

THE PEOPLE'S BUDGET Seattle

Budget Delegate Guide



2023

INTRODUCTION

This guide provides a one stop **overview of proposal development for Budget Delegates** who will turn ideas collected in the **Seattle People's Budget** process into full proposals that will be placed on the ballot for a vote.

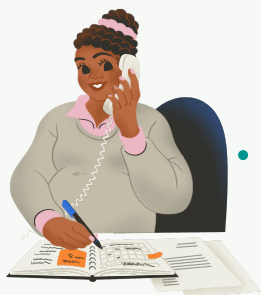
Proposal Development Roles

Proposal development is an "all hands on deck" process! While Budget Delegates will research and prioritize, and finalize projects to put on the ballot for a vote, **The Participatory Budgeting Project (PBP), Budget Delegate Facilitators, city agencies, The Steering Committee, and the People's Fellows** will serve as resources to help Budget Delegates develop proposals.

The Participatory Budgeting Project (PBP)

PBP will provide coaching & guidance to support proposal development. You can count on PBP to:

- Provide resources, guidance, & troubleshooting support to the City of Seattle, Budget Delegate Facilitators, & Budget Delegates



Budget Delegates

Budget Delegates will research, prioritize, & turn ideas collected from the community into full proposals. This process involves:

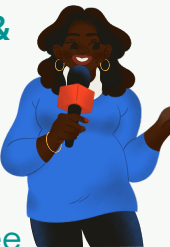
- Attending Budget Delegate committee meetings Tuesdays & Thursday, 4:30-6:30pm.
- Researching idea subject matter in the Seattle context (can include reviewing local stats, site visits, & talking to community members who would be affected by this topic or individuals who have implemented this kind of proposal)
- Applying feedback from city agencies & community members to final proposals

Budget Delegate Facilitators

Budget Delegate Committee Facilitators will facilitate committee meetings & keep Budget Delegates on track to submit proposals.

Facilitators will:

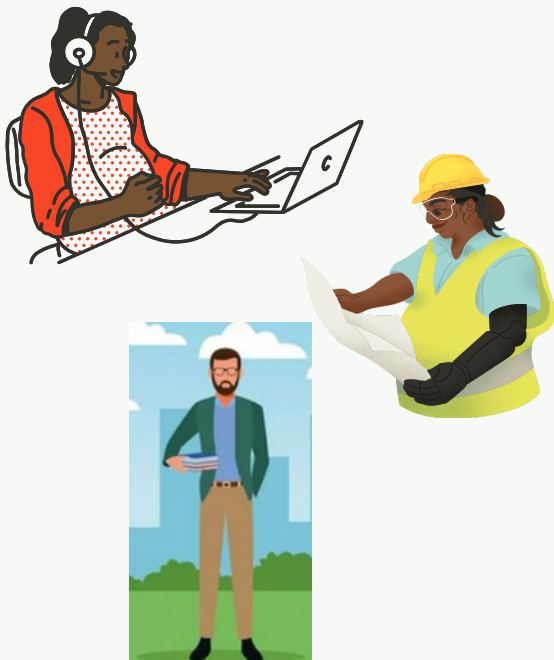
- Facilitate committee meetings & share meeting agendas & notes
- Communicate information, news, & feedback provided by PBP or city agencies relevant to the Budget Delegate committee
- Remind committee of upcoming deadlines



City Agencies & Seattle Office for Civil Rights

The Seattle Office for Civil Rights will work with City City agencies to identify staff who will review proposals. City agencies will be reviewing ideas that are under their agency's implementation purview to make sure all ideas on the ballot are feasible. This will include:

- Identifying ideas that are not feasible due to **legal, jurisdictional, or budgetary conflicts**
- Providing cost estimates & other implementation context to Budget Delegates to support the development of proposals
- Providing information & feedback to proposals to help make them feasible



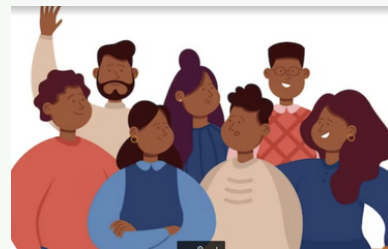
The People's Fellows

*The **People's Fellows** are a group of 15 youth between the ages of 14 & 21 who live, work or play in Seattle.*

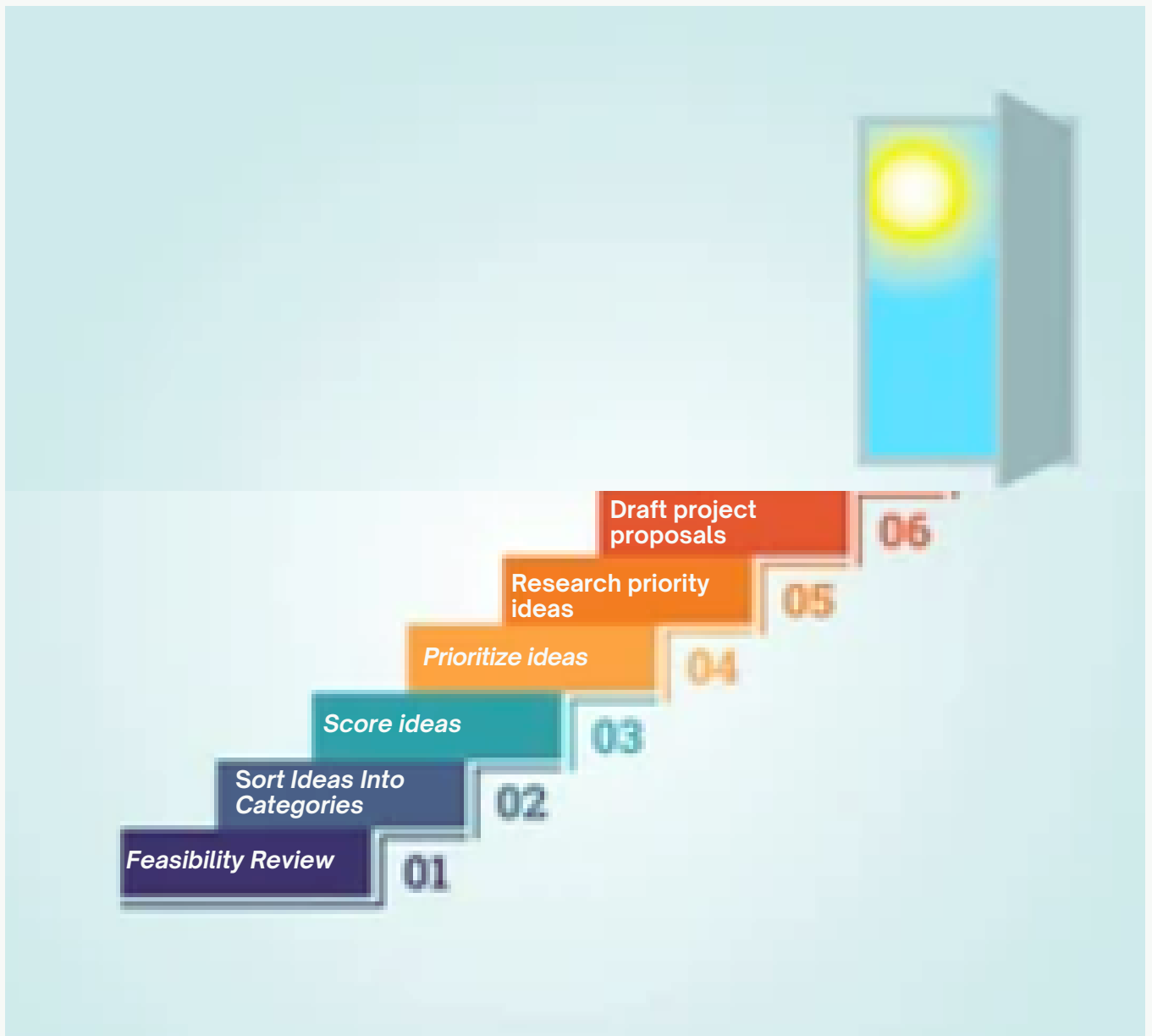
Since the summer of 2022 they have been working to build a coalition of youth organizations and the young people they support to invite them into participatory budgeting.

The People's Fellows will support proposal development by providing a youth lens on proposals that might affect young people. This may include:

- Attending relevant budget delegate meetings to provide feedback on proposals that pertain to youth
- Providing feedback on ideas in our participation platform (Decidim)
- Connecting Budget Delegates with organizations that are in the fellow's coalition that may be relevant to specific proposals pertaining to youth (*if requested*)



THE 6 STEPS OF PROPOSAL DEVELOPMENT



Steps In Detail

Proposal development in Seattle will involve 6 steps. The first two steps will be done by the City and the Participatory Budgeting Project (PBP). Steps 3 - 6 will be done by Budget Delegates, with support from Budget Delegate Facilitators, PBP, city agencies, and the People's Fellows.

1 Feasibility Review: July 24th - August 11th

The Seattle Office for Civil Rights (OCR) will be sharing ideas downloaded from our participation platform (<https://pbseattle.org/>) with appropriate city agencies so they can review for feasibility. *That means Budget Delegates will have list of ideas vetted for feasibility by the time proposal development begins.*

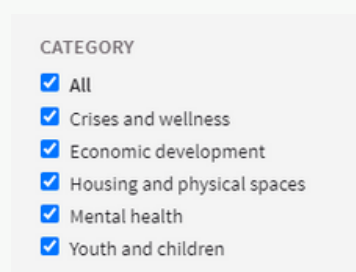
*Ineligible ideas will be shared with Budget Delegates in a different tab of the idea spreadsheet. **City staff will use the following criteria to review project proposals to make sure projects on the ballot are feasible:***

- This idea contains nothing that is illegal.
- This idea is within the City's jurisdiction.
- This idea won't cost more than \$27 million.
- This idea wouldn't require new policy
- This idea doesn't name a specific vendor.
- This idea has an end date.

- This idea conflicts with the law.
- This City doesn't have jurisdiction to do this idea.
- This idea would cost more the \$27 million.
- This idea requires policy change, which is out of scope for this process.
- This idea names a vendor, which would violate open contract laws.
- This idea has would not incur costs indefinitely.

2 Sort Ideas Into Categories: July 24th - August 11th

PBP will download ideas sorted by category through our participation platform (<https://pbseattle.org/>) and share these ideas with the city for review.



CATEGORY

- All
- Crises and wellness
- Economic development
- Housing and physical spaces
- Mental health
- Youth and children

3 Score Ideas: August 21st - September 1st

Budget Delegates start here

Working within committees sorted along the five idea categories (shown above), which were the recommended project categories for this PB process in the [Black Brilliance research report](#), **Budget Delegate committees will score ideas within their project category using the Idea Scoring Tool.**



Using a scale of 1 - 5, **the idea scoring tool** (pictured below) will ask Budget Delegates to score each idea based on need for project, impact of project, as well as the project's likely effect on equity, accessibility, and safety.

This step typically involves committee members deliberating over the scoring. This deliberation is encouraged and ensures we are considering the many different perspectives of our community members in the proposal development process, especially those who may not be represented in the committee and those who are consistently excluded from typical decision-making processes.

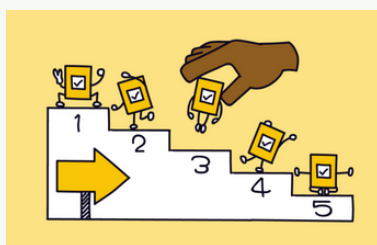
Note: *Committees will have city staff assigned that will provide context and city feedback. It will be important to attend meetings to receive this context

	Need	Impact	Equity	Accessibility	Safety
1	1. Very low need (project does not address a widely-experienced need or problem)	1. Very low impact (project is very unlikely to meaningfully impact a large number of community members)	1. Very low equity impact (project does not benefit an underserved population at all)	1. Very low accessibility (project presents clear barriers to participation without a clear way to address them)	1. Very low safety (project presents clear safety concerns)
2	2. Low need (project addresses a low-priority need or issue)	2. Low impact (project is unlikely to meaningfully impact a large number of community members)	2. Low equity impact (project carries some benefits for an underserved population, but the benefits may be greater for the community's more privileged populations)	2. Low accessibility (project presents clear barriers to participation, but there may be a way to address/resolve them)	2. Low safety (project may present safety concerns)
3	3. Medium need (project addresses a medium-priority need or issue)	3. Medium impact (project may meaningfully impact a large number of community members)	3. Medium equity impact (unclear if project will benefit underserved populations)	3. Medium accessibility (unclear if project presents barriers to participation)	3. Medium safety (unclear if project presents safety concerns)
4	4. High need (project addresses a high-priority need or issue)	4. High impact (project is likely to meaningfully impact a large number of community members)	4. High equity impact (project definitively benefits an underserved population)	4. High accessibility (project is widely and easily accessible)	4. High safety (project does not present safety concerns, and may improve the safety of existing infrastructure)
5	5. Very high need (project addresses an urgent and widely-experienced need or issue)	5. Very high impact (project is very likely to meaningfully impact a large number of community members)	5. Very high equity impact (project deeply and definitively benefits an underserved population)	5. Very high accessibility (project centers and/or prioritizes accessibility as part of its design and intended impact)	5. Very high safety (project actively identifies existing safety issues and would work to address and resolve them)

4 Prioritize Ideas: August 21st - September 1st

After Budget Delegate committees deliberate over idea scoring, *they will select 4-5 ideas* to research and develop within their category. The ideas that committees choose to move forward are the ones they will research to develop into full proposals.

This step will also naturally involve deliberation. Your Committee Facilitator will support your committee in this deliberation.



5 Research Priority Ideas: September 4 - 8

Budget Delegates will research proposals they will move forward in order to design what the proposal will look like. For example if a Budget Delegate committee has decided to move forward an idea to provide free mental health supports geared to addressing a gap in services in Black & immigrant communities, they may want to research the number of existing free or low cost programming in different neighborhoods to determine where this proposal should be placed to make the most impact. They may also want to talk to current mental health service providers that are free or low cost to identify any considerations that might be important for implementation). In this case, they may also want to research any languages that may be important to provide mental health services in.

There won't be a lot of time to research proposals, so Budget Delegates may want to split research tasks between each other.

Note: *The People's Fellows are a resource to provide feedback on proposals that pertain to young people and should be contacted to make sure youth proposals are being designed with the perspectives of young people in mind. This is important since young people under 18 cannot serve as Budget Delegates. Please use the [Youth Feedback Form](#) to request feedback on your proposal from a People's Fellow



6 Draft Proposals: Sept 4- September 15th

Once committees have researched proposals they will draft them, filling in details such as: 1) *proposal description (details of services provided, desired impact, and any important parameters;* 2) *proposal cost estimate;* 3) *who will benefit from this proposal;* and or 4) *implications for the Request for Proposal process (which will be used to select organizations or companies that will implement winning proposals.* Please see the Project Proposal Form to get an overview of the details proposals should aim to provide.

Note: & It will be important to include any feedback provided from city agencies and community members to ensure proposals submitted are feasible and will meet the needs of community members.

Once proposals are ready to submit, Budget Delegate Committees will submit them over our participation platform:

Next Steps

Congratulations on making it to the end of the proposal development process! PBP staff will now work to create and translate ballots so our communities can vote. There will likely be a project expo to show our communities what's on the ballot and celebrate the ideas on the ballot. Don't forget to invite your friends, family and neighbors to vote!

After The Vote

After all the votes are counted, Budget Delegates will be invited to participate in a lessons learned discussion and/or survey to identify lessons learned throughout the proposal development process and inform recommendations.



Appendix A: Budget Delegate Expectations



Attendance

- *Attend at least 6 of the 8 Proposal Development meetings*
- *Dedicate approximately 6-10 hours of non-meeting work time to scoring, ranking, and proposal development*

Participation

- *Participate actively and collaboratively with the other Budget Delegates and relevant City staff*

Responsibilities

- *Score and rank ideas using the criteria and scoring rubric provided and finalized by the Budget Delegate Committee to objectively assess the viability and desirability of each idea*
- *Research and develop 10-12 project proposals with a small team of Budget Delegates and with the support of City staff*
- *Help finalize and polish the final ballot for the Budget Delegate's focus area*
- *Review any recordings and materials for any missed Budget Delegate meetings in advance of the next Budget Delegate meeting*
- *Support outreach and engagement, serving as ambassadors for the 2022-2023 Seattle PB Process through the final community vote and making good faith efforts to increase awareness and encourage others to be engaged in the 2022-2023 Seattle PB Process*

Guidelines

- Understand and acknowledge that accepting to serve on the Budget Delegate Committee means that Budget Delegate is serving on a public committee where Budget Delegate meeting minutes, actions, and decisions may be available to the general public in accordance with applicable law
- *Ensure and promote the safety of all Budget Delegates*, including minors serving on the Budget Delegate Committee
- *Adhere to the health & safety orders and protocols* set by the State of Washington, the City of Seattle, and the Organization, including following all current City and State public health orders
- If a Budget Delegate Member is not feeling well or has knowledge of an exposure to someone testing positive for COVID-19 (including any variant strains), Budget Delegate shall refrain from attending any in-person Budget Delegate meetings
- For in-person Budget Delegate meetings, a virtual option will be made available when requested
- *Adhere to the Budget Delegate rules and norms (also known as Community Agreements)* collectively identified and agreed upon by the Budget Delegates
- Complete/sign the relevant sign-in for each Budget Delegate meeting attended. The Organization and City will administer this to help ensure the Organization and City know who is in attendance. This is how Budget Delegate participation and attendance will be tracked so the Organization may confirm each Budget Delegate's engagement for payment eligibility

Appendix B: Meeting Schedule

In total, it is estimated that there will be approximately 11 to 13 Budget Delegate meetings between August through September, 2023 for a total of approximately 22 - 26 hours of meetings during that period.

It is also estimated that Budget Delegates will be asked to dedicate up to 10 hours of non-meeting work time to scoring, ranking, and proposal development. Please keep in mind, this is an estimate and dates and the number of meetings may be subject to change.

PROCESS STEP	TENTATIVE DATES* (2023)	BUDGET DELEGATE ROLE
Orientation + Training (2 meetings)	8/14, 8/18	<ul style="list-style-type: none"> • Develop an understanding of: <ul style="list-style-type: none"> ○ PB process ○ Proposal development process ○ Budget Delegate roles and responsibilities • Create community agreements
Idea Scoring + Ranking (4 meetings)	8/22, 8/24, 8/29, 8/31	<ul style="list-style-type: none"> • Score ideas based on need, impact, feasibility, value-alignment • Finalize projects for development
Proposal Development (3 meetings)	9/5, 9/7, 9/12	<ul style="list-style-type: none"> • Conduct research to build out proposals complete with cost estimates, implementation timelines, and descriptions
Ballot Review (1 meeting)	9/14	<ul style="list-style-type: none"> • Confirm the ballot draft is accurate and ready for publication
Evaluation (1 meeting)	9/19	<ul style="list-style-type: none"> • Participate in a discussion reflecting on the experience of serving as a BD, sharing learnings, and completing a post-process survey

Appendix C: Proposal Submission Form

Refer to the [Proposal Submission Form](#) before beginning to research the ideas you will develop into full proposals in order to understand the information you will be required to submit.

Seattle Participatory Budgeting - DRAFT Proposal Template

Project title: Insert creative project title. This title will ultimately go on the ballot!	
What idea(s) inspired this project? Copy the idea that inspired this project below:	Project description: Insert project description. How would you describe your project in a couple sentences? This text will ultimately go on the ballot!
	Notes <ul style="list-style-type: none">• Q from staff:• Q from staff:• Q from delegate:• Q from delegate:

Research Questions Use the prompts below to identify key information and details you can use to build your proposal descriptions	
What & Where: <ul style="list-style-type: none">• Project details or scope: • Cost (including maintenance):• Timeline:• Location:• Other implications:	
Why: <ul style="list-style-type: none">• What is the project's purpose?• What inspired this project?• What are its desired impacts?• Who is the focus/target population?	
Cost estimate: Research questions and info <ul style="list-style-type: none">• Q:• A:	What unanswered questions do you have about this project? Insert any questions you have about this project that hasn't been answered yet. Research questions and info <ul style="list-style-type: none">• Q:• A:

Feedback on this proposal - Seattle City staff will complete the following:

Question	Response from City staff or Council office
What modifications to the proposal do you suggest or require?	<insert response>
Is there anything else budget delegates should know about this project proposal? (E.g., feasibility concerns, similar projects happening elsewhere.)	<insert response>
Provide a conservative cost estimate for this project. (Please also add this cost estimate <u>to box</u> above on the 1st page.)	<insert response>