

Oakland Civic Design Lab's Administrative Instruction (AI) Process



	DEVELOP PROPOSAL	REVIEW PROPOSAL	APPROVE PROPOSAL	INITIAL BRIEFING	PROJECT PLAN	2ND REVIEW	FINAL APPROVAL	ALIGNMENT	PROJECT CONTINUATION	OUTCOMES
City Staff 	<p>Develops a project proposal appropriate for the Civic Design Lab process.</p> <p>If responding to an RFP, verifies the validity of the project by comparing the project proposal to the RFP requirements.</p>	<p>Verifies that the project objectives are aligned with at least one of the action areas as outlined in the Resilient Oakland playbook.</p> <p>Verifies that the project scope sufficiently overlaps with current or future proposed program, services, or policy undertaken by the City Department.</p>		<p>Attends an initial project briefing meeting with the CDL staff to discuss the project proposal.</p>	<p>With the assistance of CDL staff develops a work plan for the project that includes any HCD trainings necessary to deliver the project.</p>	<p>Forwards project proposal to Department Director for review.</p>	<p>If the project is approved by the City Administrator, works with the CDL staff to complete the CDL process and the project, including a final project report to the City Administrator and Department Director.</p>			
Department Director 	<p>Ensures that appropriate coordination occurs with other City departments and/or staff with expertise and or roles required to successfully implement the project. This coordination should occur during the development of the project and throughout the implementation process. Examples include, but are not limited to the following: Race & Equity, Equal Access, Americans with Disabilities Programs, Information Technology, Communications, etc.</p>	<p>Reviews the project proposal and supporting documentation. Assesses whether the proposed project can be completed by Department Staff and that sufficient Departmental resources are available to support the project.</p>		<p>Approves the project proposal for submittal to the City Administrator, then to the CDL Director for implementation; or declines to approve the project moving forward.</p>						
CDL Staff 		<p>Verifies the validity of the project by comparing the project proposal to the IRFP (if applicable).</p> <p>Verifies that the project objectives meet at least one of the action areas as outlined in the Resilient Oakland playbook.</p> <p>Verifies that the project scope sufficiently overlaps with CDL's mission.</p> <p>Identifies community or other stakeholders as ideation partners.</p>		<p>In partnership with the Department Director identifies potential City Department Staff as implementing partners</p>	<p>With the assistance of CDL and Community Based Organizations and other stakeholders develop a workplan for project.</p>					
CDL Director & City Administrator 		<p>Verifies that project objectives are aligned with racial equity as defined by Department of Race & Equity</p>		<p>City Administrator and CDL Director assesses the proposed project's alignment with current or future City programs, services, or policy undertaken by that City Department and decides whether or not to approve the project.</p>			<p>City Administrator and CDL Director assess the proposed project's alignment with current or future City programs, services, or policy undertaken by that City Department and jointly decide whether to approve or not approve the project.</p>			
CDL Staff & Department Staff 				<p>If the project is approved, CDL staff host an initial project briefing meeting with the City Department Staff, preferably CBOs and other interested stakeholders, and follow-up with the first draft of a shared and iterative proposal outlining CDL's strategy and proposed direction for the project.</p>			<p>CDL staff, City Department staff, and preferably CBOs and other interested stakeholders finalize the work plan including any additional training necessary to deliver on the project.</p>	<p>Conducts training on the CDL's methodology and additional training for the City Department Staff, preferably CBOs and other interested stakeholders as needed.</p> <p>CDL Director leads the design process for project.</p>	<p>Provides regular updates on the existing project with respective internal, external, and preferably CBOs and other interested stakeholders as needed of the project.</p>	<p>Assists City Department Staff in providing final report on the project's outcomes to the City Administrator, Department Director, and preferably CBOs and other interested stakeholders.</p>
Community Based Organizations (CBOs) 	<p>Develops a project proposal appropriate for the Civic Design Lab process from the Resilience Playbook.</p>			<p>Attend initial project briefing meeting with CDL and City Staff.</p>	<p>Assists in the development of the project workplan.</p>		<p>Assists in the finalization of the project workplan.</p>	<p>Partake in CDL methodology and additional training if necessary.</p>	<p>Partake in CDL methodology and additional training if necessary.</p>	<p>Be present for the final report share-out.</p>