

Scope of Work

A. OBJECTIVE

The Community Expert will lend their expertise, through verbal and or written recommendations, to the California Air Resources Board's (CARB) Community Engagement Capacity Building Workgroup (CECB) by ground truthing CARB's Draft Plan, Implement, and Close Race and Equity Focused Community Engagement Model (Community Engagement Model) and associated training curriculum. In 2022, CARB established the CECB Workgroup to collaborate with community experts to develop the Community Engagement Model and resources that will be used to sufficiently train all CARB staff. Once complete, the Community Engagement Model will guide CARB's community engagement efforts.

Key Definitions

A "Community Expert" is someone who has life, professional, and leadership experiences related to their community, neighborhood, or field with perspectives uncommon in government bodies and industry.

"Ground truthing" is a process that will inform and strengthen the development of the Community Engagement Model based on input from community experts and the public.

B. PROJECT SCHEDULE

The project is expected to begin in the summer or fall 2023. The contracted community experts will be compensated on a per task basis and will receive their payment every time they complete their task. Community Experts will invoice CARB after completing each task. Table 1 below provides a detailed breakdown of the compensation per task and planned work schedule. Note that community experts are not working for seven months straight. For example, during the series of community meetings between months three and four, community experts are not expected to perform any work.

Table 1: Contract, task, and compensation for fiscal year 2022-2023.

Task	Compensation	Work Schedule (when contract starts)
1: First Virtual Meeting	\$375	Month 1
2: Review Draft Model	\$1,750	Month 2
3: Second Virtual Meeting	\$375	Month 3
4: Third Virtual Meeting	\$375	Month 5
5: Review Revised Model	\$1,750	Month 6-7
6: Fourth Virtual Meeting	\$375	Month 7
Total	\$5,000	7

Table 2: Task Schedule

Month	1	2	3	4	5	6	7
Task 1: First Meeting							
Task 2: Review Draft Model							
Task 3: Second Meeting							
Task 4: Third Meeting							
Task 5: Review Revised Model							
Task 6: Fourth Meeting							

C. TASKS

Task 1. The Community Expert Will Meet with Members of the CECB Workgroup to Discuss this Contract (First Virtual Meeting)

Deliverable: The Community Expert and members of the CECB Workgroup will meet virtually to discuss the various aspects of this agreement including the project plan, details of performing tasks, budget, invoices, expectations, challenges, and other items that should be addressed before work can begin.

Task 2. The Community Expert Will Familiarize and Review CARB’s Draft Community Engagement Model

Deliverable 1: The Community Expert will review CARB’s Draft Community Engagement Model and use any personal community engagement efforts

experienced with CARB or other government agencies to develop initial comments and or recommendations that will support deliverables for Tasks 3 and 4.

Task 2.1. The Community Expert will review the Narrative of the Draft Community Engagement Model.

Task 2.2. The Community Expert will review the Plan Template of the Draft Community Engagement Model.

Task 2.3. The Community Expert will review the Implement Template of the Draft Community Engagement Model.

Task 2.4. The Community Expert will review the Close Template of the Draft Community Engagement Model.

Deliverable 2: The Community Expert will provide written or verbal comments for the Narrative and the three templates (Plan, Implement, Close) of the Draft Community Engagement Model document. Additionally, the Community Expert will provide a written summary of recommended edits to the Draft Community Engagement Model.

TASK 3: The Community Expert Will Attend the Second Virtual Meeting

Deliverable: The Community Expert will attend the second workgroup meeting to discuss initial comments on CARB's Draft Community Engagement Model, CARB's approach to the community engagement meetings on the Community Engagement Model, outreach efforts, and potential contacts.

TASK 4: The Community Experts Will Attend the Third Virtual Meeting

Deliverable: The Community Expert will attend the third workgroup meeting to discuss their comments regarding CARB's Draft Community Engagement Model and community responses from the community engagement meetings.

TASK 5: The Community Expert Will Review the Revised Draft Community Engagement Model That Incorporated Community Experts and Public Feedback Prior to Beginning Task 6

Task 5.1. The Community Expert will review the Narrative of the Revised Draft Community Engagement Model.

Task 5.2. The Community Expert will review the Plan Template of the Revised Draft Community Engagement Model.

Task 5.3. The Community Expert will review the Implement Template of the Revised Community Engagement Model.

Task 5.4. The Community Expert will review the Close Template of the Revised Draft Community Engagement Model.

Deliverables: The Community Expert will provide written and verbal comments for the Narrative and three templates of the Revised Draft Community Engagement Model document. The revised draft will be an updated draft with incorporated input from the public and first round of comments from the Community Experts. Additionally, the Community Expert will provide a written summary of recommended edits to the Revised Draft Community Engagement Model.

TASK 6: The Community Expert Will Attend the Fourth Virtual Meeting

Deliverable: The Community Expert will attend the fourth workgroup meeting and discuss their comments from Task 5 during the meeting regarding the Revised Draft Community Engagement Model and how it can be improved.