



*The items below should be included in your scope of work. Each task should be broken into sub-tasks as needed and include task-based budget. If any tasks or associated expenses/costs are not federal-funding eligible, please highlight them. If you have questions on what is eligible, please contact SACOG staff to assist. The following tasks (in bold) are required to be included, but the strategies and methods included below are suggestions/examples. Additional tasks can be added to achieve individual goals and strategies.*

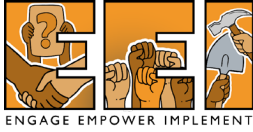
## **Scope of Work Template**

### **Project Goal/Outcome**

Yolo County is committed to ensuring residents thrive by prioritizing initiatives that provide a healthy, safe, and inclusive place to live, work, and visit. The Yolo County Strategic Plan emphasizes goals to engage community members with outreach and educational opportunities as well as reducing disparities by improving access to essential services for children, youth, and families. Residents need support and services to learn valuable job seeking skills, to gain work experience, and to qualify for higher paying careers from which they can grow to be self-sufficient, healthy, independent adults. Yolo County residents also need support and services to reach community resources that drive increased health and cultivate healthier behaviors such as public parks, libraries, wellness education opportunities, clinics, adult day health centers, health programs, among other resources.

Access to services for Yolo County's most underserved communities can be challenging and occurs for many reasons. Residents are impacted by limited resources, including limited transportation and underfunded infrastructure, further isolating residents. This project will engage community members in rural and urban areas countywide with culturally and linguistically responsive outreach opportunities to receive community input which will inform the County on what gaps they identify in service attainment to develop higher quality access to resources. The outreach and engagement will utilize the Yolo County Office of Education's Roadmap to the Future needs assessment to address the various issues relating to mobility and access and improve service delivery for opportunities already offered in Yolo County. Additional input on other community-raised concerns will also be received through this process. The County's strategic partnership with community-based organizations: Health Education Council and RISE, Inc. will provide an expansive countywide reach that touches urban and rural settings and includes residents from many diverse factions of the broader community.

Through this concerted outreach and engagement effort the goal is to directly address mobility issues in the community that currently impede ease of service attainment. As such, Yolo County



aims to reduce disparities and enhance quality of life for our most vulnerable residents including children, youth, and families that reside throughout the County.

**Summary of approach & work**

*This section should summarize the following:*

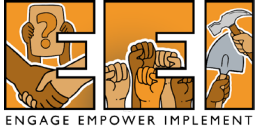
1. *The community / area that has been identified*
2. *The specific work that will be pursued (community assessment, workforce development, etc.)*
3. *Identified co-applicant*

**Identify all known partners and their roles and responsibilities**

*This section should name all the organizations that will assist in this effort, beyond the named co-applicant.*

<b>Organization Name</b>	<b>Lead Staff</b>	<b>Task/Role/Responsibility</b>
Yolo County Administrator’s Office	Cindy Perez	Grant Administrator and Coordinator, Meeting Facilitation and Coordination
Health Education Council	Roxana Garcia-Ochoa	Research, Engagement Activities, Timeline, Audience Activities, Engagement Goals
RISE, Inc.	Laura Guevara	Audience Identification, Engagement Activities, Engagement Goals
Yolo County Office of Education, Roadmap to the Future	Le Taunya Westergaard	Large Convening Facilitation and Coordination, System Mapping, Engagement and Audience Activities, Capacity-Building for Partner Organization Staff

The County of Yolo strives to provide a healthy, safe, and inclusive place to live, work, and visit for all residents through community engagement, outreach, and educational opportunities. Yolo County also aims to reduce disparities and enhance quality of life by improving access to essential services for our most vulnerable residents including children, youth, and families that reside throughout the County. Often, Yolo County residents need support and services to learn valuable job seeking skills, to gain work experience, and to qualify for higher paying careers from which they can grow to be self-sufficient, healthy, independent adults. Yolo County seeks

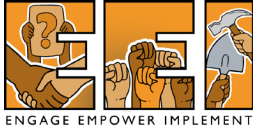


to support youth engagement services, local services feedback, and community participation through partnership and collaboration to support children, youth, and families.

The County of Yolo will coordinate all partners, establish roles and responsibilities, and create and submit invoices, coordinate deliverables, and track progress towards goals. The County of Yolo will be the grant administrator and support of the Community Based Organization partners to sustain effective outreach avenues that support their key initiatives. The County can partner with RISE, Inc. and Health Education Council and coordinate their presence to increase their outreach potential. The County can achieve higher service delivery and improve the access to quality opportunities through these partnerships to reach children, youth, and families county-wide.

The Health Education Council (HEC) is pleased to expand resident engagement with enhanced outreach to target disinvested neighborhoods in West Sacramento. HEC will engage residents living in target West Sacramento neighborhoods within Yolo County's District 1 focusing on the northwest quadrant of the city (census tract 101.0, 102.03, 102.04). These census tracts in West Sacramento reveal the highest inequities in the county and most of the state. HEC will leverage its current strategies, partnerships, and diverse stakeholder partners to engage with residents of this target area to better understand the causes and resident-identified solutions to the disproportionate health inequities. HEC will build on previous resident outreach conducted using an Assets Based Community Development model and the Association of American College's Principles of Trustworthiness toolkit. Through a series of outreach sessions and key-informant interviews, HEC will listen to assets and concerns and identify opportunities for addressing barriers to healthier communities. HEC will connect with residents in a variety of languages including Spanish, Russian and Fari/Dari speaking residents. These outreach efforts will build upon HEC's existing projects and leverage partner networks in Yolo County to achieve the project's desired outcomes.

RISE, Inc. would assist with audience identification in Yolo County, particularly, identifying youth in rural areas and connecting them to engagement activities such as After-School enrichment programs, Leadership Workshops, and College Exploration sessions. The After-School Enrichment Program would provide targeted tutoring sessions and homework assistance to students who may be struggling academically due to limited resources. The Leadership Workshops would focus on building leadership skills, including public speaking and teamwork. These engagement activities would be an avenue to collaborate with Yolo County Office of



Education in a joint effort to empower youth residents across the County with these targeted service efforts.

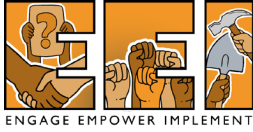
The Yolo County Office of Education (YCOE) is an additional stakeholder that will provide access to platforms, tools, and supports that assists individuals and families in navigating career exploration, training and upskill opportunities, college options, and events that promote opportunities for youth and young adults to prepare for the 21st Century workforce. In addition, the College and Career Readiness team at Yolo County Office Education can provide upskilling and professional development for practitioners, staff of community-based organizations thus growing capacity, local accessibility, and programmatic support. YCOE is not a CBO or a government entity applicant for this grant, but is rather a key stakeholder and will perform service efforts that reinforce and expand RISE, Inc.'s outreach and engagement activities. All requested funding on behalf of YCOE will be to provide administrative and community navigation support only in service to RISE, Inc.'s tasks and objectives.

In April 2022, the Yolo County Office of Education (YCOE) launched a countywide initiative on children, youth and families in April 2022. Over the course of 2.5 years, YCOE completed data collection on all community assets and services for the county. YCOE also partnered with WestEd to complete a comprehensive needs assessment on children, youth and families. These items now lay the foundational groundwork for the YCOE, RISE Inc. and Health Education Council to advance countywide efforts to improve community navigations and supports. The work of YCOE's Roadmap to the Future is complimentary to support RISE, Inc. in particular to advance its impact and community outreach in rural communities of Yolo County.

### **Task 1. Pre-Engagement**

*This section should outline all preparatory work needed before the actual engagement of community, including, but not limited to:*

- Prep meetings
- Identification of materials and efforts needed
- Establishing context:
  - Inventory of contacts and partnerships (organizations, individuals, etc.)
  - Documentation of known outreach and needs/historical harms
  - Asset mapping (what are current opportunities)



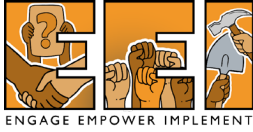
### **County of Yolo**

The County of Yolo will establish the context for this collaborative effort between CBOs and critical stakeholders. The County will support outreach efforts by investigating current opportunities within the organization and leveraging CBO partnerships to select destinations that have the highest need. The County will also engage assets to raise local awareness by advertising CBO outreach efforts and performing administrative tasks.

### **Health Education Council**

HEC leads a variety of resident engagement programming in target West Sacramento neighborhoods and has built trusted relationships with institutions and elected, community-based organizations and resident leaders. These relationships will be leveraged and will serve as access points for resident engagement and education. HEC's trained multi-lingual staff members will engage with direct individuals, resident influencers and community partners to understand the underlying issues fueling disparities that exist in targeted neighborhoods. HEC will reach community members across a variety of access points including affordable housing communities, walking groups, food distributions, farmer's markets, schools, faith organizations and other local events. HEC will prioritize engagement focusing on the target census tracts in West Sacramento. HEC will solicit West Sacramento Accountable Community for Health (ACH) members to help identify residents, businesses and local leaders in target neighborhoods to participate in listening sessions and/or key-informant interviews. HEC will create an interview template that will help carry out the engagement strategy with target audience. These questions will be revised after resident input and distributed in different languages. HEC staff will then create a tailored survey to gather input from residents during broader community outreach opportunities. This survey will be pilot tested with residents during the pre-engagement period to ensure questions are appropriately addressed and for additional feedback. Partners from the West Sacramento ACH's resident engagement workgroup will also be asked to provide input on the final survey, listening session, and key informant interview questions. This will also provide opportunities for partners to include additional information that is critical to help improve service delivery in these target neighborhoods to:

- **Task 1a.** Prep meetings with staff, consultant, and key stakeholders to review existing data; resident engagement activities completed to date; asset-based assessments completed by HEC; to develop key areas for listening sessions and instrumentation activities. Define sub resident groups e.g. homeowners, affordable housing communities; grocery stores; business owners on west Capitol Blvd; schools; teacher and parent groups; informal influencers, etc.



- **Task 1b.** Identify and draft initial informational materials; agree on incentives and approaches.
- **Task 1c.** List contacts at organizations and individuals known and already engaged; leverage HEC resident advisory group; resident ambassadors at West Capital I and II affordable housing communities and other influencer to help shape and solidify approach.
- **Task 1d.** Utilize expertise of HEC bilingual/bicultural staff and partners to ensure approaches are relevant and engaging.

### **RISE, Inc.**

RISE, Inc. will work closely with Yolo County Office of Education staff to establish roles and work on task delegation to compile the necessary resources to support program implementation.

### **Task 1: Pre-Engagement for Expanding Youth Programs**

#### **Task 1a: Prep Meetings**

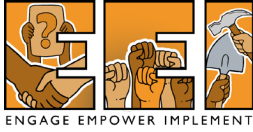
- Organize meetings with key stakeholders, including Winters and Esparto school administrators, community leaders, and parents, to discuss the objectives and scope of expanding the Youth Programs.
  - YCOE has established connections with RISE Inc. with Winters and Esparto school districts, as well as providing technical assistance to the school districts in the critical areas of mental health, afterschool and enrichment activities, and community schools.
- Conduct initial discussions with the Yolo County Office of Education to align on collaboration opportunities, particularly in college and career readiness activities.
- Partner with the Yolo County Office of Education to better understand roles in advancing youth engagement and outreach.

#### **Task 1b: Identification of Materials and Resources**

- Compile educational materials, tutoring resources, and enrichment activities for the children and youth programming.
- Develop curriculum and resources for leadership workshops.
- Gather materials for College and Career Readiness sessions, including college brochures, career exploration tools, and resume-building templates.

#### **Task 1c: Establishing Context and Partnerships**

- Create a systems map of potential community partners, including Esparto and Winters schools, community centers, and businesses, to support program implementation.
  - YCOE has completed mapping of community assets and services but will work with RISE, Inc. to address the gaps in services and barriers identified in the Roadmap to the Future needs assessment.



- Document past outreach efforts and identify any barriers to youth participation in similar programs.
- Conduct system mapping to identify existing community strengths, such as transit routes, bicycle lanes, volunteer tutors or local businesses willing to sponsor youth mobility and youth program activities.
  - YCOE continues to support Winters and Esparto school districts with the launch of community schools, which seeks to bring community resources directly into schools, therefore helping to bridge gaps in transportation equity. RISE Inc. is a critical partner in this continued effort.

### ***Yolo County Office of Education***

#### Task 1d. Continue Large Convening of Community Partners

- Convene gathering(s) of community leaders in Esparto and Winters to advance the needs identified in the Roadmap to the Future needs assessment.

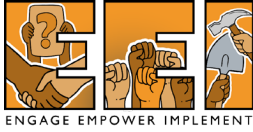
### **Task 2. Engagement Plan**

#### **County of Yolo**

County staff will support CBO outreach activities by managing financial arrangements with participating organizations, managing agreements, compensation structures, and deliverables, as well as facilitating meetings and collaborative efforts.

#### **Health Education Council**

HEC will design and conduct neighborhood listening sessions to learn what residents think are the underlying mobility issues fueling disparities in their neighborhoods; what they like about transportation options in their community and what changes they would like to see to better access community destinations. Through listening sessions, surveys and key-informant interviews, residents will be prompted to provide insight questions including but not limited to: their experiences with neighbors, ideas on neighborhood/city improvements, transportation improvements, community walkability, suggestions for new local adult and youth programming (including recreation, career training, educational courses), information about their knowledge on local services; response and reaction to Yolo County Public Health West Capitol Corridor data set. Early Spring 2025 will be the project planning period to solidify the overall evaluation plan and strategy including evaluation tools, interview/listening session guides, and identify outreach points to launch engagement between June-October 2025.



During the engagement period, HEC will solicit 200 surveys, complete at least 15 interviews with business/resident leaders and lead 8-10 small group listening sessions with residents living in the target neighborhoods. Resident engagement will occur in English, Russian/Ukrainian, Spanish and/or Dari languages. These engagement opportunities will be held in person and virtually to get broad community participation to better inform the action plan development. Engagement will be led by HEC staff and/or trained resident champions who actively engage in HEC's West Sacramento programs and are well-connected in their neighborhood. Resident champions will be compensated for their support in the project with a stipend to cover training and community engagement. Residents will be engaged to provide input on the Sycamore Trail, Westfield Park activation and other local priorities. HEC will utilize a placed-based approach to ensure that engagement occurs in an inclusive manner. This includes meeting residents where they are and at accessible times such as evenings and weekends. HEC will leverage in-kind support from partners to meet in community spaces but will allocate some funds for room rental/cleaning fees incurred at locations including community centers, churches and other trusted spaces. Residents will be compensated for their time with a \$50 gift card stipend to a nearby retailer including Grocery Outlet, Walmart or Target.

**Task 2a.** Engagement goals

- Center the voices of the community residents
- Invest in long term relationships and build trust
- Build excitement and sense of ownership of community-decision making
- Facilitate quick 'wins' by connecting needs with deliverable resources.

**Task 2b.** Audience identification

**Task 2c.** Engagement activities

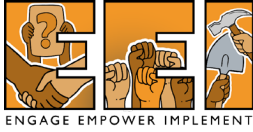
- Create a strategy and process to bring input and feedback from community members
- Codevelop the themes and discussion topics
- Create a timeline for obtaining input and decision-making points
- Identify methodology for engagement
- Identify tools and resources (e.g., toolkits, audio/visual materials, additional consultants, etc.) needed to conduct/facilitate CBO engagement

**Task 2d.** Manage financial arrangements with participating organizations/individuals

- Manage consultant agreement including, compensation structure and deliverables

**Task 2e.** Meeting facilitation and collaboration

- Facilitate meetings with CBOs, partners, and member jurisdictions
- Develop agendas and facilitation plans
- Provide meeting summaries, attendee lists, and key actions/recommendations



- Support meeting coordination

**Task 2f.** Timeline of activity implementation

**RISE, Inc.**

RISE, Inc. will receive input during outreach activities to establish relationships with youth and families, as well as recruit youth for their interactive workshops. RISE, Inc. will incorporate linguistically and culturally appropriate methods to meet the goals of community involvement and ensuring inclusivity. RISE, Inc. will also coordinate with Yolo County Office of Education to ensure that youth are centered in every aspect of the outreach effort and service delivery.

As part of the Roadmap to the Future, YCOE developed a child and youth framework that could be applied and used by community partners to ensure future countywide efforts are centered around children and youth.

**Task 2: Engagement Plan**

**Task 2a: Engagement Goals**

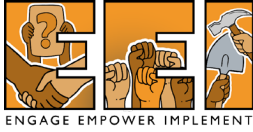
- Gather input from students, parents, and educators to shape the program's design.
- Build community trust and foster long-term relationships with program participants and stakeholders.
- Encourage community ownership and ongoing involvement through collaborative decision-making and transparent communication.

**Task 2b: Audience Identification**

- Focus on students, parents, teachers, and community leaders in Esparto and Winters.
- Ensure representation from diverse groups, including farmworker families and non-English-speaking communities.
- Engage with local organizations that have established relationships with youth and families.

**Task 2c: Engagement Activities**

- Organize listening sessions with youth, parents, and educators to understand their needs and expectations.
- Conduct surveys and focus groups to collect detailed feedback on program components, such as tutoring and leadership workshops.
- Partner with local schools and community organizations to co-host events that introduce the program and encourage participation.
- Collaborate with community members to identify the most relevant themes for the program, such as academic support, leadership development, and career readiness.
- Use workshops and brainstorming sessions to develop discussion topics that resonate with the youth and their families.



- Develop a detailed timeline that outlines key milestones for gathering input, making decisions, and implementing program elements.
- Include regular check-ins and feedback sessions to ensure ongoing community involvement throughout the process.
- Choose culturally appropriate and accessible methods for engagement, such as community meetings, digital platforms, and interactive workshops.
- Tailor these methods to the preferences and needs of the rural youth and their families, ensuring inclusivity.
- Compile a list of necessary tools and resources, such as educational toolkits, audio/visual materials, and promotional materials.

**Task 2d: Manage financial arrangements with participating organizations/individuals**

- Manage compensation structures
- Allocate funds for participant incentives, such as gift cards or refreshments, to encourage involvement.

**Task 2e: Meeting facilitation and collaboration**

- Facilitate meetings with CBOs, partners, and member jurisdictions
- Develop agendas and facilitation plans
- Provide meeting summaries, attendee lists, and key actions/recommendations
- Support meeting coordination

***Yolo County Office of Education***

**Task 2f. Provide Technical Assistance for the Launch of Community Schools**

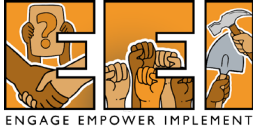
- Provide support to Esparto and Winters school districts as they continue their launch of community school.
- Assist with coordination as needed to advance youth and family involvement with education.

Utilize the child and youth framework to advance the focus on countywide efforts centered around children and youth.

**Task 3. Execution of Plan**

**County of Yolo**

Yolo County will focus on supporting CBO partners to ensure all efforts meet the needs of underserved communities across the County. County staff will assist with reporting and analysis for measures of impact to improve subsequent outreach activities as well as provide administrative support.



### **Health Education Council**

HEC will implement resident engagement strategy noted above to learn what residents think are the underlying issues fueling disparities in their neighborhoods; what they like about their community and what changes they would like to see. Sessions will be conducted in English, Russian/Ukrainian, Spanish and/or Dari languages. HEC staff will identify and train appropriate facilitators and notetakers to accurately capture resident experiences. These engagement opportunities will be held in person and virtually to get broad community participation to better inform the action plan development. Residents will be engaged to provide input on the Sycamore Trail, Westfield Park activation, neighborhood safety, and other local priorities. HEC will prioritize engagement in target communities and include residents at:

- Courtyard Village Apartments; West Capital Courtyard I and II; Parkside at Sycamore
- Mobile Home Parks
- Food distribution sites including food bank and mobile farmer's market locations
- Congregate meals site
- Recovery Cafe/Thrive Lives (via Mercy Coalition)
- Communicare diabetes class (or other classes)
- Walk With Friends program participants
- Women's group at Elkhorn Park
- Westfield Elementary School
- Local BIPOC business owners including Salam Market, Serrano's Cafe, La Esperanza Bakery, J&M Recycling,
- Faith-based institutions including Masjid Aisha, 7<sup>th</sup> Day Adventist Church, West Sacramento Baptist Church, Gurdwara Sahib Sikh Temple, Slavic Baptist Church

**Task 3a.** Implement resident engagement activities outlined in Task 2

**Task 3b.** Train facilitators in appropriate languages

**Task 3c.** Schedule key informant interviews; focus groups; listening sessions and related activities

**Task 3d.** Recruit participants with methods described in Task 2 and via influencer networks

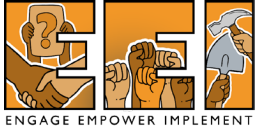
**Task 3e.** Conduct engagement activities, collect data, work with consultant to analyze results

- **Task 3f.** Review draft analysis and share with residents through existing resident advisory committee and /or by recruiting residents to offer feedback on findings to integrate comments.

### **RISE, Inc.**

RISE, Inc. will conduct extensive outreach using listening sessions, focus groups, and surveys to incorporate feedback from the community to meet stakeholder needs and ultimately strengthen relationships with community members.

### **Yolo County Office of Education**



YCOE in the Roadmap to the Future identified countywide needs and needs by Supervisorial district (including the rural areas) that can be used as the basis for starting the advancement of the critical work needed to execute the plan outlined by RISE, Inc. and Health Education Council.

### **Task 3: Execution of Plan for Expanding Youth Programs**

#### **Task 3a: Implement Engagement Activities**

- Conduct listening sessions, focus groups, and surveys with targeted groups, capturing their input and ideas.
- Analyze feedback to refine the program’s content and structure, ensuring it meets community needs.
- Strengthen relationships with community members and stakeholders through ongoing communication and involvement.

#### **Task 3b: Training and Support**

- Provide training on program delivery, cultural competency, and effective engagement techniques for staff and volunteers.
- Offer ongoing support and resources to ensure program facilitators are confident and capable in their roles.

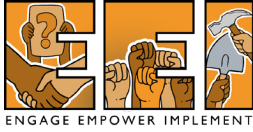
#### **Task 3c: Program Development**

- Develop a detailed curriculum for the After-School Enrichment Program, incorporating feedback from the community.
- Design the leadership workshops, focusing on essential skills like public speaking, teamwork, and community involvement.
- Finalize the college and career readiness activities in collaboration with the Yolo County Office of Education, ensuring they meet local needs.

### ***Yolo County Office of Education***

#### **Task 3d. Systems Alignment**

- In coordination with RISE, Inc., focus on addressing the needs to better align services and resources to rural communities. May involve discussions and partnership with 211 Yolo to enhance referral and navigation to critical supports and services.



## **Task 4. Evaluation**

### **County of Yolo**

Yolo County will analyze all outreach activity engagement data to provide support with reporting, process documentation, and all program results. County staff will combine all existing data and provide a detailed analysis to communicate findings. County staff will also coordinate meetings with all partners to debrief, delegate efforts, and develop a timeline for the work. The County will be responsible for associated administrative and financial management tasks.

### **Health Education Council**

HEC staff and resident champions will be trained on how to accurately capture the program data to inform analysis and outcomes. Participant survey and listening session/interview data will be handled properly following HIPAA guidelines and data will be entered into a JotForm, a HIPAA compliant database. HEC staff and contracted local consultant will analyze project data and create a summary report of the outreach methods and findings. This report will also include participant quotes and suggestions for short- and long-term next steps. The evaluation period will take place between October 2025 and January 2026. In addition, a sample of residents who participate in the surveys will be followed up with to gather feedback about the survey/interview/focus group process to assess their experience with the process; if they felt heard. Surveys used as part of HEC and UCD Trustworthiness initiative will be implemented to assess how residents feel about trust in the institutions they interact with e.g. schools, local government, health care, etc. This information will be collated and shared with residents. In addition, all reports will be shared with residents prior to finalization.

**Task 4a.** Pre and post surveys or listening sessions measuring the effectiveness of the engagement:

- Feeling heard and included, as compared to before the engagement.
- Feeling more connected to the planning process, as compared to before the engagement.
- Trust increased/decreased as a result of the engagement process.
- The process was worth their time and were any changes made in their neighborhoods.

**Task 4b.** Document number of participants through sign in sheets or electronic Jot Form documentation.



**Task 4c.** Summarize evaluation findings.

**RISE, Inc.**

RISE, Inc. will work with Yolo County Office of Education to consolidate data, process findings, and communicate results. Efforts will be distributed amongst RISE, Inc. staff and Yolo County Office of Education staff to provide a report. YCOE has dedicated staff working on the Roadmap to the Future and has experience drafting reports related to children and youth efforts. YCOE will support RISE, Inc. in delivery of the evaluation of its work.

**Task 4: Evaluation of Engagement and Program Effectiveness**

- Conduct pre-program surveys to establish a baseline of academic performance, leadership skills, and college/career readiness.
- Implement post-program surveys to measure improvements in these areas and gather participant feedback.
- Include recommendations for future program development and potential expansion.
- Collect data on program participation
- Summarize findings in a report to share with stakeholders and community members.
- Document the process, outcomes, and feedback from participants and the community.

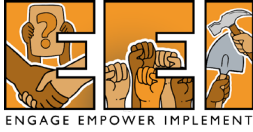
**Task 5. Final Deliverables**

**County of Yolo**

Yolo County will assist to provide a summative report that contains all findings and records from the partnership and will be responsible for grant close out.

**Health Education Council**

Data gathered will be summarized into a report that will outline health and sociodemographic inequities. Other sources of health, economic and demographic data sources will be analyzed, and findings will include strategies and potential opportunities to address health inequities. HEC will also create a summarized slide deck of the data to support presentation to the city council or county board of supervisors meeting to share findings. HEC will also share final reports and recommendations with residents who participate in engagement efforts. Residents will be informed of next steps regarding project outcomes and encouraged to be involved in the



West Sacramento ACH efforts. The final deliverables will be accomplished by the end of the project period and shared with Yolo County as the fiscal agent for overall project reporting.

*This section highlights the final deliverables that will be turned into SACOG at the end of the engagement process and grant close-out.*

- **Task 5a.** Final publication which includes summary of listening sessions and other resident engagement activities; summary of evaluation; best practices and lessons learned and next steps for implementation, documentation of community transportation assets, needs and opportunities for improved mobility; individual stories/case studies.
- **Task 5b.** Date of city council or board of supervisors' presentation/copy of presentation
- **Task 5c.** Outcome of presentations and documentation of leveraging of support and other investments

**Task 6. Budget**

*In this section, please assign each task a budget and anticipated hours to complete. This budget should reflect all the tasks listed prior in this scope of work.*

**Summary Budget Table**

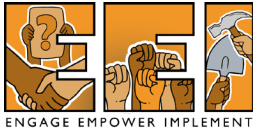
Partner	Total Budget Request
County of Yolo	\$20,000
Health Education Council	\$104,119
RISE, Inc.	\$90,500
Yolo County Office of Education	\$63,000
<b>Final Budget Request Amount=</b>	<b>\$277,619</b>

**County of Yolo Budget-**

Task #:Description/Title	Hours needed to complete	Hourly Rate	Total Budget Request
Administrative Budget	200 Hours	\$100	<b>\$20,000</b>

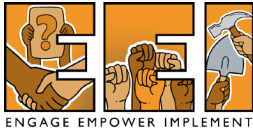
**Health Education Council Budget-**

Task #:Description/Title	Hours needed to complete	Hourly Rate	Materials/Other Costs	Total Cost for Task



Scope of Work Template

Task 1: Pre-Engagement				<b>Task 1 Total: \$22,300</b>
Task 1a. Meeting prep, data review, survey development.	60	20 hours/ \$200 per hour= \$4,000  40 hours/ \$150 per hour= \$6,000		\$10,000
Task 1b. Draft materials; purchase incentives and approaches	40	15 hours/ \$150 per hour= \$2,250  20 hours/ \$90 per hour= \$1,800  5 hours/ \$55 per hour= \$275	<ul style="list-style-type: none"> <li>• \$10 gift cards x 200 surveys= \$2,000</li> <li>• \$25 gift cards x 100 residents during listening sessions= \$2,500</li> <li>• \$50 gift cards x 15 interviews= \$750</li> </ul>	\$9,575
Task 1c. Solidify approach	15	10 hours/ \$90 per hour= \$900  5 hours/ \$55 per hour= \$275		\$1,175
Task 1d. Bilingual expertise	10	10 hours/ \$55 per hour		\$550
Task 2: Engagement Plan				<b>Task 2 Total: \$31,650</b>
Task 2a. Resident trust building activities	40	20 hours/ \$55 per hour x 2 staff= \$2,200		\$2,200
Task 2b. Identify audience	10	5 hours/ \$150 per hour= \$750  5 hours/ \$90 per hour= \$450		\$1,200
Task 2c. Solidify engagement activities	10	5 hours/ \$150 per hour= \$750		\$1,200



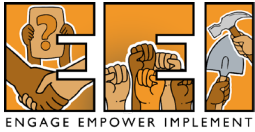
Scope of Work Template

		5 hours/ \$90 per hour= \$450		
Task 2d. Finalize subcontracts; work with consultant to review survey instruments; pilot; integrate results; prepare reports	25 – staff 80-consultant hours	5 hours/ \$200 per hour= \$1,000  20 hours/ \$150 per hour= \$3,000  Execute agreement with data analysis consultant \$200.00/hour x 80 hours= \$16,000.00		\$20,000
Task 2e. Conduct meetings	40	20 hours/ \$150 per hour= \$3,000  20 hours/ \$90 per hour= \$1,800	<ul style="list-style-type: none"> <li>Listening Session food costs \$150 per meeting x 10 sessions = \$1,500</li> </ul>	\$6,300
Task 2f. Timeline to meet deliverables	5	5 hours/ \$150 per hour= \$750		\$750
Task 3: Execution of Plan				<b>Task 3 Total: \$26,800</b>
Task 3a. Conduct resident engagement activities	225	25 hours/ \$90 per hour= \$2,250  100 hours / \$55 per hour x 2 staff= \$11,000	<ul style="list-style-type: none"> <li>Listening Session food costs \$150 per meeting x 10 sessions = \$1,500</li> <li>Meeting rental/cleaning fees= \$500</li> </ul>	\$15,250
Task 3b. Train facilitators in appropriate languages	20	10 hours/ \$90 per hour= \$900		\$1,450



Scope of Work Template

		5 hours/ \$55 per hour x 2= \$550		
Task 3c. Schedule interviews, focus groups, etc.	50	10 hours/ \$90 per hour= \$900  20 hours / \$55 per hour x 2= \$2,200		\$3,100
Task 3d. Recruit participants	20	20 hours/ \$55 per hour x 2= \$2,200		\$2,200
Task 3e. Conduct activities, collect/ analyze data	20	10 hours/ \$150 per hour= \$1,500  10 hours/ \$90 per hour= \$900		\$2,400
Task 3f. Review draft analysis/ recruit residents for feedback.	20	10 hours/\$150 per hour=\$1,500  10 hours/ \$90 per hour= \$900		\$2,400
<b>Task 4: Evaluation</b>				<b>Task 4 Total: \$15,119</b>
Task 4a. Pre/post survey development	40	20 hours/ \$150 per hour= \$3,000  20 hours/ \$90 per hour= \$1,800		\$4,800
Task 4b. Data collection	35	10 hours/ \$90 per hour= \$900  25 hours/ \$55 per hour= \$1,375	<ul style="list-style-type: none"> <li>Jotform software annual fee = \$594</li> </ul>	\$2,869
Task 4c. Summarize findings	45	25 hours/ \$150 per hour= \$3,750		7,450

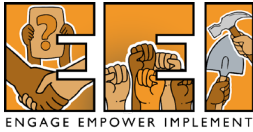


Scope of Work Template

		Subcontract with local consultant for design of reports, presentations and visuals for residents to obtain feedback \$185 x 20 hours= \$3,700		
Task 5: Final Deliverables				<b>Task 5 Total: \$8,250</b>
Task 5a. Write/ finalize report with findings	40	10 hours/ \$200 per hour= \$2,000  20 hours/ \$150 per hour= \$3,000		\$5,000
Task 5b. Present report to City Council	5	5 hours/ \$150 per hour= \$750		\$750
Task 5c. Document outcomes, resources leveraged, other investments	15	5 hours/ \$200 per hour= \$1,000  10 hours/ \$150 per hour= \$1,500		\$2,500
<b>Total Budget Request: \$104,119.00</b>				

**RISE, Inc. Budget-**

<b>Task #:Description/Title</b>	<b>Hours needed to complete</b>	<b>Hourly Rate</b>	<b>Materials/Other Costs</b>	<b>Total Cost for Task</b>
Task 1a: Pre-Engagement Prep	20	\$100		\$2,000

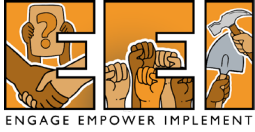


Scope of Work Template

Task 1b: Creation of outreach materials/curriculum for workshops	160	\$100	\$5,000	\$16,000
Task 1c: Establishing Context and Partnerships	20	\$100		\$2,000
Task 2.a: Gather feedback, build community trust	30	\$100		\$3,000
Task 2b/2c: Organize/Identify events and Outreach avenues	100	\$100		\$10,000
Task 3a: Engagement	400	\$100	\$5,000	\$40,000
Task 3.b: Training & Support	40	\$50		\$2,000
Task 4: Survey/Data Collection/Compilation	80	\$100		\$10,000
Task 5: Final Deliverables	50	\$100		\$5,500
<b>Total Budget Request: \$90,500</b>				

**Yolo County Office of Education Budget-**

<b>Task #:Description/Title</b>	<b>Hours needed to complete</b>	<b>Hourly Rate</b>	<b>Materials/Other Costs</b>	<b>Total Cost for Task</b>
Task 1d. Large Community Gatherings	N/A - YCOE to provide staffing time		\$14,000 for facility, food, printing and supplies	<b>\$14,000</b>
Task 2c. Youth Job Fair (workshops, countywide job fair)	N/A - YCOE to provide staffing time		\$10,500 for facility, food, printing and supplies	<b>\$10,500</b>
Task 2f. Launch of Community Schools			\$6,000 for community event	<b>\$6,000</b>
Task 3d. Yolo 211 Partnership	80	\$100		<b>\$8,000</b>
Task 4. Evaluation	75	\$100		\$7,500



Scope of Work Template

Task 5: Report	170	85 hours/ \$100 per hour = \$8,500 X2 staff= 17,000		<b>\$17,000</b>
<b>Total Budget Request: \$63,000</b>				