



**PARTICIPATORY BUDGETING
CHICAGO**

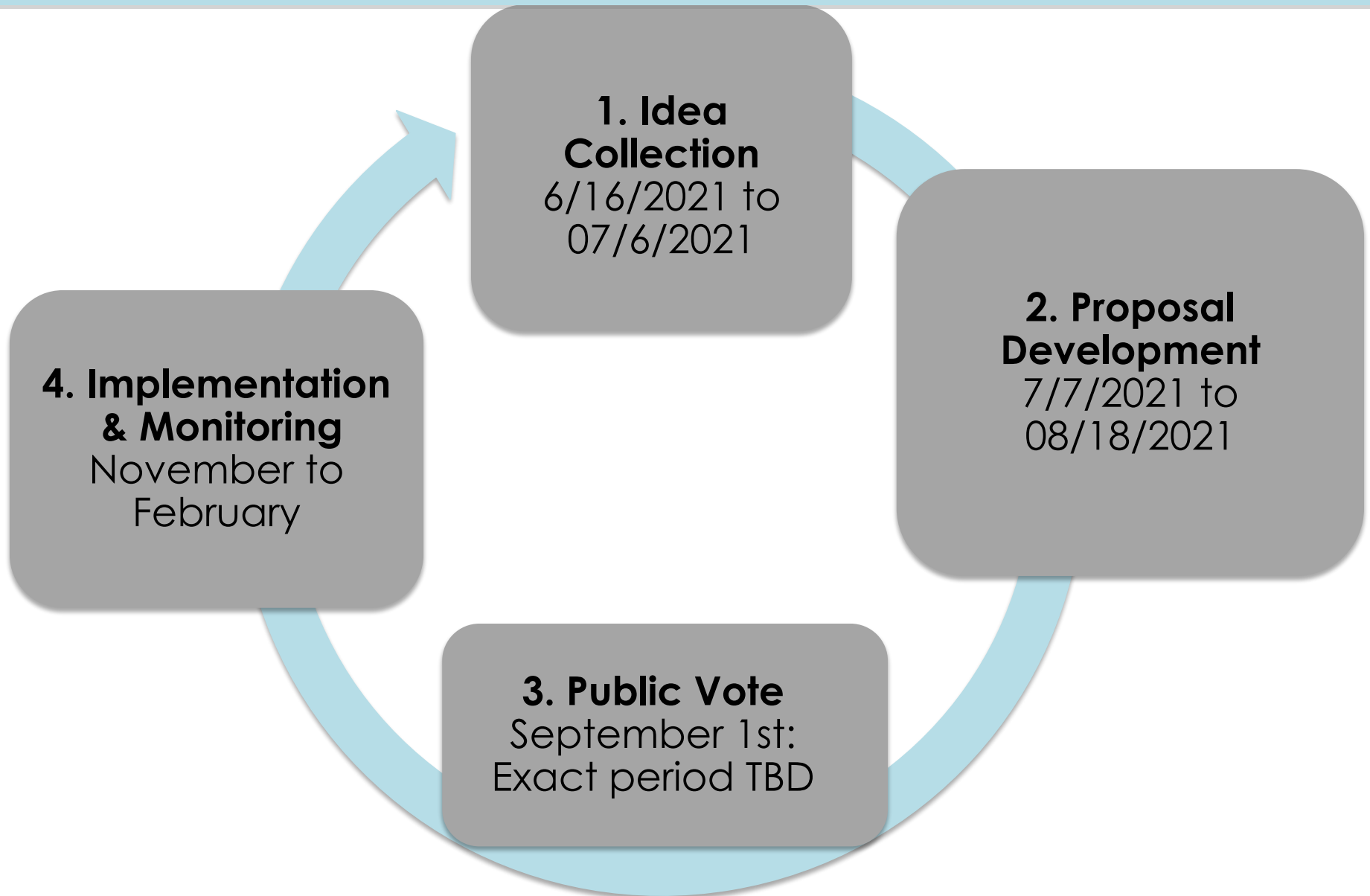
OUR MONEY, OUR DECISION

AGENDA

- Welcome and Introductions
- Two examples of PB Processes
- Project Management Guide for the 1st Ward Process
- Roles of volunteers: Community Representatives and Committee Representatives
- Idea Collection
- Next Steps

HOW DOES PB WORK IN CHICAGO?

1st Ward Schedule



What are the specific roles of participants?

All Community Members

Can:

- Propose project ideas
- Encourage friends and neighbors to participate in PB Chicago
- if over age 14 and lives in the Ward, you can vote!

Can't

- Develop full proposals
- Participate in the evaluation process

Volunteer: Community Representatives

Can:

- Discuss and prioritize initial project ideas
- Develop full project proposals that will end up on a voting ballot
- Prepare project posters and presentations

Can't

- Facilitate meeting events
- Make decisions on PB Chicago governance at the Ward Level

Volunteer: PB Committee Member/ Leadership Committee

Can:

- Help identify locations for idea collection, project expos, and voting
- Distribute promotional materials
- Facilitate idea collection events, project expos, and community representative meetings

Can't

- Develop full proposals
- Develop project posters and presentations

1st Ward Project Management Guide

Idea Collection: Mid June to July 6th

Main Volunteer: Committee/Leadership Committee Member

During the month of mid June to July 16, the ward staff, with committee members, will conduct Idea Collection events. Idea collection can happen in person, through emails and phone calls to the ward office, and can also take place online via newsletters, google forms, zoom, and social media. The goals of Idea Collection are to: **1) collect ideas; 2) inform the community about the budget and PB; 3) to recruit Community Representatives.** Idea Collection events are an opportunity for you to not only bring people to you, but also to take your PB process to the community.

1st Ward Project Management Guide

Proposal Development: Mid June to July 6th

Main Volunteer: Community Representatives

During Proposal Development, your Community Representatives and ward staff will meet to review the idea submissions, prioritize the top ideas, research the ideas to create project proposals and then vet those projects through the appropriate City Departments (mainly the Office of Budget and Management). During this phase the goals are for: **1) Community Reps to identify priority projects; 2) Ward staff to gather info for Community Reps on proposed ideas; 3) ward staff to gather pricing and info to create final proposals for the ballot.** Proposal Development will continue through August as ward staff gather pricing info and help volunteers figure out details of their proposals.

1st Ward Project Management Guide

Proposal Development- Mid June to July 6th Planned timeline

Proposed PB1 Calendar (Virtual)

Wednesday, July 7 (6pm) --> Proposals

- Community Representatives decide which subcommittee they want to join
- Begin to work in groups to filter ineligible projects or how projects can be workshopped to become eligible.
- Set plan to meet in subcommittees to **add pictures of sites** (research)

Wednesday, July 21 (6pm) --> Proposals / Project Development

- Identify local problems and needs and discuss potential equity issues using Ward map, demographic information, and prior voting cycle history
- Evaluate project **using evaluation matrix tool**
- Meet in subcommittees to finish evaluations if not completed

1st Ward Project Management Guide

Proposal Development- Mid June to July 6th Planned timeline

Proposed PB1 Calendar (Virtual)

Wednesday, August 4 (6pm) --> Project Development

- Develop **final project proposals** to determine top projects for **Ward staff** to send to Office of Budget and Management to verify eligibility
- Develop project proposals in subcommittee if not completed

Wednesday, August 18 (6pm) --> Project Development / Voting
Development

- Decide how **projects will be viewed on the ballot**
- Decide if there will be project bundling

1st Ward Project Management Guide

Outreach and Vote- Mid August to September

Main Volunteer: Committee/Leadership Committee Member

Proposal development will continue through August as ward staff gather pricing info, obtain final eligibility verification from the Office of Budget and Management, and help volunteers figure out details of their proposals. While some volunteers work on the proposal development, the Committee/Leadership Committee can begin staffing outreach events building the contact list as well as informing community members about the upcoming vote for the 2021 Menu Money funds. Outreach efforts will continue through this month to support the community vote. Voting can take place at community events, in the ward office, and in local schools, etc.

Proposed PB1 Calendar (Virtual)

Wednesday, September 1 (6pm) --> Voting Development

1st Ward Project Management Guide

Evaluation and Implementation - September

This is the time to hold a community evaluation discussion about your process gathering feedback from your participants, volunteers and staff. Don't wait too long after your vote to do this or else you might lose some valuable information. A survey will also be issued to volunteers to learn about their experiences.

It is mainly up to the Ward staff to keep PB volunteers informed on implementation results via email or newsletter on progress of projects