

A Citywide Youth Participatory Budgeting Process



2024 Rulebook

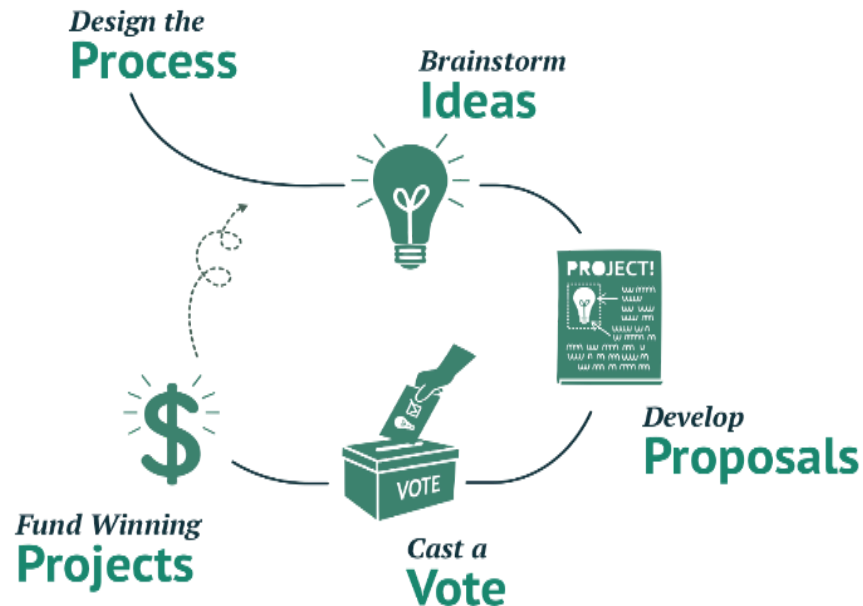


DEPARTMENT OF GEOGRAPHY
CALIFORNIA STATE UNIVERSITY LONG BEACH

About the 2024 Rulebook

This 2024 Rulebook was developed by **YOUTH POWER PB Long Beach** steering committee members to allocate \$400,000 Measure US Youth Development funds through Long Beach's second citywide youth participatory budgeting process. This process is in partnership with the City of Long Beach, Office of Youth Development (OYD), The Nonprofit Partnership (TNP), the Long Beach Invest in Youth Coalition (IY) and California State University Long Beach. This process aims to help advance the goals of the Long Beach Youth and Emerging Adults Strategic Plan (YSP).

What is Participatory Budgeting (PB)?



Participatory Budgeting (PB) is a democratic process first developed in Brazil in 1989. It is practiced in thousands of countries, states, cities including within public housing, schools and community organizations around the world.

As a participatory decision-making process, **PB lets community members directly decide how to spend part of a public budget.**

Though each PB initiative looks different, the process generally involves **five steps** involving several months of public meetings, discussions, and voting, so the public can make informed decisions.

Why a Youth PB Process?

YOUTH POWER PB Long Beach is the first Long Beach citywide youth participatory budgeting process that strives to:

- **Strengthen Shared Governance:** Allow youth and emerging adults a greater role in budget decisions and increase transparency and accountability in Long Beach City government.
- **Expand Civic Engagement:** Empower and engage marginalized youth and emerging adults, including but not limited to Black, Indigenous, youth of color, refugee, immigrant, and systems impacted youth in city budget decisions and policies.
- **Invest in Youth Leadership:** Build the skills, knowledge, and capacity of youth and emerging adults to innovate and shape budget priorities and spending in Long Beach.
- **Build Community Connections:** Foster collaboration and partnerships where youth and emerging adults across the city have the opportunity to engage more deeply in strengthening city-wide youth investments and shared governance in their communities.
- **Shape Equitable Public Spending:** Create opportunities for youth and emerging adults to

shape public budgets so resources can go where they are needed most.

Guiding Principles

The principles guiding our work include:

- **Empowerment:** Enable Long Beach youth and emerging adults to decide how PB works in their communities and across the city.
- **Transparency & Accountability:** Build a PB process that is as open as possible and accountable to Long Beach youth and their families.
- **Inclusion:** Center and engage youth and emerging adults who have been historically disinvested in and marginalized in public budget decision-making. Prioritize areas in Long Beach with highest disinvestment, particularly Council Districts, 1,6,7,9.
- **Equity:** Ensure that communities and neighborhoods with the most need are prioritized in the decision-making process.
- **Build Caring Communities:** Bring youth and emerging adults together from across the city to create equitable solutions to build healthy, whole, and thriving communities.
- **Youth Driven:** Ensure a 2:1 youth-to-adult ratio in the proposal development phase.

Funding Goals

Funding goals are aligned with the goals found in the youth strategic plan (YSP) and will be used to determine how ideas are selected for the Proposal Development phase. More information on the full goals, objectives and proposed activities can be found in the youth strategic plan (YSP).

- 1. Health & Wellness: *Strengthen and scale-up local community-based organizations to increase accessibility of culturally-relevant physical health, mental health, and emotional wellness resources, supports, and services for youth and emerging adults.***

Proposals are aimed to develop family-centered and community-based services that help build resilience and wellness for families as a whole. These proposals are culturally-relevant, trauma-informed and consider the effect of environmental factors, such as their academics, work, and home life, to holistically tailor services to individual youth experiences.

- 2. Planning for the Future: *Increase educational opportunities and access to pathways that expand economic capital and social mobility for youth and emerging adults.***

Proposals are aimed to ensure economic and social mobility for young people in Long Beach by enhancing workforce development and career pathways to ensure family-sustaining *economic* stability and to alleviate anxieties in planning for the future through programs that educate and engage youth, children and parents simultaneously in activities that bolster economic and social well-being.

- 3. Community Care: a) Social Connectedness b) Prevention and Intervention. *Increase safe, inclusive, and life-affirming spaces that fosters growth and development, connection and healing, and nurtures a sense of belonging for youth and emerging adults.***

Proposals are aimed to expand community-based interventions and community-centered approaches to youth safety; and create inclusive and safe spaces for young people in Long Beach - especially Black, Indigenous, LGBTQIA2S+ youth, systems impacted youth, and youth of color – and alternatives to youth incarceration so that all youth have opportunities to feel connection, belonging, and thrive in their community and environment.

4. Housing: *Increase access to safe, secure, and affordable housing and legal protections for youth and emerging adults.*

Proposals are aimed to increase access to safe, secure, and affordable housing for youth and emerging adults to thrive, maintain safe emotional wellbeing, and excel in school.

5. Transportation: *Increase access to safe and affordable transportation for youth and emerging adults.*

Proposals are aimed to reduce barriers to economic mobility by increasing accessibility and affordability of transportation for youth to connect to assets outside of their neighborhoods, and access services that strengthen their personal growth and development.

Proposal Eligibility

To be eligible for funding, proposals must meet the following criteria:

- Be between \$10,000 and \$50,000.
- Advance the goals of the Long Beach Youth and Emerging Adults Strategic Plan.
- Proposals must be completed during summer 2024.
- Funds must be encumbered by September 30, 2024.
- Are one-time expenditures that can be completed with funds from this year's 2024 PB process.
- Builds towards positive youth development and systems change in specific, measurable ways, which can be developed in the Proposal Development phase.

- Proposed by youth and supported by nonprofit organizations that provides summer youth projects and programs in the City of Long Beach for youth aged 8-24.
- Organizations must include a minimum of 2 youth in the proposal development process.
- Benefit Long Beach youth and emerging adults aged 8-24. Projects that only benefit private individuals or groups are not eligible.

Proposal Funding

Funding for the winning proposals is provided by the City's Measure US. Measure US was passed by Long Beach Voters in 2020 and provides annual funding for public health, climate change efforts, and children and youth services and programs across the city. The focus population is youth and emerging adults aged 8-24. In 2024, the city allocated \$400,000 to be used for PB summer projects and programs.

For the 2023-2024 YOUTH POWER PB process, there are two pots of funding: One for smaller organizations and a second for larger organizations.

- Smaller Organizations (budgets \$499,000 and less): \$300,000 total funding available for smaller organizations.
- Larger Organizations (budgets \$500,000 and more): \$100,000 total funding available for larger organizations.

PB Phases & Timeline

The PB process involves a series of phases that correspond to the city's annual budget cycle. The 2023-2024 cycle has five main steps, starting in November 2023 and continuing into October 2024.

Preparation (October 2023 – January 2024)

Approval and design of the PB process through various meetings and retreats with the Office of Youth Development, Youth Advisory Council, The Nonprofit Partnership, Invest in Youth Coalition, and the PB Evaluation Team. A steering committee is formed to create the Rulebook while approval of the PB budget and proposed PB timeline are finalized.

Idea Collection (January - February 2024)

The public will learn about the *YOUTH POWER PB Long Beach* participatory budgeting process during Information/Idea collection Sessions. Long Beach youth aged 13-26 and nonprofit organizations operating in Long Beach and serving youth aged 8-24 will be able to submit ideas at idea collection sessions and online. While anyone is welcomed to attend the Idea Sessions, only youth and youth serving nonprofit organizations are eligible to submit ideas. There will be a minimum of two information sessions.

Proposal Development (March - April 2024)

Budget Delegate teams will comprise Proposal Implementers and Youth Budget Delegates. All delegates **must** attend an orientation session once teams are established.

At the delegate orientation sessions, each Youth Budget Delegate will join a Budget Delegate team to discuss and develop ideas into proposals for one of the 5 funding priority areas listed above.

Each Budget Delegate team will have 1-2 trained facilitators from the Steering Committee. When prioritizing proposals, the Budget Delegate team will consider criteria that include need, impact, and feasibility. Delegates will use an equity matrix to assess various proposals and work to ensure that proposals that meet the most need and advance equity get prioritized to be on the ballot. Each team will send its final proposals to the Steering Committee and the PB Team before the public vote.

Participating Organizations must prioritize including youth from their organization in the proposal development phase to ensure a 2:1 youth:adult ratio.

Technical assistance will be available to any organization during this phase of the process to facilitate proposal development.

Proposal Presentations & Voting Fair (April 2024)

Final proposals will be presented to the community through a combination of an in-person voting fair, vote centers throughout the city, and through online presentations. Vote center locations will emphasize historically disinvested neighborhoods. Voting will take place on multiple days and in multiple locations, including in-person voting and through the online voting platform provided by the Stanford Participatory Budgeting Platform (pbstanford.org).

Youth and emerging adults are eligible to vote for proposals if they are: between the ages of 13 and 26 and live, learn, work and/or play in Long Beach.

Each voter will vote once. Each voter must cast four votes, but only one vote per proposal at their time of voting. Voters will have to submit information demonstrating eligibility. Proposals with the most votes will be funded.

**Certification of Results and Funding of winning proposals
(May 2024 -June 2024)**

The Steering Committee (SC) and PB Team will certify eligible votes by May 15th. Results will be submitted to The Nonprofit Partnership (TNP). TNP will confirm scope of work and issue contracts to winners by May 30th. Proposal implementation begins.

Roles & Responsibilities

✓ = Participation during PB phases

	Preparation	Idea Collection	Proposal Development	Proposal Presentations and Voting Fair	Proposal Implementation and Evaluation
Steering Committee	✓	✓	✓	✓	✓
Nonprofit Organizations → Proposal Implementers		✓ <i>Nonprofit Organizations</i>	✓ <i>Proposal Implementers</i>	✓ <i>Proposal Implementers</i>	✓ <i>Proposal Implementers</i>
Youth Budget Delegates			✓	✓	✓
Youth Voters				✓	✓

Steering Committee

The Steering Committee is composed of Long Beach Youth, representatives from the Office of Youth Development’s Youth Advisory Council, and the Long Beach Invest in Youth Coalition members.

The Youth Steering Committee:

- Shape and inform the PB Process.
- Advise on all stages of the PB Process, including event planning, communications, and outreach.
- Help select final ideas for proposal development from all submitted ideas.
- Volunteer to participate throughout the PB process in various roles (facilitator, technical support, GOTV, engagement representative).
- Volunteer to serve on the Budget Delegate teams in order to help shape and inform the proposals and budgets.
- Meeting twice per month and as needed either in-person or virtual.

Nonprofit Organizations:

- Attend Information Session and submit ideas for potential proposals during the Idea Collection phase.
- Volunteer as Proposal Implementers in the Budget Delegate Teams.
- Involve youth from their organizations within the proposal development phase and or willing to work with youth as partners to develop full proposals
- Give input and feedback on proposals.
- Help outreach and turnout youth to vote during the Voting phase.

Budget Delegate Teams:

Each Delegate will attend a delegate orientation session and join a Budget Delegate team to discuss and develop proposals corresponding to one of the 5 specific funding goals. Budget Delegate teams are made up of leads from the organizations who have volunteered to become Proposal Implementers in the Proposal Development phase, as well as Youth Budget Delegates who are identified from the steering committee. Teams can also include volunteers and other experts **but should maintain a 2-to-1 adult ratio.**

Meetings: twice per /month and as needed either in-person or virtual.

<p><i>Youth Budget Delegates:</i></p> <ul style="list-style-type: none"> Sort input from idea collection Develop ideas into real proposals 	<p><i>Proposal Implementers:</i></p> <ul style="list-style-type: none"> Help develop ideas into real proposals Provide accurate budgets Assess proposals for feasibility Implement winning proposals
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Youth Voters

Youth ages 13-26 who live, learn, work, and/or play in Long Beach within the past 6 months validated by a zip code of the places where they live, learn, work and/or play.

- Attend Proposal Presentations and other PB events.
- Vote for 4 proposals at the Voter Fair or online voting platform.
- Participate in the PB evaluation.

City & Community Partners

PB Team:

The PB Team includes staff leads from the Office of Youth Development, Khmer Girls in Action, The Nonprofit Partnership, and the PB Evaluation Team. The PB Team has overall implementation responsibility for the PB process including:

- Guiding the design of the PB process including approving the Rulebook and budget.
- Coordinating the logistics, outreach and communications necessary for the PB process.
- Facilitating Information Sessions and Budget Delegate team meetings.
- Training Delegates, participants, volunteers, and lead overall youth engagement.
- Support the evaluation of the PB process.

Office of Youth Development (OYD):

The Office of Youth Development is a cross-departmental office housed out of the City of Long Beach's Health Department. As part of the governance structure of the OYD, the Youth Advisory Council ensures authentic youth-led engagement in the design, oversight, and implementation of the youth strategic plan (YSP) and the Youth Fund. Will work to develop a

technology support team, made up of adults, youth and other volunteers, to help build digital capacity for participants throughout the PB process.

Long Beach Invest in Youth Coalition (IY)

The 2023-2024 Long Beach Invest in Youth Coalition is made up of youth leaders and staff members from the following youth-serving organizations, partners, and researchers: Catalyst California, California Conference for Equality and Justice, Californians for Justice, California Faculty Association - Long Beach, Educated Men with Meaningful Messages, Khmer Girls in Action, Long Beach Forward, and Youth Leadership Institute - Long Beach.

- **Khmer Girls in Action (KGA):** As the anchor organization of the IY Coalition, KGA's role is to anchor the overall implementation of the PB process to help align and advance the youth strategic plan (YSP), lead coordination, event planning and communications, and ensure meaningful youth engagement, leadership, and decision-making throughout the process.

The Nonprofit Partnership (TNP)

The Nonprofit Partnership believes in the power of collaboration that strengthens thriving communities. TNP has supported 3 PB processes in Central Long Beach and are excited to partner with the OYD and KGA to help advance the youth strategic plan (YSP). TNP will:

- Support PB Team and SC in the overall implementation of PB.
- Issue contracts for winning proposals and distribute the funds to organizations leading implementation.
- Monitor proposal implementation.
- Evaluate winning proposals.
- Support evaluation of the PB process.

PB Evaluation Team:

The PB Evaluation Team consists of Gary Hytrek (PhD) from the Department of Geography at California State University, Long Beach (CSULB), Andres Temblador (MA), an independent PB researcher.

Their role is to collect data throughout the PB process and assess the impact of participation to inform and improve future PB processes. The PB Evaluation Team will:

- Consult on the PB Team to support overall implementation of PB.
- Provide feedback on Rulebook and overall PB Process.
- Provide feedback on presentations/conversation guides and outreach efforts.
- Provide tech support and training for the online voting platform.
- Create a process evaluation plan with the PB team.
- Develop data collection instruments, collect, and analyze data.
- Complete PB Evaluation Process Report (August 2024).

For More Information

For PB inquiries and Participation Eligibility, please email: juvonne.McNeill@longbeach.gov and popo@kgalb.org

For Media inquiries, please email: media@kgalb.org (kgaLB.org)

Websites:

YOUTH POWER PB Long Beach: www.investinyouthlb.org (investinyouthLB)

The Nonprofit Partnership: www.tnpsocal.org

Office of Youth Development and The Youth and Emerging Adults Strategic Plan: www.longbeach.gov/youthdevelopment



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