices engage and provide services to individuals and community groups, including those historically under-represented and under-served by city funded public involvement programs. These communities include but are not limited to: Black, Indigenous, People of Color (BIPOC), immigrants and refugees, low-income individuals and families, renters, young adults, people with disabilities, and lesbian, gay, bisexual, transgendered and queer identifying community members.

**ACTIVITIES & DELIVERABLES**

**OUTREACH AND COMMUNICATION**

* Support communications, collaboration, and connections among community organizations, including Neighborhood Associations, community members, and the City and other government entities.
* Provide communication technical assistance, skill building opportunities and resources to community groups to build their communications capacity and conduct strategic and effective communications.
* Disseminate information about community organizations, Neighborhood Association and District Coalition activities, City public involvement opportunities, and recruitment efforts for community volunteers for City Boards, Commissions, advisory committees, and task forces and other neighborhood issues of importance to individual community members, Neighborhood Associations, and public and private agencies and groups in the District Coalition area.
* Publicize the dates, times and locations of meetings, community events, civic engagement opportunities and other related activities in the community.
* Maintain a District Coalition website.
* Provide regular (electronic or paper) communication to the community.
* Maintain a current calendar of events that publicizes dates, times, and locations of District Coalition meetings and events.
* Provide regular updates to Civic Life of names and contact information for District Coalition staff and board chair and Neighborhood Association board officers and committee chairs. Update the Neighborhood Association Directory with these new contacts.

**Metrics**

* Publish a minimum of twenty electronic and four printed newsletters

**ORGANIZATIONAL SUPPORT**

Support Neighborhood Associations and community groups in developing and implementing projects and activities that benefit the community. This support includes (list all that apply):

* Assist organizational planning, policy development, event planning, leadership training, and technical assistance related to neighborhood livability, safety, economic vitality and other public policy issues or projects identified by Neighborhood Associations.
* Neighborhood Association and coalition activities.
* Incubation of community-driven initiatives that have a community-wide impact by providing staff planning, outreach and organizational bridging support, and meeting and document administration.
* Assistance to Neighborhood Associations with limited reproduction and distribution of print and/or electronic newsletters, meeting notices and minutes.
* Provide financial support for web domains and web hosting.
* Provide support to maintain a web presence.
* Obtaining General Liability and Directors and Officers insurance coverage for the coalition governing board and organization.
* Offer General Liability and Directors and Officers insurance coverage to Neighborhood Associations.
* Provide information and guidance on Risk Management to the coalition and Neighborhood Associations.
* Provide accounting services to Neighborhood Associations
* Assist Neighborhood Associations with Federal, State, and local registrations and reporting.

**Metrics**

* Develop a Community Fiscal Sponsorship Program and Policies
* Communicate the availability of Fiscal Sponsorships to the local community in collaboration with member Neighborhood Associations

**TRAINING AND SKILL BUILDING**

* Develop and offer leadership and skill-building opportunities that benefit the community.
* Provide tools, methods and best practices to assist community partners/community groups in increasing:
  + General community involvement in their activities, including outreach, and recruitment and retention of new members and leaders; and
  + Involvement by members of under-engaged groups in their activities and leadership.
  + Offer board orientation for coalition board members.
  + Offer board orientation for neighborhood association board members.
  + Offer educational trainings to assist neighborhood associations, community groups and the general public on such topics as organizational management, communication, outreach, diversity and cultural competence

**Metrics**

* Hold two orientations for Neighborhood Association and Coalition board members

**BOARD AND COMMUNITY EDUCATION**

Our ongoing educational program supports neighborhood and community volunteers in building personal and organizational capacity in support of community involvement, as per the goal of Fulfilled and Empowered Portlanders.

**Activities include:**

* Design and facilitate 2+ board orientations for new and returning neighborhood board members
* Collaborate with fellow Portland neighborhood coalitions to provide ongoing board education for coalition board members
* Design and launch bimonthly civic engagement skill-building workshop series highlighting neighborhood strengths and successes
* Provide one-on-one technical training for communications and technology

**Metrics**

* Offer 10 public educational trainings/workshops

**BUILDING DIVERSE COMMUNITIES**

The Building Diverse Communities Program Goals are to empower neighborhood association volunteers and community members to build the knowledge and skills required to develop and maintain ongoing relationships with a diverse group of community partners; to expand the program’s reach to uninvolved populations, to assist individuals to be the change they want to see in their communities, and to amplify overlooked and underserved voices.

**Activities include:**

* Facilitate monthly roundtables on diversity, equity, and inclusion (DEI) topics
* Provide monthly in-house inclusivity workshops building DEI comprehension and active bystander skills
* Partner with external organizations to provide workshops on specific issues affecting underrepresented and marginalized Portlanders
* Provide one-on-one support for individuals seeking to promote these values in their communities

**Metrics**

* Offer 20 small round table discussions on Diversity, Equity and Inclusion topics
* Develop two new partnerships with under engaged groups

**DOCUMENT MANAGEMENT**

* Collect and archive appropriate Neighborhood Association and District Coalition documents.
* Assist member Neighborhood Associations, as requested, with tracking deadlines, completing, and filing of annual reports with the Oregon Secretary of State, Corporation Division, the Oregon State Department of Justice, and the IRS.
* Deliver to Civic Life copies of updated District Coalition and Neighborhood Association bylaws, articles of incorporation, and records of tax-exempt status as provided to the coalition office.
* Archive Neighborhood Associations and District Coalition records for specific types of records for a specific period, depending on the type of record, as required by the ONI Standards, State and Federal regulations and currently acceptable best practices, as set forth in the coalition’s document management and retention policies

**OFFICE**

* Maintain an office within the District Coalition Office area that can accommodate the district staff and that is open and accessible to the community with reasonably accessible, safe, and healthy workspaces.

**COMMUNITY SMALL GRANTS PROGRAM**

Our Community Small Grants Program is our strongest tool for supporting Inclusive Structures and Fulfilled and Empowered Portlanders as identified in the Recitals.

This program assists members of our community by providing direct financial support through partnerships among neighborhood, business, and community-based organizations. Priority is given to projects that engage historically under-represented and under-served communities. Grants support projects which engage and benefit community members in the Neighbors West-Northwest area.

These funds leverage a wide range of community volunteer activities. There are 4 pathways to apply for a Small Grant:

* Community Building Event
* Communication Project
* Neighborhood Care, Cleanup or Resiliency Project or Event
* Civic Engagement or Social Justice-Focused Project

**Program Structure and Activities**

* Design, launch and administer a grant program to support community building activities in the coalition area.
* Convene and oversee a grant review committee responsible for evaluation of applications and making a funding recommendation to the NWNW Board.
* Applications will be due in July and January for projects being completed within the fiscal year.
* Manage grant reimbursement requests and reporting requirements.
* Program goals for the Community Small Grants are as follows: increase the number and diversity of people engaged in our communities; support local organizations’ efforts to expand leadership capacity and partnerships and reach internal equity goals; amplify overlooked voices and increase public influence on decision making; support community preparedness and resiliency building efforts; expand local capacity to care for the physical environment.

**Community and Small Grants Metrics**

* We will track the types of organizations/groups applying for a Small Grant. Success in this area will show a variety of different groups applying. a 50/50 split of neighborhood associations to community groups would be the best outcome.
* Another metric is the type of projects applied for, with at least 1 from each of the 4 categories being ideal.
* We also hope to reach at least 1 or 2 new groups during each grant cycle, which also typically means a new or unique project idea.
* The ultimate success for Small Grants is that all of the allotted funding gets out into the community. While we cannot guarantee that each project goes as planned, we can provide extra support to ensure that the grant requirements do not become a detriment to the project, and we offer additional administrative assistance when possible.