

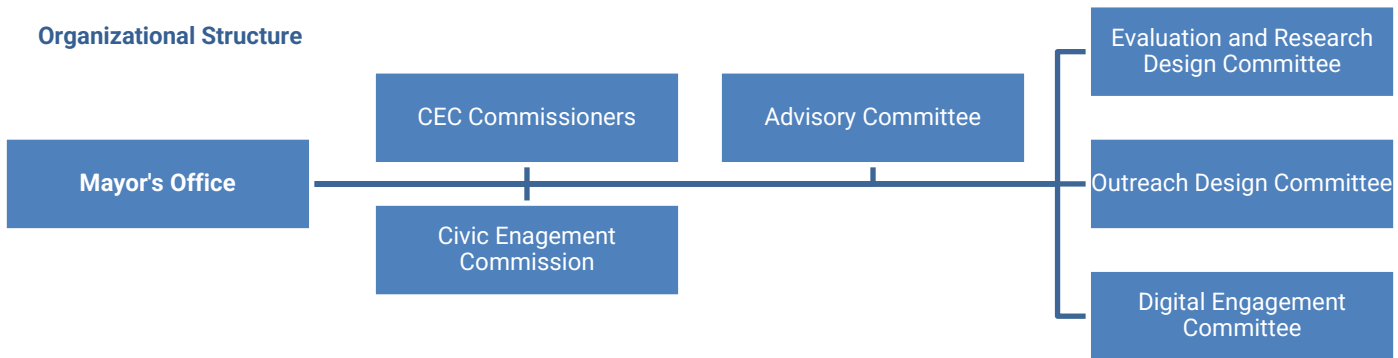
## Participatory Budgeting Advisory Committee 2022

The NYC Civic Engagement Commission (CEC) is seeking volunteers to serve on the Participatory Budgeting Advisory Committee (PBAC).

The PBAC will play an important role in advising the CEC Commissioners and staff on the development and implementation of a \$5M citywide participatory budgeting expense program, to roll out in FY23. Volunteers with a passion and commitment to ensuring a citywide PB program is inclusive and equitable are encouraged to apply! Please note that while the PBAC Advisory Committee will play a central role in advising the CEC, it is an advisory body and its "recommendations have no binding effect on the Commission or any City agency (See Charter § 3202(a)(1)(c))." Recommendations of the advisory committee may be subject to Commissioners' and NYC Mayor approval.

We are looking for volunteers with a commitment in their professional and personal lives to the principles of diversity, inclusivity, and equality – especially in the arenas of city governance and representation. Preference will be given to members of the communities that are listed in the Charter as target populations for outreach and engagement. Professional experience working directly with these communities will also be considered. All members are asked to serve a minimum of a year on the committee with possibility of membership renewal. Members who are receiving funds directly from the project or the CEC may be perceived as having a conflict of interest and will therefore not be eligible to serve.

### Organizational Structure



### PBAC Committee Responsibilities

Please note applicants may be appointed to either the Advisory Committee, Design Committee, or may be asked to serve both. We are looking for a diverse and balanced committee in terms of both skill sets and representation to advise the CEC on design and implementation.

### PB Advisory Committee

1. Participate in regular bi-monthly meetings
2. Provide feedback on design and implementation plans presented by the Commission and as recommended by the subcommittees
  - a. Best practices for outreach and education
  - b. Use of technological tools to promote participation by a wide range of residents
  - c. Reporting of demographic information and methods to promote efficiency and equity in the administration of the program. (per Ch. 76)
  - d. Contribute to the evaluation of the Citywide PB Process
3. Advocate for necessary staffing and resources to ensure principles of PB are adequately upheld.
4. Represent and mobilize key stakeholders and demographics to ensure the PB process is inclusive and representative of CEC's targeted demographics and marginalized communities generally.
5. Advise on messaging, framing, and communicating to residents and key stakeholders throughout the implementation process.
6. Promote the PB process through press, social media, and other networks using protocols developed by the Engagement Commission and in collaboration with the PBAC and its subcommittees.

### Design Committees

1. Participate in regular monthly meetings<sup>i</sup>
2. Provide recommendations to inform the design and implementation of the PB process, including:
  - a. Best practices for outreach and education
  - b. Use of technological tools to promote participation by a wide range of residents
  - c. Reporting of demographic information and methods to promote efficiency and equity in the administration of the program. (per Ch. 76)
  - d. Evaluation of the Citywide PB Process

Evaluation and Research	Technology and Digital Engagement	PB Advocacy, Outreach and Engagement
<ul style="list-style-type: none"> <li>Advise on Reporting mechanisms and transparency</li> <li>Advise on any pre-research and evaluation processes that should occur before implementation</li> <li>Evaluating tools &amp; other metrics from prior processes &amp; from other municipalities</li> </ul>	<ul style="list-style-type: none"> <li>Provide recommendations on the use of technology and digital engagement strategies</li> <li>Recommend use of digital and non-digital tools and design of tools to support the process and maximize engagement at each stage of the process, including idea collection, project submission and vetting, and voting</li> <li>Provide advice on user testing and user interface of digital tools and platforms</li> </ul>	<ul style="list-style-type: none"> <li>Advise on stakeholder engagement</li> <li>Advise on outreach and communications strategy, including messaging and promotion</li> <li>Provide recommendations on strategies to reach specific populations (seniors, youth, NYCHA residents, LEP individuals, etc.)</li> </ul>

### How to apply to the PB Advisory Committee

- Fill out [the online application](#) by **March 15<sup>th</sup>, 2022**
- Schedule a meeting with the CEC by emailing: [participate@civicengagement.nyc.gov](mailto:participate@civicengagement.nyc.gov)
- The first meeting of 2022 will be held during the last week in March

### Description of Selection Criteria

Application and Selection Criteria
A. Experience <b>Serving Underserved Populations &amp; Communities</b>
B. <b>Professional Experience:</b> Preference given to applicants that have experience in contracting & procurement, planning and managing city projects, programs or initiatives, participatory budgeting, or other public participation programs <i>OR</i> expertise in one of the following areas: evaluation, outreach, and education, use of technological tools to promote participation, etc. <i>For the full list please see <b>section A</b> below.</i>
C. <b>Civic Participation:</b> Is the applicant involved with two or more civic groups? If so, how strongly would they utilize their networks to conduct outreach. (Ranking their ability to reach people & networks)
D. <b>Conflicts of Interest:</b> The applicant does not appear to have conflicts of interests
E. <b>Applicant Availability &amp; Commitment to Collaborative Work:</b> Applicant can participate in monthly meetings and conduct work outside of the monthly meetings if needed & Applicant is willing to use <a href="https://participate.nyc.gov">participate.nyc.gov</a> and other collaborative tools during their membership on the committee
F. <b>Demographic representation:</b> Preference given to applicants that represent, work on behalf of one the high need communities listed below. Please see a full list (B). Preference will also be given to anyone that lives or works in one of the TRIE Neighborhoods.

A. Preferred areas of professional and personal expertise and skill sets	B. Ability to mobilize and represent the needs and interests of the following:
<ul style="list-style-type: none"> <li>Program evaluation</li> <li>Technology, specifically to promote civic engagement and accessibility</li> <li>Experience leading efforts around community organizing, social justice, and civic engagement, including voter registration</li> <li>Capacity building, specifically for building participation among residents and civic education</li> <li>Communications, promotion, or marketing, and/or experience shaping narratives and storytelling</li> <li>Experience managing large city contracts or initiatives</li> <li>Experience designing or implementing participatory budgeting processes</li> </ul>	<ul style="list-style-type: none"> <li>Youth</li> <li>Veterans</li> <li>People with disabilities</li> <li>Immigrants</li> <li>NYCHA residents</li> <li>Justice involved</li> <li>LGBTQ</li> <li>Labor</li> <li>Parents</li> <li>Social services</li> <li>Education</li> <li>Faith-Based Community</li> </ul>

<sup>i</sup> \*To retain membership, committee members must attend at least 75% of all meetings planned for the year. If you are unable to attend a meeting, and do not notify the Commission in advance, this would be counted as an unexcused absence. Up to two consecutive unexcused absences may lead to marking your membership as inactive