Exhibit C1 - Scope of Work

Scope of Work				
Task	**Measurable Goals**	**Measurements**	**Outcomes/ Benefits**	**Milestone(s)**
Workplan. Project plan for grant	Submit a complete and actionable plan.	Submit plan within 2 weeks of grant contract signing	Enables moving forward with grant initiation and aligns stakeholders quickly	•Submitted Plan
Community Engagement Through a physical site – (envisioned to be a Community Garden and meeting room) with associated programming, Neighborhood Leadership Council Meetings and Outreach Coordinators conducting resident and leader meetings, tabling, speaking, and a City Council policies project	• Numbers of community events, meetings, outreach days, •Number of meetings and contacts with City Leadership •Number of Residents in Neighborhood Leadership Council •Train and empower assistant project manager to lead projects and outreach activities •Add two focus outreach coordinators to team •Expand reach. connections and trust in focus neighborhoods •Bring outreach coordinators and NLC "to the table" at City meetings •Build fellowship among our attendees, most impacted neighbors. meeting attendees and partners. •Increase meeting/event participation each quarter	•Begin events, workdays, and meetings at community site by September 2022 •8 Community Events •24 Outreach Days •Reach 400 focus neighborhood residents •Attend and comment at 10 City Council Meetings •Develop and present 4 changes to City Policy related to Air, Equity or GHG emissions	•A space where people can connect and belong in •Transfer of knowledge and responsibilities to community members in our focus neighborhoods. •Build connections in community and cooperative projects •Raise community profile of NLC and Outreach Coordinators	•Site Partnership •Site plan, Site Programming Calendar Developed Site •Event Plan •Meetings/Event commencement

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COMMUNITY CLIMATE SOLUTIONS

| Air Quality Measurements: Baseline and benchmarks project | •Develop metrics of Air Quality Set Goals for emissions reductions | •Formalize BAAQMD partnership by Jan 2022 •Approval of approach/plan by March 2023 Report with: •Baseline measurements by December August 2023 •Air Quality Benchmarks against other Bay area Communities and Reduction Goals report complete by Dec 2023 | Effectively communicate the Air Quality issues we face to stakeholders and create urgency to address them

Develop ability to measure progress | •BAAQMD partnership •Benchmark Report •Reduction Goals |
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| **Workforce Development** | •Engage with San Leandro High School Career Pathways program to identify and engage Interns •Hire community Engagement Coordinators from San Leandro Focus areas. •Identify top skill sets that are "best practice" for community engagement and outreach professionals. •Train all coordinators, leaders and Interns on training developed in-house and externally. | •Add 5 new NLC members by Dec 2023 •Hire/Train two Outreach coordinators and Interns by June 2022 •NLC members and Outreach Coordinators to attend and comment on policy at 10 City Council meetings •Talk to 3 local community organizations to find training options | Build skill sets and confidence of Outreach Coordinators, Interns, and members of NLC | •2 Outreach Coordinators •8 Neighborhood Leadership Council •2 to 3 Interns |

		•Train NLC and outreach coordinators by September 2022		
Data Management. Utilize and Integrate Data from multiple projects, events, and surveys to create a data "picture" and ongoing management program.	•Create Data Catalog of available information •Integrate into common database and identify (unobtrusive) tool(s) to easily collect information at event/meetings and from surveys and put into common database.	•Initial Data organization Complete by March 2022 •Tool identified by May 2022	•Streamline info to Save time and enable deeper insights	•Simple and manageable registration, check in and data collection.
Reports	•Quarterly and Annual Grant Reports •Neighborhood Action Plan (NAP) updates •Air Quality Measurement Updates	•Complete 6 Quarterly and 2 Annual Grant report submissions on time •Update Neighborhood Action Plan 1 time per year to add new data and community input	Effectively communicate progress and two-way communication about successes, needs and opportunities.	•6 Quarterly Repots •2 Annual reports •2 NAP updates •1 Benchmark and Goal Report