
Scope of Work for Developing a Neighborhood Participation Plan

General Framing Information

Definition:

The City of New Orleans Neighborhood Participation Plan (NPP) is a city-wide framework for instituting clear, meaningful and effective neighborhood participation processes and/or policies. This involves building participation capacities throughout the community and within city government (to include public-private partnerships, boards, commissions, and special initiative task forces and working groups). As a guiding framework, NPP will provide the foundation for New Orleans government and its neighborhoods and community members to work productively together under clear processes and guidelines for reaching better-informed and community-supported government decisions.

Application:

The City of New Orleans NPP shall be developed as a comprehensive framework that will be utilized at the governmental decision-making unit level by all city governmental units making decisions that affect any aspect of community life. Each city governmental unit will apply the City's NPP **to achieve specified outcomes for neighborhood participation within that unit's work plan.**

The City's NPP long-term implementation goal (2-3 years) is to ensure that all city government units adopt, adhere to, continuously maintain, and improve practices, processes and policies that are aligned with the City's NPP and meet the established standards for providing meaningful and effective neighborhood participation. As such, NPP will provide a significant foundation for improving internal government processes and/or policies with respect to community information flow and participation in government problem-solving.

Stewardship (*defined as ownership of coordination*):

The Neighborhood Engagement Office will assist with development, implementation and monitoring of city agencies and departments' application of NPP guidelines.

Implementation:

In response to the City of New Orleans Master Plan, Councilmember Jacquelyn Clarkson's Resolution No. R-10-439, as well as the Home Rule Charter (Section 5-411) mandate to "*establish by ordinance a system for organized and effective neighborhood participation in land-use decisions and other issues that affect quality of life,*" the Neighborhood Engagement Office will coordinate a multi-phase process that will accomplish the following tasks in chronological order:

1. Creation of city government-wide policies and process for neighborhood participation;
2. Creation of specific neighborhood participation plan guidelines for the City Planning Commission;
3. Pilot implementation/evaluation of NPP guidelines within CPC activities, processes and functions;

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4. Targeted implementation/evaluation of NPP guidelines across other high-impact government departments/agencies/units; and
5. Full-scale implementation across all city government units.

The Neighborhood Engagement Office will work with community members, issue leaders, key administrative directors and members of the City Planning Commission to develop both the city-government wide NPP policies and process and the specific NPP guidelines for CPC.

The pilot implementation of the CPC's NPP will serve as the key cornerstone learning opportunity for the implementation of the City's NPP.

City of New Orleans Neighborhood Participation Plan Development Format

The City of New Orleans Neighborhood Participation Plan (NPP) will be developed in five phases over a period of twenty-one months, from August 2011 to May 2013, which are outlined below as follows:

Phase I—Framework development of City's NPP

August to October 2011

Phase II—Development and adoption of **City Planning Commission's NPP** component

October 2011 to March 2012

Phase III—Pilot implementation/evaluation of the City Planning Commission's NPP component

April 2012-September 2012

Phase IV—Limited implementation/evaluation of City's NPP across targeted city government departments

November 2012-March 2013

Phase V—Comprehensive implementation of the City's NPP

(city-wide program finalization with lessons learned from initial implementation)

May 2013

Scope of Work for Phases I & II (*development phases*)

An NPP Coordinating Team (CT) composed of:

1. key administrative department directors;
2. city planning commission staff and commissioners; and
3. a community working group;

will develop both the City's NPP and the CPC's NPP component (which will be delivered to City Council for approval no later than March 30, 2012).

Roles & Responsibilities of NPP Coordinating Team Components

City Planning Commission Staff and Commissioners

- leads technical/legal discussion on potential models, policies and practices relative to CPC activities

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- engages private and public technical advisors, as well as advocate and community groups that have provided, over previous years, suggestions, models, ideas and perspectives that will be discussed by the full Coordinating Team
- provides detailed, comparative analysis of potential land-use and development processes and policies used in other cities that may benefit New Orleans
- informs and educates participating working group on technical and legal challenges and opportunities to suggested recommendations

Key Administrative Staff (coordinated by Neighborhood Engagement Office)

- leads, coordinates community outreach and participation activities (charettes, sub-committee working meetings, and other public input meetings) of diverse stakeholders from throughout the city
- ensures alignment of CPC's NPP processes and guidelines with City's NPP framework
- convenes and coordinates the community working group
- coordinates neighborhood-based learning and information sharing during the process

Community Working Group (coordinated by Neighborhood Engagement Office)

(note: the community working group will be a fully representative body of leaders from throughout the city, which will include the original task force created by the City Planning Commission, as well as additionally invited members from neighborhood, business and community groups)

- reviews and provides feedback on technical and framework information provided
- recommends additional practices and policies not provided by the administrative or CPC staff
- provides input on all working drafts
- informs corresponding neighborhood-based stakeholders and community networks
- facilitates gaining city-wide community support for the final proposal
- facilitates participation in City Council vote when the proposal is considered for adoption
- transitions to serve as contributing team of stakeholders for the city-government implementation phases (III-V)

Timeline for Phase I & II

August 1-5, 2011

- Identify, invite, inform & prepare community stakeholders who will participate in the City's broad NPP development process

August 15-October 15, 2011

- Hold five working meetings with the Coordinating Team (CT) to develop the City's NPP Draft Framework
 - 1st meeting-welcome, groundwork, work plan, expectations, distribution of materials
 - 2nd meeting-review/discussion of first draft
 - 3rd meeting-review/discussion of 2nd draft
 - 4th meeting-review/discussion of 3rd draft
 - 5th meeting-presentation of final plan, develop outreach plan to inform general community, transition and prepare for CPC-related NPP work

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Timeline for Phase I & II (continued)

October 19, 2011

- Convene CT to begin City Planning Commission's NPP component
- Initiate CPC's original scope work for this process (see the City Planning Commission's website for this document)
- Establish appropriate number of working meetings, subcommittees, expectations, and goals

October 19, 2011-March 30, 2012

- Hold several working meetings (number of needed meetings to be established on October 19 by full CT)
- Provide at least three opportunities for draft review and community input
- Prepare the final plan to be submitted to City Council
- Determine CT's role during targeted implementation phases III-IV