**NNIP Policy on Transitioning Partners**

As a peer learning network, both NNIP and all its local partners benefit from having strong and institutionally-stable partners. To achieve this and maintain a NNIP presence in existing partner cities, NNIP/Urban staff and the NNIP Executive Committee are committed to providing technical assistance and advice to partners in times of organizational instability.

This document outlines the policy of NNIP regarding current partners who face organizational transitions or are unable to carry out local data intermediary services in the [NNIP model](https://www.neighborhoodindicators.org/about-nnip/about-network). It defines available NNIP network support, access to partner benefits, how the transitioning organization will be acknowledged on the NNIP website, and how the transition process might be successfully concluded. This policy was initially approved by the NNIP Executive Committee on 2015 and is periodically reviewed.

We encourage staff of any partner organization to reach out to NNIP/Urban as early as possible when an organization may be facing institutional difficulties or have reduced capacity to perform data intermediary services. There is more we can do to be helpful early in the process and may be able to connect you with partners who have undergone similar difficulties.

**Transitioning NNIP Partners**

Over the years, several NNIP partner organizations have closed or discontinued NNIP-related services. In many cases, the local data intermediary functions have been successfully transferred to another organization (see list below), so the network established a provisional status category to support partners in transition. Transitions may occur when:

* An organization or unit changes institutional homes through a merger with another organization or by creating a spinoff organization; or
* An organization closes altogether; or
* An organization remains open, but the organization no longer fully performs NNIP functions due to changing priorities or diminished funding.

NNIP/Urban staff will make the determination whether a partner organization should be shifted to a transition status, with notification to the Executive Committee.

NNIP/Urban staff will review the status annually and may revoke NNIP membership if staff judge there are not consistent or viable efforts to rebuild the local data intermediary functions. In general, the network expects transition status to last up to two years. NNIP/Urban staff can make exceptions to this if the effort to rebuild is ongoing and reasonable progress is being made.

**Access to Network Assistance and NNIP Partner Benefits during Transition**

When an NNIP partner organization shifts to transition status, they should identify a point person for NNIP communications. NNIP/Urban staff will attempt to maintain regular contact to monitor a partner’s situation and provide advice or support when requested. Partners in transition are expected to participate in these periodic check-ins with NNIPHQ staff.

Access to partner [benefits](http://www.neighborhoodindicators.org/partners/become-partner) (such as the NNIP partnership meetings, email lists and voting for the Executive Committee) during the transition will be determined on a case-by-case basis by NNIP/Urban staff in consultation with the NNIP Executive Committee.

* Part of the services provided by the NNIP network by Urban Institute staff is to assist local stakeholders as they identify the options for moving forward, including advising them as they gather support for the need for NNIP functions and identify a new potential home. Within the constraints of the current network funding, NNIP/Urban staff will provide support to former partner staff or other local champions who are actively working to rebuild their capacity to provide data or to transfer responsibility of the functions to another organization. These individuals can maintain access to the website and various communication outlets and are welcome at the partner meetings.
* NNIP/Urban staff can also invite individual staff of the former partner organizations who meet the criteria to join the [NNIP Alumni Network](http://www.neighborhoodindicators.org/nnip-alumni-network-procedures).

**Acknowledgment on the NNIP Website**

The circumstances of the transition and the engagement by the partner organization staff will determine whether the partner organization will remain listed as such on the NNIP website.

* If there is no local stakeholder working to reorganize, NNIP/Urban staff will un-publish the organization/city as a partner on the website. Previous publications and activities will remain on the site with credit to the previous partner organization.
* If there is former staff or a local stakeholder actively working to reorganize, NNIP/Urban staff will consult with the person to determine whether it is advantageous to the local process to keep the city/organization listed on the site or not. To remain listed on the site, an individual must be identified who is willing and able to serve as the contact for their area for any inquiries through the site. If the city/organization remains listed, an asterisk will indicate the partner is transition and a note will also be added to the description acknowledging the transition.

**Completing the Transition**

With support from NNIP and Urban staff, we hope that NNIP partner organizations in transition will be able to find new funding support or identify a new institutional home for NNIP functions.

* If the local stakeholders transfer the NNIP functions to another organization, we will require the new organization to go through the standard formal application process and respond to an additional set of questions about the transition.
* If the leadership, staff and mission do not change and just the organizational home changes through a merger or wholesale transfer of functions, NNIP/Urban staff and the Executive Committee can waive the need for the application process.
* If new revenue is raised to support the re-activation of NNIP functions at the existing partner organization and leadership, staff and mission have not changed, no reapplication is required.

**Successful Transitions**

The table below lists the cities where there was a successful transition of local data intermediary services from one organization to another. While not all transitions necessitated the involvement of NNIP/Urban staff, in several cases they played a significant role, including providing strategic advice to partner staff, conducting scans of the local information ecosystem, and traveling to make presentations in those cities on the benefits of NNIP.

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| --- | --- |
| **City** | **Outcome** |
| Atlanta | Transferred from Georgia Tech to NeighborhoodNexus, a consortium of Atlanta Regional Council with the Community Foundation of Greater Atlanta |
| Baltimore | Transferred from an informal network to the University of Baltimore |
| Chicago | Previously at the Metropolitan Chicago Information Center and Chicago Metropolitan Agency for Planning, now at DePaul University’s Institute for Housing Studies |
| Dallas | Transferred from Foundation for Community Empowerment to the Institute for Urban Studies at the University of Texas-Dallas |
| Detroit | Data Driven Detroit was initially a nonprofit, then became an affiliate of the Michigan Nonprofit Association and then converted to a Low-Profit Limited Liability Corporation (L3C) |
| Los Angeles | Originally at the UCLA Center for Neighborhood Knowledge; now at the USC Price Center for Social Innovation |
| Memphis | Originally housed at the University of Memphis; now at an independent nonprofit Innovate Memphis |
| Miami | Transferred from a government agency to the Children’s Trust |
| New Orleans | Changed from being a program of the Center for Nonprofit Resources to an independent nonprofit, The Data Center |
| Milwaukee | Formerly at the Nonprofit Center of Milwaukee and now at the independent nonprofit called Data You Can Use. |
| Philadelphia | Transitioned from the Reinvestment Fund and Temple University to Drexel University’s Urban Health Collaborative |
| Washington, DC | Transferred from nonprofit DC Agenda to the Urban Institute |

**Transition-Related Links**

An asterisk notes a document restricted to NNIP partners and registered users.

* [NNIP's Guide to Starting a Local Data Intermediary](http://www.urban.org/research/publication/nnips-guide-starting-local-data-intermediary)
* [Organizational Planning Resources](http://neighborhoodindicators.org/nnip-partners-and-organizational-planning)
* [Exploring the Future for the Baltimore Neighborhood Indicators Alliance](http://www.neighborhoodindicators.org/library/catalog/exploring-future-baltimore-neighborhood-indicators-alliance) (2005)\*
* [An Assessment of the Community Information Infrastructure in the Chicago Metropolitan Area](http://www.neighborhoodindicators.org/library/catalog/assessment-community-information-infrastructure-chicago-metropolitan-area) (2013)
* [Assessment of Need and Opportunities for Data Intermediary Services in the Hartford Capital Region](http://www.neighborhoodindicators.org/library/catalog/assessment-need-and-opportunities-data-intermediary-services-hartford-capi) (2014)