

DURHAM PARTICIPATORY BUDGETING VETTING GUIDE

Purpose

This guide gives a description of project assessment considerations and processes within City of Durham for the proposal development phase of Durham Participatory Budgeting (PB). This is intended to be a working document which captures current knowledge and collects information as we learn in order to provide transparency and accountability through this phase of the process.

Overview of Proposal Development

Proposal Development is the phase of participatory budgeting in which volunteers develop ideas into budget proposals to be included in the ballot.

- In order to achieve the goals of the process, volunteers will gather input from the community and conduct research in order to assess the equity and impact of projects on the community.
- In order to ensure that projects that are included in the ballot are able to be implemented, volunteers will work with City of Durham staff to develop the technical aspects of the project.
- City of Durham staff will assist residents in making sure the proposals in development are feasible, i.e. that they can be implemented via the Participatory Budgeting process.
- Those projects which are assessed to have the highest equity, impact and feasibility based on research and assessment of the projects will be advanced to the ballot for the voting phase.

Information will be documented throughout the process to ensure transparency and accountability.

DURHAM PB VETTING GUIDE

Durham PB and Other City Processes

It is important to remember that Participatory Budgeting is one of the many City of Durham operations which serve to develop projects for community benefit. In line with the goals and intended outcomes of the process (listed below), this process will prioritize those projects with the highest degree of impact on equity in the community. Furthermore, it will be necessary to advance projects which can be developed within the timeline of this process. Projects that can be implemented more quickly through existing city processes OR those which need development that exceeds the timeline of this process may be referred to other city processes or vetted out of the process. In addition, projects that do not have adequate information to be developed; those that do not fulfill the equity or impact criteria; and those that involve elements that are illegal or prohibited activities may be vetted out of the process as well. Residents have the option to continue to develop projects and resubmit them as ideas in future PB cycles. At the end of the cycle, the City of Durham will provide a report on the status of all ideas that were submitted through the process.

Goals and Outcomes for Durham PB

By the end of this cycle, Durham PB should have accomplished the following goals:

1. Projects that serve the most marginalized communities are implemented as a result of this process.
2. Build greater equity throughout the City of Durham by allocating resources in ways that correct past harm.
3. Engage more diverse populations in making decisions about how resources are used.
4. Increase overall engagement in decision making in the city of Durham.

DURHAM PB VETTING GUIDE

Outcomes: Durham Participatory Budgeting is intended to be a process that transforms harm and shifts power dynamics in the city of Durham in a meaningful way. This will be done by:

- Supporting people to participate in the process that have never participated in civic processes before;
- Ensuring resources are allocated that correct past harm;
- Funding projects that meet the needs of the most impacted communities.

As a result of Durham PB, conditions in Durham will be better than before for those that have previously been the most excluded from access to decisions and resources.

Roles of City and Community

Community Members

*Gather community input, conduct research, and develop project according to lived conditions. Their work facilitates the **Equity and Impact** assessment of projects.*

ents in moving proposals from concept to
mentation readiness. Their work facilitates
the **Feasibility** assessment of projects.

Budget Facilitators

- Convene meetings
& take notes
- Facilitate
discussions with
materials provided

PB Team
PB Team

Departmental Staff
Departmental Staff
Departmental Staff

ports facilitators
ports facilitators

- Reviews proposals
- Reviews proposals

- Reviews proposals

- Provides technical and
- Provides technical and
- Provides technical and

regulatory feedback.
regulatory feedback.
regulatory feedback.

- Cross-references with
- Cross-references with
- Cross-references with

ongoing city initiatives
ongoing city initiatives
ongoing city initiatives

DURHAM PB VETTING GUIDE

Vetting Criteria

The goal of proposal vetting is to support budget delegates and city staff in prioritizing time related to the research and development of projects during the proposal development process. The following vetting criteria have been established as a result of planning with relevant City of Durham departmental staff in an attempt to streamline this process.

Feasibility

Feasibility is how likely it is that the project can be completed once funded. During proposal development, volunteers work with staff of government and other stakeholders to determine if the project that is being proposed meets cost, legal, and regulatory guidelines necessary for the project to be able to be implemented.

0 - Not Feasible

- Total cost of the project is less than \$50,000 or more than \$800,000.
- Idea is outside of the City of Durham
- Project is on private property and the owner cannot be contacted or does not enter into a legal agreement with the city to allow for the completion of the project.
- Project is on public property that is under the governance of an institution other than the City of Durham that does not enter into a legal agreement with the city to allow for the completion of the project. (For example: NC State Department of Transportation; Railroad, etc)
- Project is prohibited by local, state, or federal ordinances, laws or regulations.
- Project is not wanted by the residents or local entities who would be most impacted.
- Project involves installation of sidewalk in excess of 1 mile in length (cost prohibitive).
- Project involves extensive paving or roadway engineering (i.e. complete resurfacing or installation of new elements of roadway).
- Project requires significant ongoing costs in order to implement.
- Project represents donation or grant of funds to an individual or private entity or corporation.

DURHAM PB VETTING GUIDE

- Project takes place on a private street or on a street that is under the purview of the NC State Department of transportation.
- Project takes place in more than one Ward of the City of Durham.

1 - Low Feasibility

- Project is on private property or part of a public program administered by an agency that is not a current partner to the City of Durham.
- Cost is close to \$800,000 or needs additional resources to determine.
- Project is already funded by or will be funded by an existing program within the City of Durham or another entity within the next 1-2 years.
- Project involves a Registered Historical Landmark.

- Project involves donation of land to City of Durham.
- Project involves installation of impervious surface (i.e. paving, concrete, asphalt or other surfacing that does not allow rain to be absorbed into the ground).
- Project that involves installation of new structures into an open space (cost prohibitive; difficult to validate within given time span).
- Project involves a Major Project taking place in a Historic District, i.e. changes to physical features of historic significance. (These projects will be subject to approval by the Historic Commission and will require a Certificate of Appropriateness prior to being placed on the Ballot).
- Project involves stop lights or other traffic calming that does not meet traffic volume or crash history requirements, or need cannot be determined within the proposal development period.
- Project significantly contradicts the objectives of the City Strategic Plan

2 - Mid Feasibility

- Project is on public property or part of a public program administered by an agency that is currently a partner to City of Durham.
- Project is already funded by or will be funded by an existing program within the City of Durham or another entity within the next 2-4 years.
- Project involves a Minor Project taking place within a Historic District (see [COA process](#)).

DURHAM PB VETTING GUIDE

- Project involves approval of an City of Durham Commission (budget delegates will need to secure approval from relevant commission prior to end of proposal development).
- Project involving significant road repair can be combined with planned road repair projects in order to overcome cost of deploying equipment (budget delegates will work with Public Works department to determine).
- Cost is near \$800,000 but can be broken into smaller discrete projects.
- Cost is below \$50,000 but can be combined with other projects that add up to

more than \$50,000.

3 - High Feasibility

- Project that is proposed in on City of Durham property or would involve part of an existing City of Durham program.
- Project is not already funded or planned for funding in the near future by government or other resources.
- Project clearly meets relevant regulations for implementation and is not prohibited by any laws or ordinances.
- Project involves renovation or retrofitting of an existing structure or impervious surface or utilization of existing staff.
- Cost is clearly less than \$800,000 or more than \$50,000 and represents a project with little or no ongoing costs.

Impact

Impact is the amount of effect the project is likely to have on the community. Factors such as lack of access, barriers to use or participation, or low interest or need can all determine the level of impact a project would have in the community. During the proposal development phase, volunteers do field research in order to determine how much need or interest there is in a proposed project, the communities that are likely to be most directly involved in it, and ways that access could be improved or limited based on how the project is developed. City of Durham Departmental Staff and community partners can also contribute to the assessment of impact based on their area of knowledge.

1 - Low Impact

Page 6 of 15

DURHAM PB VETTING GUIDE

- Project benefits a small number of people or impacts a large number of people who have already access to similar resources.
- Project does not benefit marginalized communities.

2 - Moderate Impact

- A moderate number of people will benefit or project provides moderate benefit to marginalized communities
 - Project is similar to one already administered by the City of Durham or others but clearly serves a distinct population that is not currently being served.
 - Project is planned for funding in the long term (2-3 years in the future) but there is justification for funding it earlier based on urgency, i.e. the resource is urgently needed or would correct or ameliorate conditions that are negatively impacting people.

3 - High Impact

- Strong community support for the project demonstrated by the number of times the idea was proposed by participants at idea collection or community views expressed during project development; support originates from a variety of communities including marginalized communities
 - A large number of people will benefit including marginalized communities
 - Project will benefit a community that is highly marginalized
 - Project will provide benefit or reduce harm to communities experiencing multiple forms of exclusion or barriers to access
 - The resource is urgently needed or would correct or ameliorate conditions that are causing immediate harm

Equity

The Steering Committee of Durham PB has set a goal of prioritizing projects which center those who are typically excluded from decision making in the community and are most often excluded from both resources and access to decision making. In order to do so, it is necessary to assess the extent to which projects advance equity in resources or access to decision making.

1 - Low Equity

- The project provides resources or benefits to a community that already has access to these resources or benefits
- The project includes elements that present barriers to those who have experienced discrimination or marginalization
- Non-government agencies involved in implementing the project do not operate according to standards of equity and non-discrimination
- The project contradicts principles of equity
- The project does not provide a clear benefit to the community

2 - Moderate Equity

- Project carries some benefits for communities most negatively impacted by systems of power, but the benefits may be greater for communities who have benefitted from historical discrimination

3 - High Equity

- Your committee's own research, meetings with city staff, and personal experience in the district indicate a high need for the project relative to other communities
- Project definitively benefits a historically-marginalized community
- Project repairs structural harm by specifically providing resources or benefits that have been limited due to discrimination or marginalization

DURHAM PB VETTING GUIDE

- The neighborhood surrounding the project is characterized by structural inequities, including lower socioeconomic status, high enrollment in public assistance, or other measures of limited resources
- The project would disproportionately serve communities most impacted by inequities, such as low-income residents, youth, seniors, immigrants, or people with disabilities
- The project would bring additional resources into the community that they otherwise would not have access to, such as matching funds or in-kind support

DURHAM PB VETTING GUIDE

Proposed Process Flow

The following process outlines how information will be shared in order to ensure sufficient vetting takes place in order to produce feasible budget proposals that fulfill the goals of the process. See the Timeline (attached) for specific dates and deadlines.

1. **Pre-vetting: Durham PB Implementation Staff** review and organize ideas that have been submitted by the community. First, they assign a numbering convention so that all ideas that have been submitted can be tracked and reported throughout the cycle. They then separate ideas out that clearly do not meet the basic requirements of the process. After this the ideas are divided up according to category and provided to the appropriate Budget Delegate committees. All ideas are retained, however they are marked according to their status and organized accordingly. Pre-vetting criteria is as follows:

- a. Yes
 - Clearly on City of Durham Property
 - Clearly within budget restrictions (more than \$50,000; less than \$800,000)
 - Offers community benefit
 - Represents a one-time cost
- b. No
 - Idea is clearly illegal
 - Idea is clearly harmful or dangerous
 - Idea is clearly discriminatory in nature
 - Idea is outside of the City of Durham, NC
 - Idea involves property that is not in the purview of the City of Durham
 - Idea is clearly over \$2.4 million
- c. Maybe
 - Location of idea is unclear
 - Idea appears to be for the specific use of a private entity
 - Involves donation of land or use of property for which ownership is unclear

- There is not enough information in the idea to determine the cost

DURHAM PB VETTING GUIDE

- 2. Volunteer committees** review and assess the ideas that have been shared with their committees. They assess these projects according to consideration of impact, equity, and feasibility based on their current level of knowledge about the projects. Each Volunteer takes 3-5 projects that score the highest on the assessment to develop into budget proposals. They also develop research questions for each of the ideas they will develop in order to guide their research on the projects.
- 3. Volunteers then turn in their initial research to the Staff for review and validation.**
- 4. Staff review proposals and provide feedback** based on their knowledge of requirements regarding the projects including:
 - a. Any additional information that is needed
 - b. Additional considerations needed to complete the project based on relevant requirements
 - c. Identify any other stakeholders or validation processes required
 - d. Any concerns or barriers to feasibility
 - e. Potential equipment or suppliers to be used and cost estimate for supplies and equipment
- 5. Volunteers** conduct additional research on projects based on feedback from staff. This can include but is not limited to:
 - a. Gathering input from residents directly affected
 - b. Conducting community research to identify demographic information relevant to determining the impact of the project
 - c. Identifying alternatives to address initial project need if there were elements of the initial project that were not feasible
 - d. Confirming agreements with any external partners who may be involved in the project according to City of Durham procedures
 - e. Identifying and researching new proposals if initial selections were found to be not feasible

6. Volunteers update their proposals with additional research and turn into City of Durham staff for final review. At this point the projects should include:

- a. Location for project in which the City of Durham has purview for implementation

Page 11 of
15

DURHAM PB VETTING GUIDE

- b. Legal agreement regarding implementation of project if it resides with a community partner and approval of this agreement from relevant City of Durham staff
- c. Full description of project including all elements of needed to implement and expected benefit
- d. Feedback from relevant community members indicating their support for the project and/or research or documentation of need, impact, community benefit, and equity considerations
- e. Final assessment and scoring based on Equity, Impact, and Feasibility
- f. Title and Description necessary for the ballot, images and long descriptions for voting guide

7. City of Durham Staff conduct final review, assign estimated cost, and sign off on completed proposals

8. Stakeholders and volunteers prepare visuals and descriptions for the ballot and for community expo to raise awareness of items to be put on the ballot

DURHAM PB VETTING GUIDE

City of Durham Roles and Resources

Department Role Contact Name ,

Title

jet and
agement
ices

Baker@ Shareabouts
Baker@ Shareabouts
Baker@ Shareabouts
(when active)
(when active)
(when active)

jet and
agement
ices

Email Resource Links

Budget and
Management
Services

Andrew.Holland@ [PB Durham](mailto:Andrew.Holland@PB.Durham)
Andrew.Holland@ [PB Durham](mailto:Andrew.Holland@PB.Durham)

[telson@
i0.4111
289](mailto:telson@i0.4111289)
[telson@
i0.4111
289](mailto:telson@i0.4111289)
[telson@
i0.4111
289](mailto:telson@i0.4111289)
[telson@
i0.4111
289](mailto:telson@i0.4111289)

e of City
ager

on Strategic Plan

leischer@
i0-4197, ext.

General
Services

leischer@
i0-4197, ext.

leischer@
i0-4197, ext.

County
ning
artment

ost,

ost,

Historic Preservation
Commission

Jina.Propst
@
Jina.Propst
@
Jina.Propst
@

Rosenberg@ Process for
Rosenberg@ Process for
Rosenberg@ Process for

Certificate of
Appropriatenes
s (COA)
Certificate of
Appropriatenes
s (COA)
Certificate of
Appropriatenes
s (COA)

General
Services

ton,
jects

ton,
jects

Stacey.Poston@ Public Art
Stacey.Poston@ Public Art
Stacey.Poston@ Public Art

s and
lation

Committee
Committee
Committee

General
Services
Real Estate
Division

is.Dawson@
i0-4355, ext.

is.Dawson@
i0-4355, ext.

is.Dawson@
i0-4355, ext.

cher,

cher,

Land
Donation

Process
Land
Donation
Process
Land

Donation
Process
Land
Donation
Process

DURHAM PB VETTING GUIDE

Transportation
Review and vet major projects
Bill Judge, Interim
bill.judge@d
Durham Department
relating to transportation.
Director
919-560-4366, ext.
[Transportation](#) 36420
[Projects](#)
Traffic Calming Policy
Transportation Department
Page 14 of 15
[Durham Bike Walk Plan](#)
[Durham Transportation Projects](#)
Transportation Department
Review and vet projects relating
Dale McKeel,
dale.mckeel@ to pedestrian and bicycle
Bicycle and access and transportation
Pedestrian
919-560-4366, ext. (sidewalks, safety, bike lanes,
Coordinator
36421 etc.).
Primary contact for review and
Anne Phillips,
anne.phillips@
[New Signals](#) vetting of projects related to
Transportation
919-560-4366, ext.
[Planned](#) transportation.
Specialist
36210
(Document)
[Transportation Equity Map](#) (Document)
Go Triangle Review and vet projects relating
Durham County to public transportation; provide
Transit Plan information on ridership, projects in work, etc.
Public Works Department
Erik Landfried,
elandfried@gotriangl Transit Service
[e.org](#) Planning Supervisor
(919) 485-7508
[Durham One Call](#)
Public Works Departments
Provide feedback on proposals
Tasha Johnson tasha.johnson@durh related to repairs, planning and
[amnc.gov](#) development of city infrastructure.
919-560-4326 ext. 30262
[Street Maintenance Map](#)
[City and State Roads \(Powell Bill Map\)](#)
Technology Services
Determine right-of-way on
Cecelia Carden,
cecelia.carden@durh roads and streets (i.e. whether

Transportation

amnc.gov or not City has ability to conduct

Technician projects or make changes).

919-560-4366 ext. 36415

Review and provide feedback

Frederick Ravin frederic.ravin@durha on projects involving electronic

mnc.gov or digital equipment and services in city programs.

910-560-4122 ext. 33201

Commented [1]: Referred to in meeting - link needed

Commented [2]: Confirm contact

DURHAM PB VETTING GUIDE

Week of

Proposal Development Interest Meeting and End of Year Party

- Raise awareness about opportunity to participate in proposal development
- Celebrate accomplishments and contributions thus far 12/17/18

Orientation ● Training for budget delegates and facilitators

- Review overall process, guiding principles, and tools for facilitation and research

First Budget Delegate Meetings

- Budget delegates pick & assess projects

Page 15 of

- Identify research questions 1/21/19 **Second Budget Delegate Meeting**
- Complete first round of details about project (location & other specifics)
 - Plan community research 1/28/19 **First Technical Review with Staff**
 - **Budget Delegates provide initial research on projects (exact location, description, purpose)**
 - **Staff review, troubleshoot, and provide technical information for next steps 2/4/19**

Third Budget Delegate meetings

- Discuss research findings and challenges
- Identify final research questions 2/11/19

Fourth Budget Delegate Meetings

- Incorporate feedback from staff
 - Finalize list of research questions and details 3/4/19 **Second Technical Review with Staff**

with Staff

- **Submit final details to staff for costing including specific equipment details and community input**
- **Identify any gaps and make sure enough projects in pipeline 3/11/19 Fifth Budget Delegate Meetings**

Budget Delegate Meetings

- Incorporate final research
- Finalize proposals 3/18/19

Turn Final Proposals In to City of Durham 3/25/18

Final review and costing by City of Durham 4/15/18 **Poster Making Party**

- Create posters describing projects to inform community 4/22/19

Citywide Project Expo

- Kickoff event for community to learn about projects in preparation for voting 5/1/19

VOTING MAY 1 - MAY 30, 2019