

# A Citywide Youth Participatory Budgeting Process



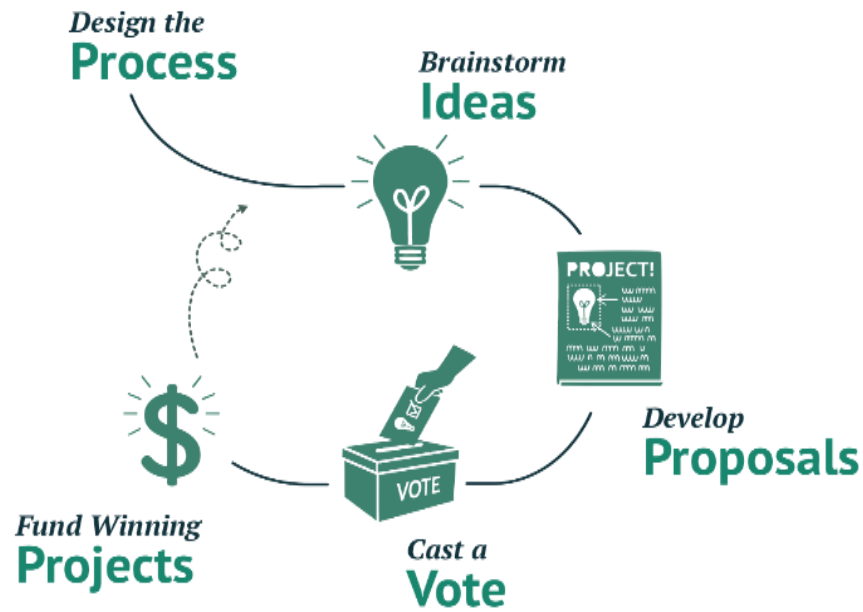
## 2025 Rulebook



## About the 2025 Rulebook

This 2025 Rulebook was developed by **YOUTH POWER PB Long Beach** steering committee members to allocate \$550,000 Measure US Youth Development funds through Long Beach's third 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 project 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 Project 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. .***

Ideas for projects aimed at developing family-centered and community-based services that help build resilience and wellness for families as a whole. Culturally-relevant, trauma-informed projects should consider the effects of climate change on health and wellness, as well as such factors as 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.***

Ideas for projects aimed at ensuring economic and social mobility for young people in Long Beach. Priorities include workforce development and career pathways, particularly in the transition to the green economy, 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: 1) Social Connectedness 2) Prevention and Intervention. *Increase safe, inclusive, and life-affirming spaces that fosters growth and development, connection and healing, and nurtures a sense of belonging and celebration for youth and emerging adults.***

Ideas for projects aimed at expanding community-based interventions and youth-centered approaches to safety. Ideas aim to create inclusive and safe spaces for young people in Long Beach, especially Black, Indigenous, LGBTQIA2S+ youth, systems-impacted youth, and youth of color. These projects offer alternatives to youth incarceration, ensuring that all youth have opportunities to feel connected, experience belonging, and thrive in their communities and environments.

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

Ideas for projects should focus on increasing access to safe, secure, and affordable housing for youth, families, and emerging adults to thrive, maintain emotional well-being, and excel in school. Additionally, projects can address the impacts of climate change, such as heat and other environmental factors, on housing quality to ensure long-term safety and livability

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

Ideas for projects aimed at reducing 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.

## Project Eligibility

To be eligible for funding, projects 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.
- Projects must be completed during summer 2025.
- Funds must be encumbered by September 30, 2025.
- Are one-time expenditures that can be completed with funds from this year's 2025 PB process.
- Proposed by youth and supported by community organizations that provide summer youth projects and programs in the City of Long Beach for youth aged 8-24.
- Organizations must bring a minimum of 2 youth to maintain at least a 2:1 youth-to-adult ratio in the project development phase.
- Benefit Long Beach youth and emerging adults aged 8-24. Projects that only benefit private individuals or groups are not eligible.
- Builds towards positive youth development and systems change in specific, measurable ways, which can be developed in the project Development phase.

## Project Funding

Funding for the winning projects 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 2025, the city allocated \$550,000 to be used for YPPB summer projects and programs.

## PB Phases and Timeline

The PB process involves a series of phases that correspond to the city's annual budget cycle. The 2024-2025 cycle has five main steps, starting in November 2024 and continuing into October 2025.

### **Preparation (October 2024 – January 2025)**

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 2025)**

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

### **Project Development (March - April 2025)**

Project Development teams will comprise Youth Serving Organizations operating in Long Beach and Youth Project Delegates. All delegates **must** attend an orientation session once teams are established. Youth Serving Organizations will connect with an idea submitted by youth during the idea collection phase.

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

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

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

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



### **Project Presentations & Voting Fair (April 2025)**

Final projects 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](http://pbstanford.org)).

Youth ages 12-26 who live, learn, work, pray and/or play in Long Beach within the past 6 months validated by a zip code of the places where they live, learn, work, pray and/or play.

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

### **Certification of Results and Funding of winning projects (May 2025 -June 2025)**

The Youth Steering Committee (YSC) 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 30<sup>th</sup>. Project implementation begins.

## Roles & Responsibilities

### **Youth Steering Committee**

The Youth 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 project development from all submitted ideas.
- Volunteer to participate throughout the PB process in various roles (facilitator, technical support, Get Out the Vote, engagement representative).
- Volunteer to serve on the Project Development teams in order to help shape and inform the projects and budgets.
- Meeting 2-3 times per month and as needed either in-person or virtual.

### **Youth Serving Organizations:**

- Attend Project Delegate Orientation and sessions during the Project Development phase.
- Involve youth from their organizations within the project development phase and/or willing to work with youth as partners to develop full projects
- Give input and feedback on projects.
- Help outreach and turnout youth to vote during the Voting phase.

**Project Development Teams:**

Each Delegate will attend a delegate orientation session and join a Project Development team to discuss and develop projects corresponding to one of the 5 specific funding goals. Project Development teams are made up of leads from the organizations, as well as Youth Project Delegates. Teams can also include volunteers and other experts **but should maintain a 2-to-1 youth-to-adult ratio.**

Meetings: 2-3 times per/month and as needed either in-person or virtual.

<p><b><i>Youth Project Delegates:</i></b></p> <p>Transform ideas into projects aligned with the Youth and Emerging Adults Strategic Plan.</p>	<p><b><i>Youth Serving Organizations:</i></b></p> <p>Help develop ideas into real proposals Provide accurate budgets Assess projects for feasibility Implement winning proposals</p>
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**Youth Voters**

Youth ages 12-26 who live, learn, work, pray, and/or play in Long Beach within the past 6 months validated by a zip code.

- Can attend Project Presentations and other PB events.
- Vote for up to 4 projects at the Voter Fair or online voting platform.
- Participate in a brief survey after voting.

## City & Community Partners

### **PB Team:**

The PB Team includes staff leads from the Office of Youth Development, Mayor's Office, City Manager, 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 Idea Collection Sessions and Project Development 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. OYD ensures the participatory budgeting process aligns with the goals of the Youth Strategic Plan (YSP) and, prioritizing equity, inclusion, and authentic youth leadership. Through its Youth Advisory Council, OYD facilitates youth-led engagement and decision-making throughout the YPPB process, from rulebook review to project implementation. OYD also collaborates with city departments, community organizations, and stakeholders to create equitable opportunities and foster inclusive outreach to ensure broad and diverse youth participation. As the anchor of the YPPB process, OYD ensures seamless implementation, resource allocation, and alignment with youth development priorities.

### **Long Beach Invest in Youth Coalition (IIY)**

The 2024-2025 Long Beach Invest in Youth Coalition is made up of youth leaders and staff members from the following youth-serving organizations, partners, and researchers: Californians for Justice, 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 help align and advance the youth strategic plan (YSP), support 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 five 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 YSC in the overall implementation of PB.
- Connect youth serving organizations with the Youth Steering Committee selected ideas for project development.
- Facilitate and support the Project Development teams through the Project Development phase.
- Issue contracts for winning projects and distribute the funds to organizations leading implementation.
- 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), and 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: [perla.alvarado@longbeach.gov](mailto:perla.alvarado@longbeach.gov) and [popo@kgalb.org](mailto:popo@kgalb.org)

For Media inquiries, please email: [perla.alvarado@longbeach.gov](mailto:perla.alvarado@longbeach.gov) and [media@kgalb.org](mailto:media@kgalb.org) (kgaLB.org)

### Websites:

YOUTH POWER PB Long Beach: [www.investinyouthlb.org](http://www.investinyouthlb.org) (investinyouthLB)

The Nonprofit Partnership: [www.tnpsocal.org](http://www.tnpsocal.org)

Office of Youth Development and The Youth and Emerging Adults Strategic Plan: [longbeach.gov/youth](http://longbeach.gov/youth)



@investinyouthlb  
(investinyouthLB)

@thenonprofitpartnership

@lbhealthdept

(Office of Youth Development)