

**University of Washington—City of Bellevue
Livable City Year Program (LCY)
2018-2019**

PROJECT TITLE: *Neighborhood Profiles*

SCOPE OF WORK #: BNE-7

Terms and Conditions as per Agreement between the City of Bellevue, a municipal corporation of the State of Washington (“Bellevue”), and the University of Washington, an institution of higher education and an agency of the State of Washington (“UW”), having its principal campus located in Seattle, Washington.

Course number(s): HSERV 580

Course name(s): Foundations of Health Behavior and Social Determinants of Health

Date: Autumn, 2018

Contacts:

Bellevue Project Contact:

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UW Faculty Contact:

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City of Bellevue LCY Program Manager:

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UW LCY Program Manager:

Teri Thomson Randall, terir@uw.edu, 206-221-9240

Purpose of Project/Project Description:

Bellevue’s 16 neighborhood areas are characterized by diverse demographics, as well as built and natural features. The city is initiating a neighborhood planning program that will rely on current and relevant data to illustrate the unique character of each neighborhood area and answer important questions. What challenges and opportunities face each neighborhood? What trends indicate growing needs or opportunities? How can information be shared with the public in a way that is transparent, objective, and easy to understand? This project will identify the range of available data sources; conduct interviews of city staff and citizens as needed; consider strategies for communication such as use of infographics and formatting techniques to highlight key information; compile and

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organize data; and prepare four neighborhood profiles. Work products will include neighborhood profiles, documentation of the work process, and recommendations to the City for neighborhood outreach.

Objectives/Desired Outcomes:

Students in HSERV 580 will complete the following:

- Identify and summarize available data on the demographic characteristics, social, political and physical features for four Bellevue neighborhoods (NE Bellevue, NW Bellevue, Newport, and Crossroads).
- Conduct stakeholder interviews with community representatives in each neighborhood (e.g. police, schools, community-based organizations) to identify needs, strengths, and resources of the neighborhood.
- Draft a neighborhood profile of four Bellevue neighborhoods (content for infographic), as well as a written document summarizing the steps above. The document will be used to support future neighborhood outreach and community engagement in Bellevue.

Scope of Work Deliverables, *In Addition to LCY Report:*

Written profile for each of the four assigned neighborhood areas that includes summary of available data, and recommendations for future engagement and programming. Oral presentation of the neighborhood profiles to city staff on last day of class.

Academic Quarter Timeline and Key Milestones

Week	Date	Milestone
1	9/27	First day of class: Students are introduced to the project and meet Bellevue staff (Deborah and Doug).
2	10/4	Students are assigned to four different neighborhood groups.
3	10/11	Students work with City staff to identify available data sources and stakeholders to interview for their neighborhood. Identify student to take the lead on finishing report after class ends.
4	10/18	Students begin collecting data on their neighborhoods
5	10/25	Students begin to conduct stakeholder interviews Mid-term meeting with Bellevue staff to check-in and adjust as needed.
6	11/1	Student begin to summarize and analyze data
7	11/8	Students continue to summarize and analyze data
8	11/15	Student groups turn in stakeholder interview assignment.
	11/22	Thanksgiving break: no class
9	11/29	Students finalize written neighborhood profiles and oral presentations
10	12/6	Last day of class: Student presentations in Bellevue, Bellevue staff to attend

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	12/14	Students turn in final written neighborhood profile and recommendations.
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Date and time for mid-term presentation: October 25, 2018

Date and time for final presentation: December 6, 2018

Communications Plan:

India and Doug will touch base every two weeks to provide updates on project and troubleshoot. These meetings can be by email, phone or in person.

Responsibilities:

Bellevue:

- Attend first day of class (9/27) to meet with students.
- Identify community stakeholders in each neighborhood that would be willing to meet with/be interviewed by students (3 – 4 per neighborhood).
- Provide information about neighborhoods (geographic boundaries, data sources, GIS files)
- Attend and provide location for final student presentations in Bellevue on 12/6.
- Be available by email, phone or in person throughout the quarter for additional questions (check ins once every 2 weeks).

UW:

- Provide direction and guidance for students regarding neighborhood data and techniques for interviewing stakeholders.
- Available to Bellevue and LCY staff by email, phone or in person for regular communication.
- Ensure that students are prepared to present (both verbally and written) final products to city staff.
- Choose at least one student to finalize report after the end of class.

Community stakeholder partners:

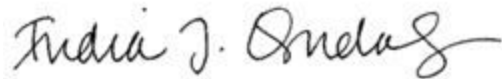
- City staff and community contacts agree to meet with student groups to help inform neighborhood profiles

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Approved by:

Doug McIntyre

City of Bellevue Project Contact(s)



UW LCY Faculty Contact(s)

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Nancy LaCombe, City Manager's Office



Danielle Verwaren, City of Bellevue LCY Program Manager



Teri Thomson Randall, UW LCY Program Manager



Branden Born or Jennifer Otten, UW LCY Co-Directors