

Exhibit C1 - Scope of Work

Section 3: Scope of Work

TASK 1: WORK PLAN DEVELOPMENT

The goal of work plan development is to produce a detailed set of tasks to be undertaken to accomplish the overall goals of educating those in the target neighborhoods about the dimensions of air quality measurement in their communities and of identifying and preparing leaders who will see that their neighborhoods begin to monitor air quality and analyze data to determine courses of action. The simplest measures of success in reaching the educational goal are first that the number of educational sessions planned for each neighborhood are held and, second, that they are attended by a sufficient number of people who return from session to session to form a knowledgeable core in each neighborhood. The first measure of success in developing leaders is that leaders are actually identified in each neighborhood. The second measure of success is that they become trained both in how to monitor air quality, collect data and do analysis and in how to carry out grassroots organizing around air quality issues. The third measure of leadership development success is that the leaders, indeed, carry out the monitoring for which they were trained, inform their neighbors of results, and bring neighbors together to develop plans of action. For these major tasks within the work plan, reporting responsibly will lie with the two community organizers who will each work in two neighborhoods. They will report to the project lead, LUNA's executive director. She will evaluate progress and adjust assignments as needed to meet the objectives of the project in a timely manner.

Regarding developing the work plan itself, these is the sequence of tasks that will be undertaken along with the objective of each task:

1. Project lead identifies air quality monitoring experts in the Bay Area who could potentially lead educational sessions. The objective is to identify the person who will deliver training to residents. Measures of success are that a list of candidates is developed; candidates are contacted and interest ascertained; the candidate list is narrowed to those willing to accept the assignment. The milestone is that an instructor is selected.
2. Project lead and community organizers meet with instructor to develop instructional timeline. The objective of this undertaking is to determine how many sessions and of what length will be needed in each neighborhood to educate residents to the point where they understand issues, ways of measuring air quality, implications of outcomes from analysis, and options that can be exercised to address poor air quality problems. Measures of success are that

the meeting is held, that a curriculum plan is produced, that a number of sessions in each neighborhood is agreed to, and that times of availability of the instructor during the grant period area ascertained. The milestone to be met is that a first draft of a timeline and sequence of sessions is produced to serve as information for detailed work plan development.

3. Project lead and community organizers create a first draft of the work plan. The objective is to use the number of sessions needed to educate those in each neighborhood to reverse engineer the sequence of steps that will be needed before the first session to assure that the objectives in holding the training sessions are met. Measures of success are creation of a tentative training calendar, development of a timeline for accomplishing all preliminary tasks, and delineation of a timeline for each preliminary task (i.e., canvassing neighborhoods to inform about the initiative, obtaining a count of those willing to attend, reminding those willing to attend of an upcoming session, preparing the venue for the session, producing attendance rosters, and determining follow-up actions for those who attend and those who miss one or more sessions). The milestone is production of the draft work plan.
4. Community organizers meet with heads of neighborhood associations to agree on final draft of workplan. The objective is to settle on a workplan and a timeline that heads of the neighborhood associations in each target neighborhood believe will work for those in their neighborhood. The measures of success are that all neighborhood association leaders participate in the meeting, that agreement is reached on a session timeline and on the start and stop dates for each preliminary activity necessary to assure the success of the sessions. The milestone is production of a final draft of the work plan

TASK 2: MONITORING

Note that this proposal is an education proposal. In light of the proposal's purpose, it is premature to discuss monitoring. If the education program is successful, monitoring will be the focus of another grant request.

TASK 3: COMMUNITY ENGAGEMENT

Community engagement is the core purpose of this grant proposal. The goals of community engagement are to prepare through education the residents of four low-income neighborhoods to monitor air quality in their neighborhoods, to become knowledgeable of results of analyses of air quality, and to prepare residents to take action when sources of poor air quality and possible means to eliminate or control those sources are identified. Measures of success in the effort to engage the community are:

1. Canvassers have informed individual households in the target neighborhoods of the issues and of the opportunity to learn enough by attending training sessions to take action if warranted.
2. A roster of those willing to learn about air quality, air quality monitoring, and poor air quality mitigation measures is created.
3. Attendance at training sessions amounts to at least 80% of those who said they were willing to attend such

sessions. 4. In each neighborhood, at least one individual is identified who is willing to be the lead in the neighborhood on the air quality issue. 5. Each identified leader undergoes training in air quality monitoring and in community organizing around air quality issues. 5. The leaders in each neighborhood assist LUNA in developing a proposal to fund deployment of air quality measuring devices in the target communities. The milestones in community engagement are: 1) Completion of canvassing in each targeted neighborhood, 2) Development of rosters of community members willing to attend training sessions. 3) The holding of training sessions containing at least 80% of those who said they were willing to attend. 4) The identification of at least one person in each neighborhood willing to lead efforts in air quality monitoring and poor air quality mitigation. 5) The training of neighborhood leaders in air quality monitoring, data gathering and data analysis. 6) The training of neighborhood leaders in grassroots organizing methods. 7) The development of leaders and willing volunteers of action plans around addressable findings indicating poor air quality. Note that this list of milestones exceeds the timeframe of the education grant but illustrates the steps that would be undertaken after the community is engaged, the leaders trained, the data gathered, and the analyses completed.

TASK 4: WORKFORCE DEVELOPMENT

Our immediate plan is workforce development in the area of organizing around air quality issues. The workforce to be developed are the canvassers who will go door-to-door in the targeted neighborhoods to explain to heads of households the need in their neighborhood to take a scientific look at the quality of the air those in the neighborhoods breathe. Though we are not including it specifically in this proposal, our intermediate range plan is to open a slot in our organization for a specialist in toxic substances and human health. Our experience with lead as a pollutant in communities surrounding the airport near our target neighborhoods suggests that the issue of the effects of pollutants on health is one that requires expertise beyond that possessed by our current two community organizers who are generalists. If the grant is awarded and if we are able to identify a potential staff person who could deepen our ability to address the range of problems related to pollution, we would want to discuss adjusting the budget by reducing the role of the current organizers and increasing the role of a new hire who is a specialist. Our immediate goal in workforce development is to develop a team of canvassers with sufficient knowledge to explain cogently to heads of households in our neighborhoods why air quality should be of concern to them and why they should attend training sessions to become sufficiently informed. Measures of success include successful recruiting of a sufficient number of canvassers in each neighborhood to visit every household in the neighborhood; completion of training of the canvassers so that they can convey clearly and simply in English and in Spanish air quality issues and what residents can do to avoid ill effects of poor air quality, and deployment of the canvassers in the target neighborhoods followed by their visiting virtually all the households in their neighborhood. The end milestone is that every household has

received essential information and that every head of household has been invited to participate in training sessions.

As noted, our intermediate goal in workforce development is to identify and hire a specialist in toxic effects of environmental pollutants on human health and well-being. The objective of such a hire is to build into our staff structure the capability to address over the long term issues of toxic substances in the environment. If we are awarded this grant, we will begin work on the tasks with our current staff. At the same time, we will begin to search for the specialist we need over the long haul. If we can identify such a person, we hope to discuss a possible alteration of the budget to make it possible to bring this person on. We think that having this expertise on our staff will position us to be effective over the long term in helping those in impoverished neighborhoods preserve good health by avoiding being subjected to avoidable pollutants in the environment.

TASK 5: REPORTING

The goal of reporting is twofold. First, we will keep members of you, the granting agency, informed of progress, and second, we will have the opportunity to assure that we are on course toward completion of all deliverables. Subtasks related to this task are, data gathering, data amalgamation, evaluation, course corrections as needed, and reporting. The primary responsibility for reporting lies with the project lead, the Executive Director of LUNA, Mayra Pelagio. She has a system of reporting on all actions undertaken by LUNA that is cooperative. She meets regularly with her two organizers to assess progress on each area of activity being undertaken by LUNA. Reporting on this educational endeavor will become part of that cooperative interchange. The organizers will be guided by the scope of work and the timeline for initiation and completion of each task in the scope of work. Measures leading up to reporting are contained in the scope of work and the timeline. When the organizers report, their progress on each task will be compared to the timeline for completion. They will be expected to present their raw data, their evaluation of the data taken collectively, and their recommendations for course corrections if they are needed. Those tasks that are on course will be duly noted. Those that are not meeting the timeline will be reviewed, and the team will jointly determine how to get the tasks back on the timeline. Pelagio will monitor progress on each task prior to the reporting period. When the biannual report is near the due date, she will examine progress to date and will report on those items in the scope of work that are on time, those that are not on time, and will submit the team's plan for assuring that all items are on track to completion. The milestone for reporting is an on-time report with favorable reporting on each task item. In the normal course of multi-part projects, it is likely that some items will be on track to completion within the time designated and some will be off track. If instances of tasks falling short of the timeline for completion occur, the team will agree on actions to bring the tasks into alignment with the timeline and will execute those actions. The milestone for reporting is on time delivery of reports.

Benefits and Challenges for the Community Served: Residents of the neighborhoods served are new to the concept that maladies they and their children experience might be caused by environmental pollutants. An immediate benefit of this project is heightened awareness. LUNA works with members of populations that have a long history of oppression and discrimination. Immigrants are valued for the menial work they do and reviled because they have come to this country. Hispanic members of society in California have been punished for who they are despite the fact that California was once a part of Mexico. Use of Spanish in classrooms has been prohibited by voters. Redlining has kept those of Latin descent from purchasing homes. The list of humiliations is long. This project will introduce an ability in our neighborhoods to become conscious of invisible but real threats to health. Couched in LUNA's approach to empowerment of the disenfranchised, there is every possibility that our people armed with knowledge they had not thought to acquire previously will be able to make data-based decisions about actions they can take to safeguard their health and that of their children. Lacking data, our people had no idea that the presence of a general aviation airport near their homes could be endangering the cognitive well-being of their children. We do not know at this point what other challenges to health wait to be discovered. We do know the over-representation of certain maladies among Hispanics on the East Side of San Jose. Empowering the people to identify causes and develop and pursue solutions has the potential to profoundly affect for the positive the health of residents on the East Side of San José.