



## RIVERSIDE STORYTELLING PROJECT

EXHIBIT 1

### DESCRIPTION:

The City proposes to contract with a consultant meeting the *Secretary of the Interior's Professional Qualifications Standards* that specializes in preservation planning, oral history projects, community engagement and training.

The success of Riverside's preservation program is largely contingent upon community engagement and support. The project is intended to develop a new and inventive way of engaging the community following historic trends seen nationally by encouraging neighborhood participation and reconnecting residents with the immediate local area and their active role in "history in the making." The desired outcome of the project is a storytelling and oral history program that results in reconnecting area residents in a different way as well as identifying a new generation of historic enthusiasts committed to assist the City HPNUD's outreach and education goals. The overall objective is to provide a format to allow neighborhoods and organizations to participate in recording the area's history and take ownership of that history as part of Riverside's successful preservation program. The volunteer profile would be those individuals who are longtime Riverside residents, those interested in learning more about their immediate area history and others who seek a touchstone in the past as a means to find a sense of place.

This project will be accomplished through City Neighborhoods and Historic Preservation staff working with a qualified consultant, and partnering with local preservation and neighborhoods organizations. This collaborative effort will develop a portal on Historypin.com to collect historic stories electronically as well as conduct a citywide storytelling and oral history program in each of Riverside's 26 neighborhoods. The themes of the stories and oral histories would vary from area to area and be determined through public outreach in order to help the community reconnect with their own history. Depending on the timing of this project in conjunction with other separately funded initiatives, additional features may be able to align with this project to add historic preservation ambassador program, art in public places or other types of enhancements.

The consultant will have primary responsibility for developing the organization of the outreach program and modes to engage community participation; identification of storytelling and oral history themes based upon community input and outreach; leading the actual oral history and storytelling effort citywide; establishing a framework on Historypin.com for further community input; and preparing a written report documenting oral histories and context for the themes. City staff and individuals from partner organizations will assist with outreach components, theme selection, Historypin.com framework input, and with the final report and content.

**CONSULTANT TASKS:**

- Research city files and information to develop a context framework associated with Riverside's overall history and its historic preservation program as well as community engagement and leadership skills.
- Work with City preservation and neighborhoods staff to develop the outreach methods and plan for soliciting ideas and further input on proposed themes that evolve from community engagement.
- Coordinate with City preservation staff and representatives of related departments, the Cultural Heritage Board, as well as outside partners including but not limited to Old Riverside Foundation, Riverside Historical Society, Riverside Metropolitan Museum, UC Riverside, the Riverside Neighborhoods Partnership and others to develop the storytelling outreach program.
- Develop, implement and conduct an outreach program approved by the City to collect the oral histories and conduct storytelling events citywide.
- Attend meetings with City staff and preservation stakeholders plus lead events in each of Riverside's neighborhood areas.
- Prepare regular progress reports.
- Prepare a final report on storytelling and oral histories.
- Prepare Draft and final project reports documenting process and community participation with appropriate context thereof.
- Prepare final manual and reports.
- Presentation to both Cultural Heritage Board and City Council on project.
- A Historypin.com framework to be used throughout and to inform this process, with the intention of being ongoing.
- To the extent that the video and process of the project can be documented, as a podcast, and formatted for elearning, as appropriate, the City will undertake these activities either in conjunction with the consultant or on its own to increase the project's availability to the public.

**TENTATIVE PROJECT SCHEDULE:**

**EXHIBIT 1**

**Request for Proposals Issued**

**May 2014**

**Consultant Selected**

**June 2014**

**Project Initiation**

**July 2014**

- Kick-off meeting with City staff, historic preservation partners and consultant
- Gather City's available background materials on Riverside's history, neighborhoods, historic sites and districts from City Staff and historic preservation partners
- Prepare Historypin framework

**Project Development**

**August - December 2014**

- Develop oral history program organization and outreach strategy and media
- Launch Historypin framework
- Conduct outreach meetings in each of the City's neighborhood areas to solicit input on themes and candidates for oral histories
- Collect Historypin data and incorporate into theme study
- Prepare draft oral history context and theme proposal
- Meeting with City staff, historic preservation partners and consultant to review and discuss feedback from meetings
- Submit final theme proposal

**Project Implementation**

**January - May 2015**

- Meeting with City staff, historic preservation partners and consultant to strategize upcoming oral history schedule, format and outreach; identify venues and needed support; assign tasks, etc.
- Collect Historypin data and incorporate into oral histories
- Conduct oral histories to be led by Consultant, supported by City staff and historic preservation partners as determined by previous outreach and theme study
- Turn over Historypin framework and data collection to the City of Riverside for incorporation into the preservation program
- Submit Final Report to City

**RIVERSIDE HISTORIC PRESERVATION AMBASSADOR TRAINING PROJECT****DESCRIPTION:**

The City proposes to contract with a consultant meeting the *Secretary of the Interior's Professional Qualifications Standards* that specializes in preservation planning, community engagement and training. The project is envisioned to be similar to Los Angeles' successful Speaker's Bureau program for the SurveyLA project. The Historic Preservation Ambassador Training Program would be developed and piloted during the term of the contract, but is intended as a model for ongoing future use by the City and partner organizations.

The success of Riverside's preservation program is largely contingent upon community engagement and support. The project is intended to develop a sustainable program of engaged historic district and neighborhood participation in the City of Riverside's historic preservation program. The desired outcome of the project is a training strategy and program that results in, and ensures ongoing recruitment over time of, a group of committed volunteers to assist the City HPNUD's outreach and education goals. The overall objective is to provide a format to allow neighborhoods and organizations to take ownership of and manage their own contributions to Riverside's successful preservation program. The volunteer profile would be those individuals and potentially any umbrella associations or organizations that have an interest in filling an advocacy role at the neighborhood and local level to promulgate the importance, value and sustainability of preserving the City's cultural resources.

This project will be accomplished through city Neighborhoods and Historic Preservation staff working with a qualified consultant, and partnering with local preservation and neighborhoods organizations. This collaborative effort will develop a training program and the necessary materials to support it in a reproducible format. The project envisions development of a training manual that will be presented through a series of workshops, collectively known as a module. The project will conduct the training module in the city's five distinct neighborhood areas. It is anticipated that each workshop module will be comprised of three, four-hour sessions over a period of a few weeks. The sessions will capitalize on Asset Based Community Development strategies to provide leadership training and will include education on the history of Riverside; the City's preservation program including Preservation Element goals, ordinance requirements, the designation program and existing resources; and the Secretary of the Interior's Standards for the Treatment of Historic Properties that are implemented through the city's historic building design guidelines. One component that will be tailored for each of the five Neighborhood Partnership Areas (see Exhibit 5) will be specific to the historic resources and historic districts within each area. Depending on the timing of this project in conjunction with other separately funded initiatives, additional features may be able to align with this project to add neighborhood storytelling, art in public places or other types of enhancements.

The consultant will have primary responsibility for developing the organization of the training program as well as the individual components, designing and producing the manual, outreach modes to engage community participation, and leading the workshop modules. City staff and individuals from partner organizations will assist with specific training components and assist with the provision of content.

**CONSULTANT TASKS:**

- Research city files and information to develop a training context framework associated with Riverside's overall history and its historic preservation program as well as community engagement and leadership skills.
- Work with City preservation and neighborhoods staff to develop the training modules related to the neighborhoods and individual historic sites, districts, themes, property types, etc., as appropriate.
- Coordinate with City preservation staff and representatives of related departments, the Cultural Heritage Board, as well as outside partners including but not limited to Old Riverside Foundation, Riverside Historical Society, Riverside Metropolitan Museum, UC Riverside, the Riverside Neighborhoods Partnership and others to develop the training program.
- Develop, implement and conduct an outreach program approved by the City to inform the community about the project and its goals, and to elicit interest, registration and completion by community members of the five pilot workshop modules.
- Attend meetings with City staff and preservation stakeholders; and lead five training modules after completion of an approved training program and manual.
- Prepare regular progress reports.
- Prepare draft and final training program manuals.
- To the extent that the video and manual can be made available on discs, as a podcast, and formatted for elearning, as appropriate, the City will undertake these activities either in conjunction with the consultant or on its own to increase the project's availability to the public.

**TENTATIVE PROJECT SCHEDULE:**

**EXHIBIT 1**

**Request for Proposals Issued**

**May 2014**

**Consultant Selected**

**June 2014**

**Project Initiation**

**July 2014**

- Kick-off meeting with City staff, historic preservation partners and consultant
- Gather City's available background materials on Riverside's history, neighborhoods, historic sites and districts – City Staff and historic preservation partners

**Project Development**

**August - December 2014**

- Develop training program organization
- Develop training program manual
- Develop outreach strategy and media to be used in outreach
- Meeting with City staff, historic preservation partners and consultant to review and discuss draft products to date
- Prepare final versions of the above draft products
- Submit final products

**Project Implementation**

**January - May 2015**

- Meeting to strategize upcoming training module schedule, format and outreach; identify venues and needed support; assign tasks etc.
- Conduct training modules to be led by Consultant, supported by City staff and historic preservation partners (anticipated to be five modules, one in each of the City's five Neighborhood Partnership Areas, format TBD during the Project Development phase)
- City will hold de-brief meeting(s) during and after completion of modules/entire program as necessary
- Submit Final Report to City