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**PARTICIPATORY
BUDGETING
WARD 1**

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About this Guidebook/ La Guía

This guidebook was developed by Ward 1 Staff with input from a Steering Committee for the city of Tucson's inaugural participatory budgeting initiative. The Steering Committee is made up of residents, community mobilizers, Ward 1 Staff, city employees, and boards and commissions. Together this team has guided the city's first participatory budgeting (PB) initiative: Budget de la Gente in Ward 1. The purpose of this guidebook is to set the guidelines for the participatory budgeting cycle that runs from February through May 2023.

This guidebook is only a starting point, and we intend for it to remain a work in progress, much like ourselves. These guidelines reflect the unique needs, interests, and issues of Tucson's Ward 1 community and the PB process. It is a living document that is meant to be revised each cycle and help community members, participants, and other stakeholders participate fairly and make informed decisions throughout the process.

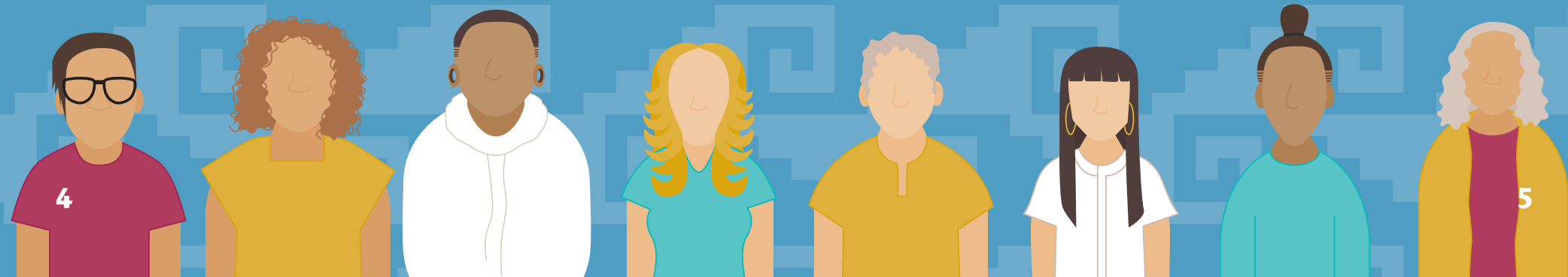
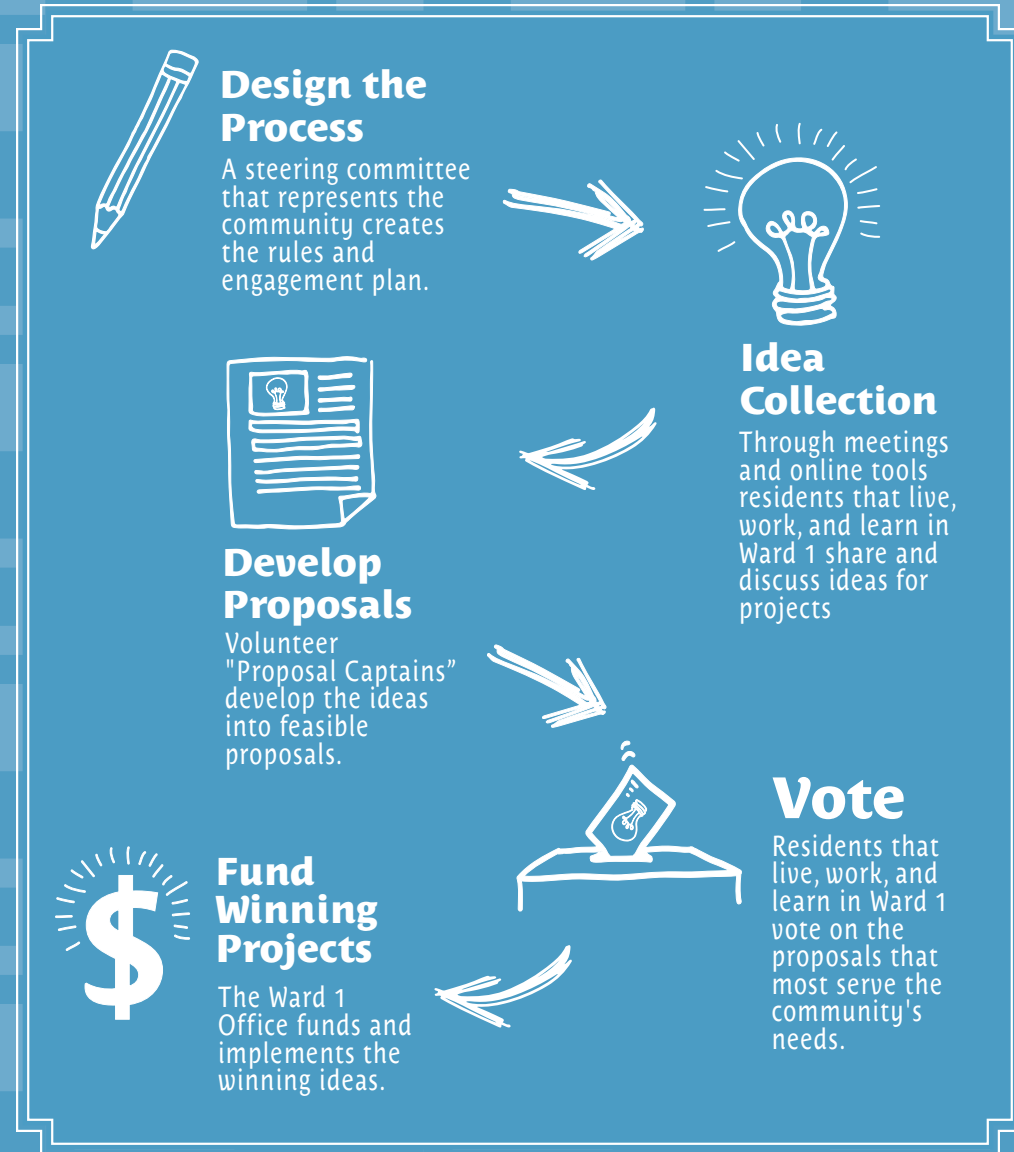


What is Participatory Budgeting (PB)?

PB is a transformative, democratic process that gives a community the opportunity to participate and decide how a portion of the city budget should be spent.

Budget de la Gente in Ward 1 is intended to facilitate gentled decision making and is adaptable to the circumstances, needs, interests, and visions of specific communities. To tailor the process to local conditions in Ward 1 a team made up of steering committee members and Ward 1 developed this guidebook and materials to create transparency of information and clearly outline the PB process.

In addition to the phases outlined in the process to the right, PB efforts are typically evaluated and improved upon each cycle before the next cycle begins.



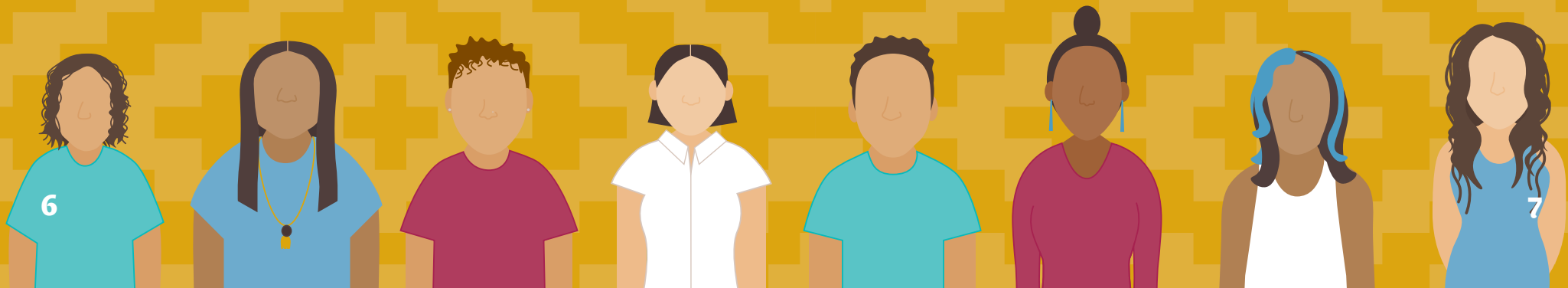
What is Budget De La Gente?

Budget de la Gente is how the Ward 1 community in Tucson, Arizona, decides where to invest public funds. During this PB process, Tucsonenses who live, work, or learn in Ward 1, generate ideas for public benefit projects. Then they develop proposals and vote directly on how to spend the \$450,000 Ward 1 has allocated for the first Budget de la Gente cycle, running from February through May 2023.

Community Agreements

The Community Agreements set by the Steering Committee are the foundation for decision-making throughout the Budget de la Gente process. The Community Agreements also provide all community members participating in the PB process with a shared-set of agreements for building safe, constructive, and mutually-supportive environments for civic cooperation.

1. Listen well and learn by listening.
2. Embrace learning - Not knowing is ok. Asking questions is important.
3. "Yes, and..." - Value everyone's opinion. Dialogue rather than pitch. Build off each other's ideas.
4. Move forward, move back / make space, take space.
5. Care for self and community - Pay attention to our needs and one another. Offer support as needed.
6. Respect pronouns and social dynamics - Acknowledge and honor the multiple identities we bring to this process.
7. Be respectful of time.
8. What's said here stays here unless it's agreed to be shared transparently.
9. Spell out acronyms.
10. Move towards safer & more courageous spaces.



Core Values

The Core Values, identified by the Steering Committee, guide the Budget de la Gente process, communicate why the process matters, and set effectiveness goals for process evaluation.

- **Equity:** We see equity as a guide to process and practice and as a description of desirable outcomes. An equitable PB process brings historically excluded voices into decision-making processes, and is made accessible by addressing and repairing barriers to participation. Equitable outcomes address and work to repair structural forms of injustice, racism, discrimination, oppression, exclusion and inequality.
- **Inclusion:** The PB process is accessible (e.g. language, culture, technology, time, location, childcare etc.) and respects diverse voices, particularly those of people most often excluded from decision-making processes.
- **Learning:** We recognize that PB and engagement in participatory governance is new to many if not all of us. Learning new skills, ways of being, and working together can be challenging, and growth requires the support of a safe environment and beloved community. A PB process that prioritizes learning and growth demands kindness, gratitude, patience, and love for self and each other.
- **Transparency:** We believe it is critical that the process is clearly communicated to the community, including the expectations for the process, accountability mechanisms, and limitations. Mistakes are acknowledged and rectified quickly whenever possible.

- **Community capacity building:** Community members increase understanding of how the local government works and are better prepared and feel more included to participate in and influence larger decision-making processes. New community leaders emerge. Residents better understand and feel invited to exercise their power. Local government elected and staff officials expand their understanding of the capacity for co-governance to increase problem solving, community led decision making, and model how City initiatives can generate equity and inclusion.
- **Centering community and grassroots leadership:** PB prioritizes historically excluded residents and proposal funding reflects their voice, and values proximity and lived experience. Community leaders and nonprofits leading meaningful work in the community are informed and empowered.
- **Building trust:** PB builds trust and relationships between community members and the City. It supports better alignment and understanding of issues and solutions facing our city by bringing honesty, empathy, and integrity to our interactions.
- **Reconciliation & Repairing harm:** PB works to facilitate and integrate an understanding of how COVID, gentrification, redlining, and other systems affect communities with intention.
- **Autonomy:** PB encourages active, empathetic, and supportive self determination, given that residents know the reality of their neighborhoods and are experts in their experiences.
- **Adaptability:** Adjusting to new conditions as solutions embrace change.



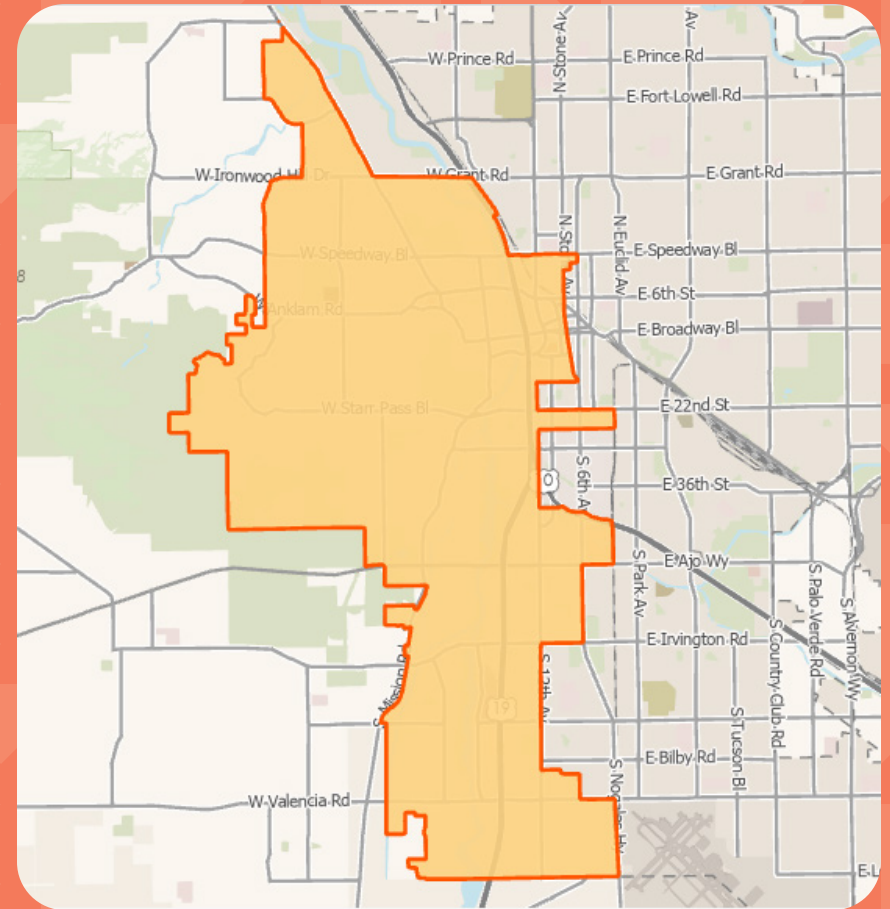
Project Goals

Budget de la Gente involves a cycle of participatory budgeting that is combined with the city's regular budgeting process. It strives to achieve the following goals:

- Educate and engage communities, specifically low income and traditionally excluded people, on how city budgets work and resources are spent.
- Democratize how public funds are distributed by enhancing opportunities for public participation in our Ward 1 budgeting processes.
- Gain greater insights on community needs and community-based solutions through the outreach and selection process.
- Identify through cooperation, a plan of budget proposals based on community needs, ideas, and day-to-day experiences.

Geographic Scope

The Office of Council Member Lane Santa Cruz ensures the process is focused on creating investments in Ward 1 communities.



Investment Areas of Focus

To meet the project goals, Budget de la Gente will focus on five investment areas:

Arts & Cultura

Visual or multimedia artistic expression; including but not limited to murals, sculpture or art installation, teatro, dance, amateur film productions/screenings, street art/chalk art, and community activation through neighborhood festivals or open streets events.

Sustainability/ Beautification

Neighborhood greening projects, including but not limited to small scale green stormwater infrastructure (GSI) projects, tree plantings, neighborhood gardens, landscape restoration and invasive species maintenance, small scale parks improvements or activation.

Youth Investment

Youth-led projects, including but not limited to youth training and support networks, support for youth gathering spaces and activation, and youth organized neighborhood projects.

Mobility Justice

Pedestrian centered projects, including but not limited to bike/ped neighborhood events, mobility equipment for underserved communities, education programs, transportation mapping + analysis encouraging multi-modal transportation, neighborhood transportation improvements to pedestrian infrastructure.

Community Cohesion

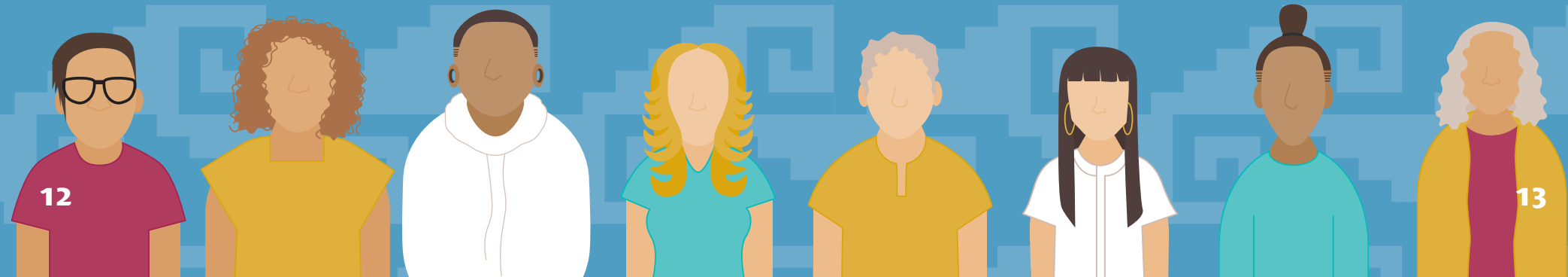
Neighborhood projects that enhance neighbor to neighbor support (mutual aid), including but not limited to assistance to seniors, unsheltered individuals, single parents, veterans; and neighborhood activation through inclusive engagement events held at no cost to the community.




Funding for all projects must be used to buy, build, or improve upon City assets. Criteria for projects or investments have been set by the Steering Committee and Ward 1 staff.

Budget de la Gente will invest the following:

Amount	Criteria
\$250,000 One (1) large infrastructure project with a proposal budget of \$250,000	Large infrastructure project ideas and proposals must be at a scale that demonstrate extended reach and significant public impact.
\$200,000 20+ community projects with a proposal budget of up to \$10,000	Community project ideas and proposals must have a maximum cost of \$10,000 and demonstrate continued public benefit to the community.



Project Timeline



Design the Process
A steering committee that represents the community creates the rules and engagement plan.



Develop Proposals
Volunteer "Proposal Captains" develop the ideas into feasible proposals.

Proposal Development
March 1 - April 15
Proposal Captains work together to develop proposals from ideas submitted by the public



Fund Winning Projects
The Ward 1 Office funds and implements the winning ideas.


Implementation
June +
The city and community collaborate to implement projects from selected proposals

Planning
October-Jan
Ward 1 staff and Steering Committee develop Budget de la Gente guidelines and goal



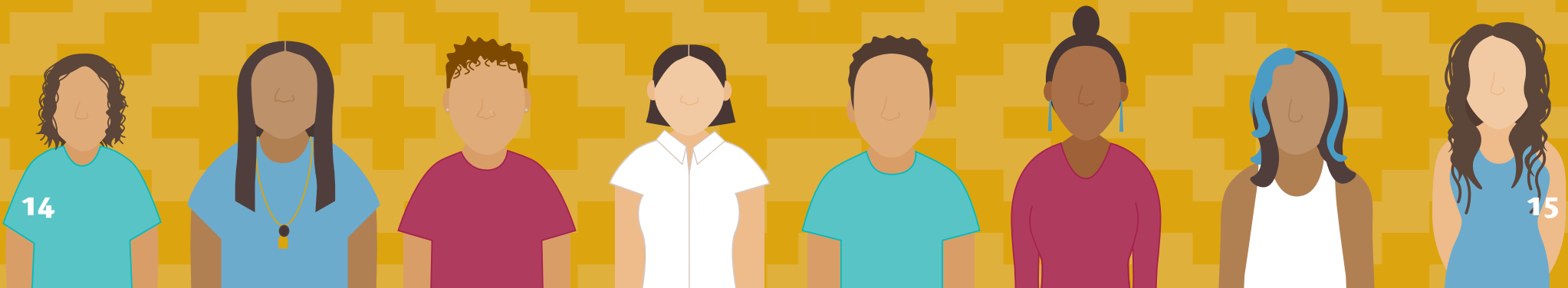
Idea Collection
Through meetings and online tools residents that live, work, and learn in Ward 1 share and discuss ideas for projects

Idea Collection
Feb 1 - Feb 27
Anyone who lives, works, or learns in Ward 1 can submit ideas



Vote
Residents that live, work, and learn in Ward 1 vote on the proposals that most serve the community's needs.

Voting
April 30 - May 15
The public is able to review proposals from April 15-30. Voting begins April 30 and closes May 15



Project Timeline

Planning

October 2022 - January 2023

Ward 1 staff and the Steering Committee develop goals and outline how participatory budgeting will work for each specific cycle. They develop a guidebook that presents goals and guiding principles for the process, including core values, community agreements, who is eligible to participate, and what outreach and engagement tools and strategies will ensure community members can participate equitably in the process.

Idea Collection

February 1 - 27, 2023

Idea collection is the process by which community members provide suggestions for how to spend the money allocated to the participatory budgeting process. Anyone who lives, works or learns in Ward 1 may submit ideas. Ideas are collected electronically and by paper submission. Community members and organizations may request the Ward 1 PB attend community meetings or other gatherings to share information about Budget de la Gente and collect ideas.

Idea submissions for how to use PB funds can range from a few words, such as “road repairs in Barrio Hollywood,” to extensively researched project proposals. Idea collection processes are designed to be as open as possible so that any and all ideas can be considered. Project examples will be provided at idea collection events to help guide community submissions.

List of Ward 1 hosted Idea collection events:

1. Saturday, February 11, 10-1p, location TBD
2. Tuesday, February 23, 6-8p, location TBD
3. Saturday, February 25, 10-1p, location TBD

Proposal Development

Proposal Captains and city staff take the ideas that have been collected and work together to: select ideas that will be eligible and feasible to implement. The team uses a standardized ranking system to prioritize those ideas that best fit the values and goals for the process and express public interest. Project ideas are then developed into proposals by teams of Proposal Captains who participate in two full day workshops.

Proposal development workshops are called the PB Accelerator. At the PB Accelerator, Proposal Captain will receive technical assistance (TA) from select Steering Committee members and City staff. Proposal Captains will use workshop time to develop final proposals that include a detailed description of the project, its expected impact, a cost estimate, and timeline. Proposal development will prioritize the Core Values outlined earlier in the Guidebook.

Community leaders who want to be involved and advocate for their community needs, folks who want to learn how city budgets work, and people who have experience with or want to learn about idea refinement and development should consider becoming Proposal Captains.



Project Timeline

The Vote

Once the proposals are ready and placed on the ballot, community members have the opportunity to vote for their preferred projects. The voting process will use a combination of digital and paper voting systems. Generally, rank choice voting is used, meaning the projects are ordered from those that received the most votes to those that received the least, and projects are funded in that order. The results of the vote are then announced publicly.

Who will be able to vote?

Anyone who lives, works, or learns in Ward 1 is eligible to vote. There are no age requirements, citizenship requirements, or other requirements for prior participation. All Steering Committee members will be able to vote, including staff. Committee members' participation will be communicated to the public, and they will use the same process to vote as non-members.

Project Implementation + Monitoring

Winning projects are implemented through collaboration between Ward 1 residents, community organizations, and city staff. Projects are monitored to ensure they are open to community members and are implemented within any relevant timeframe and to the specifications identified in the project proposal.

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Process and Outcome Evaluation

During each of the PB phases, the effectiveness of the process and early outcomes will be evaluated so that the PB team and public can learn and adjust to improve processes.

Evaluation involves surveys, observations of the process and interviews with participants. Questions on both the surveys and the interviews include: How participants heard about PB; Their experience of the PB process; How they participated; What they learned as a result of participating; How they do or do not participate in other types of community events; and Personal demographic information including race or ethnicity, household income, age, and how long the participant has lived in the neighborhood.

All data collected for evaluation purposes is completely anonymous and kept strictly confidential. No identifying information such as a participant's name or address is collected as a part of the research and therefore will not be used when data from the study is published. Ward 1 staff will share an evaluation report at the end of each PB cycle. All reports are publicly available on Ward 1's website.



Who does what? Roles and Responsibilities

PB Promotorxs - Organizations and individuals in Ward 1 that agrees to champion Budget de la Gente process by supporting Idea Collection, Delegate identification, and Voting. Promotorxs could be individuals, schools, neighborhood associations, businesses, church youth groups, etc. Promotorxs are encouraged to collaborate with Ward 1 to host idea collection and voting events.

Proposal Captain - Individuals who help vet and rank ideas, turn ideas into proposals, and help create project descriptions for the ballot. Recruitment for Proposal Captains is during the Idea Collection phase. Proposal Captains volunteer to commit approximately 25 hours between March 1 and April 15 to turn community ideas into feasible project proposals that the community will vote on.

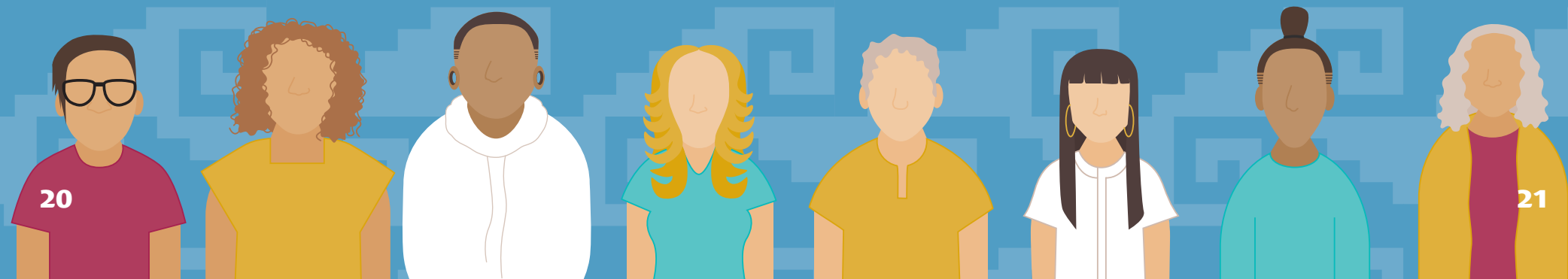
- Idea Sorting - 4-6 pm, Thursday, March 2 at Ward 1
- PB Accelerator - 9 am - 4 pm, March 4 and 18 at Ward 1
- Proposal Research and Refinement - 3-5 hours

Anyone 16+ years old who lives, works, attends school, or is the guardian of someone who attends school in a Ward 1 may serve as a Proposal Captain. Community members acting as Proposal Captains will be asked to complete an info form upon volunteering to serve as a Captain. In the event that more community members volunteer than are needed, an accessible and transparent application process will be developed to select Proposal Captains.

Steering Committee - The Budget de la Gente Steering Committee is a group of residents, organizational leaders, community mobilizers and City staff invited to participate by Ward 1. The Steering Committee is responsible for contributing to the process that outlines how participatory budgeting will work and helps ensure that:

1. the process runs smoothly and equitably,
2. the goals specified for the inaugural Budget de la Gente cycle are met, and
3. Ward 1 residents have the resources, access, and support needed to fully participate.

Project Team - The Project Team serves as the implementation consultant and facilitator for the pilot process. The team includes a group of PB youth leaders who participate in the process while learning valuable leadership skills. The Project Team is also responsible for coordinating the evaluation of the PB process.



Glossary of Terms

Allocate - The distribution of money or resources for a specific activity or purpose

Capital projects - Large scale infrastructure projects requiring major resource investments

Equity - The quality of being fair

Historically marginalized and excluded communities - Groups denied full participation in mainstream cultural, social, political, and economic activities

Idea collection events - Meetings that involve presentations and small group brainstorming and take place in various locations throughout the ward.

Infrastructure investment - Funding to support the improvement of the structure needed to support the operation of society e.g. buildings, roads, pedestrian walkways

Living Document - A document meant to be edited, changed and adjusted

PB - Participatory Budgeting

PB Budget - The amount allocated for each cycle of participatory budgeting. For the Cycle running Feb -May 2023 the budget is \$450,000 in Ward 1

Promotorx - An organization or individual who champions and promotes Budget de la Gente by helping with Idea Collection, Proposal Captain identification, and Voting.

Proposal Captain - Community representatives who are volunteers from the community that do the work necessary to turn community ideas into project proposals.

Stakeholders - People in our community who are impacted by PB process directly or indirectly

