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 (PIC Model) and associated training curriculum. In 2022, CARB established the CECB Workgroup to collaborate with community experts to develop community engagement curriculum and resources (PIC Model) that will be used to sufficiently train all CARB staff. Once complete, the PIC 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 PIC 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. Community Experts will collaborate with the CECB Workgroup for about eight months and provide approximately five hours of their time every month to work on the contract tasks listed below. Community Experts will invoice CARB after completing each task.

Month	1	2	3	4	5	6	7	8
Task 1: First Meeting	▨							
Task 2: Review Draft PIC Model		▨						
Task 3: Second Meeting			▨					
Task 4: Third Meeting				▨				

Task 5: Review Revised PIC Model				☐				
Task 6: Fourth Meeting						☐		
Task 7: Support Co-development of PIC Model				☐	☐	☐	☐	

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 PIC Model

Deliverable 1: The Community Expert will review CARB's Draft PIC 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 PIC Model.

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

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

Task 2.4. The Community Expert will review the Close Template of the Draft PIC 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 PIC Model document. Additionally, the Community Expert will provide a written summary of recommended edits to the Draft PIC 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 PIC Model, CARB's approach to the community engagement meetings on the PIC 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 PIC Model and community responses from the community engagement meetings.

TASK 5: The Community Expert Will Review the Revised Draft PIC 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 PIC Model.

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

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

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

Deliverables: The Community Expert will provide written and verbal comments for the Narrative and three templates of the Revised Draft PIC 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 PIC 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 PIC Model and how it can be improved.

Task 7: Community Expert Will Support the Co-development of a PIC Model Training Curriculum

Deliverable 1: The Community Expert may provide materials such as: videos, news articles, commentary based on lived experiences, quotes, or thought-provoking questions, examples, and scenarios, that can be included as part of a Training Curriculum for the PIC Model to CARB staff.

Deliverable 2: The Community Expert will use content from the PIC Model, lived, and professional experience to help co-develop a training curriculum outline. Also, the Community Expert will review and contribute to the co-development of a slide deck and questions for training CARB staff.