

Exhibit C1 - Scope of Work

Section 3: Scope of Work

This project will include five main tasks:

Task 1. Work Plan Development (Month 1)

During Task 1, we will create a work plan that will help anticipate and plan for all aspects of the project. In addition, the work plan will clarify the details and expectations of the All About Air Quality Bootcamp project to all prospective participants and interested parties. The project team has many years of experience in project planning, which will result in an efficiently produced work plan that will be both comprehensive and understandable.

We will develop the work plan within one month of the contract start. The work plan will do the following:

- Detail community support and participation: partnerships, community involvement, and project leads along with their contact information
- List the scope of each task in more detail
- Define unique and specific objectives of the All About Air Quality Bootcamp based on feedback from potential participants and other stakeholders
- List the roles and responsibilities of the team and the interactions of other organizations (e.g., local air districts)

Task 2. Preparation (Months 2-12)

Substantial effort will be needed to prepare for the Bootcamps. We plan for three significant preparation subtasks: (1) refine the team of instructors, (2) outreach to secure participants and select training locations, and (3) create the Bootcamp content.

2.a. Refine Instructor Team (Months 2-3)

While the core team of instructors will consist of CCA and TDE staff, there may be a need to bring in selected people to cover some specific topics of critical importance to the participants. In addition, subject area experts within our colleague networks may be interested in volunteering as instructors or panelists. We will review the team's composition at the beginning of the project and incorporate suggestions and recommendations from current community-based partners.

2.b. Outreach for Getting Participants and Selecting Locations (Months 4-6)

In addition to the interested organizations that have already committed to participate, we will seek other participants from across the state. We will target EJ groups and individuals residing in low-income or disadvantaged communities. Outreach methods will include contacting local environmental justice groups and other stakeholders, using social media, and using the team's extensive professional network to identify interested community leaders. We anticipate between 15 and 35 participants for each Bootcamp. We will use grant funding to provide participants and partner organizations a stipend for their time and reimburse their travel expenses. We will provide participants a \$175 per day stipend and reimburse lodging and mileage travel expenses consistent with the rates set by the California Department of Human Resources. Stipends to partner organizations will range from \$2,000 to \$8,000 based on the level of involvement in Bootcamp recruitment, preparation, training, and follow-up activities.

To select the All About Air Quality Bootcamp locations, we will use many factors:

- Location in a disadvantaged or low-income community as identified in the California Air Resources Board's priority population investments mapping tool (requirement)
- Proximity and travel distance for those attending the workshop
- Meeting space provided in-kind or is of minimal expense
- Locations in both northern and southern California or the San Joaquin Valley

We hope and anticipate in-person meetings will be possible once this grant is awarded. In-person meetings allow for the maximum benefit to the participants, with hands-on demonstrations, and interactive discussions. If in-person meetings are not possible, we will seek to make the Bootcamp sessions as interactive as possible using video meetings, with extensive breakout rooms and clean and easy access to contact

instructors. Funding will be used to send participants printed materials, hands-on technology, and a stipend, as well as a certificate of completion.

2.c. Create Bootcamp Content (Months 7-12)

To create the content and materials for the Bootcamp, we will use existing resources within our organizations supplemented with material produced by other organizations, including CARB, EPA, and local air districts (see callout box). These other resources will provide helpful content but are dated or limited and do not provide an opportunity for the two-way discussion that the Bootcamp allows.

The initial syllabus for the Intro and Advanced Bootcamps will include the topics in Table 1. The syllabus will be updated, revised, and expanded based on broader community input and recommendations from air districts.

Table 1. Initial course topics and approximate hours of training.

Educational materials we will leverage to make the training focused on California air quality issues:

- SCAQMD – AQSPEC and EPA STAR grant resources
- BAAQMD – Bay Air Center resources
- CARB’s AP101 - Air Academy Online Training
- CARB’s Community Air Protection Program Resource Center
- CARB’s Public Participation Guidebook
- Tracking California: Guidebook for Developing a Community Air Monitoring Network
- EPA Air Sensor Guidebook
- EPA AMTIC
- World Bank’s Introduction to Air Quality course

Training Topic	Anticipated Length (hrs)
Air pollution history	1
Air quality concepts	1
Air pollutants (criteria, toxics, GHGs)	2
Air emissions (stationary, mobile, biogenic, etc.)	3
Air monitoring	3

Air pollution meteorology	2
Health effects	2
Data analysis and tools	3
Policies and regulations	2
Agencies that regulate air quality	2

Task 3: Community Engagement and Conducting the Bootcamps (Months 13-25)

We propose to conduct four Bootcamps over the course of 12 months. Locations will alternate between northern and southern California or the San Joaquin Valley to minimize travel for participants and maximize diverse geographic participation. We will alternate between Intro and Advanced level bootcamps.

As discussed in Task 2, we will seek participants from across the state and target EJ groups and people in disadvantaged or low-income communities. We anticipate between 15 and 35 participants for each Bootcamp. For participants, we will use grant funding to provide a stipend and reimburse travel expenses. We will also provide stipends to community-based partner organizations who assist in recruiting participants, co-hosting events, participating in the program, and helping with post-Bootcamp evaluations and following up.

To improve each subsequent Bootcamp, we will evaluate each event, asking for direct feedback from attendees, and incorporate the results into the following Bootcamp.

Task 4: Reporting and Materials (Months 2-30)

The reporting requirements are familiar to CCA, and we are ready to provide comprehensive and timely reports on the All About Air Quality Bootcamp. Reports and materials will include:

- Project work plan one month after contract start
- Bi-annual reports on the project status and accomplishments
- Final report on the project including evaluation
- Intro and Advanced Bootcamp training materials
- Bootcamp videos

Task 5: Sustainability and Reproducibility (Months 26-30)

We plan to make the Bootcamp as evergreen as possible. We will ensure that course materials are available for future use for participants and others interested in all things air quality. The team will record, edit, post, and distribute videos of the Bootcamp, allowing others unable to attend or new EJ groups to benefit from the course for years to come.

Monitoring

While air quality monitoring is not applicable to this project, we will spend time in each Bootcamp discussing the importance of monitoring related topics such as defining monitoring objectives, equipment selection, maintenance, data interpretation, etc. Air monitoring is a complex topic, which is why CCA has teamed with TDE for this project. TDE will bring a range of air monitoring equipment to each Bootcamp for demonstrations, allowing for hands-on experience with current technology.

Workforce Development

Workforce development is not directly applicable to our project, however, stipends paid to community-based partner organizations may be used to cover staff salaries, wages, and benefits and the Bootcamp experience may be treated as a job training experience for community organizers.

volunteers for simultaneous translation services during the Bootcamp events and rely primarily upon the much-improved Google translate service for translating project materials into Spanish. We will have staff or community partners fluent in Spanish review the translated materials for accuracy.