

SCOPE OF WORK

PHASE 1 - Program Development						
TASK #	Program Area	Major Activity	Time Frame	Staff or Agency Responsible	PROCESS	Expected measurable: Outcomes / Results / Deliverables
1	Organize Neighborhood Groups	Provide a proposed plan and schedule to further refine, develop and implement the LION program, including proposed methodology.	Jan/Feb 2011	Community Bridges / Live Oak Family Resource Center (CB/LOFRC), Staff, CB/LOFRC Director	1. Develop draft detailed work plan; 2. Schedule meetings with the LION Resource Group (LRG); 3. Orient LRG to LION program; 4. Seek input on work plan. 5. Prepare final work plan for RDA approval.	Work Plan is available to LRG, public and posted on the CB/LOFRC - LION Program website.
2	Organize Neighborhood Groups	Provide supporting outreach and development materials to help facilitate neighborhood group formation.	Mar-11	Neighborhood Engagement Specialist (NES)	Develop materials regarding: Introduction to LION Program, LION Calendar, neighborhood group formation, available leadership training, sign-in sheets, and LION RDA Grant. Begin development of the " LION Handbook - A Resource for the Community ". Prepare materials for distribution.	Neighborhood group formation materials will be incorporated into LION Handbook and will be ultimately be available in hardcopy and on-line. CB/LOFRC will develop and host LION Website.
3	Identify Neighborhood Priorities	Develop materials for neighborhood leadership training.	January through March 2011	NES and Communities Organized for Relational Power and Action (COPA)	Key elements from established neighborhood leadership techniques (including but not limited to: COPA, San Jose/San Francisco area complementary program models, and national organizations) will be used to develop a curriculum for leadership training of community members. Develop "potential leader interest sheets" to include residence area, issues of concern, and contact information. Incorporate training materials into LION Handbook.	Materials will be incorporated into LION Handbook to be used by Neighborhood Engagement Specialist to train neighborhood leaders and community members.
4	Identify Neighborhood Priorities	Develop materials for consensus building strategies.	January through March 2011	NES	Prepare handouts on facilitated leadership techniques, including strategies to 1. Open conversations 2. Narrow and focus conversations 3. Make decisions 4. Plan actions. Incorporate resulting materials into LION Handbook.	Materials will be incorporated into LION Handbook; Materials will be available at neighborhood meetings
5	Identify Neighborhood Priorities	Develop materials for effective group communication and collaboration.	January through March 2011	NES	Identify team building activities and techniques for neighborhood meetings. Provide guidance materials for topic discussions relevant to common public life including: issues facing residents of Live Oak, and concerns for their communities. Incorporate resulting materials into LION Handbook.	Materials will be incorporated into LION Handbook
6	Identify Neighborhood Priorities	Develop materials to outline the process by which issues are identified, discussed, prioritized, action plans prepared and solutions implemented.	March-December 2011	NES, RDA staff, Community members	Develop strategies to use in neighborhood meetings to identify, discuss and prioritize issues. Brainstorm solution techniques in consultation with RDA and LRG. Document process steps for LION Handbook.	Develop action plan templates for potential projects for neighborhood groups and individuals. Materials will be incorporated into LION Handbook
7	Neighborhood Grant Program	Develop and document RDA Neighborhood Grant program: application, criteria, selection process, fund transfer mechanism, completion timeframe.	Feb-11	Community Bridges, LORFC and RDA staff.	Develop, produce and publicize detailed LION Grant information explaining: 1. Criteria of RDA funding; 2. LION Grant Application; 3. How project applications will be evaluated; 4. Deadlines for application; 5. Grant amount limits; 6. Deadlines for project completion. Select LION Grant review board. Document process steps for LION Handbook.	Individual and neighborhood groups will have information on grant program upon introduction of the LION Program. Application posted on website. Information will be part of LION Handbook

SCOPE OF WORK

PHASE 1 - Program Development						
TASK #	Program Area	Major Activity	Time Frame	Staff or Agency Responsible	PROCESS	Expected measurable: Outcomes / Results / Deliverables
8	Neighborhood Grant Program	Develop materials for grant administration.	Mar-11	NES and RDA	Prepare instructions, procedures, documents and requirements to define and characterize for grantees: 1. Grant application process; 2. Grant review and selection process; 3. Grant monies dispersal process. Develop LION Grant metric and evaluation survey.	Documentation for LION Grant Program will be developed to address NES Administration, RDA oversight, and Community Implementation. LION Grant Metric: 100% of all pilot neighborhoods will have at least 1 (one) project that has the support of the RDA Grant program.
9	Coordinate with Additional Resources	Meet with LION Resources Group and summarize meeting outcomes.	Bi-Monthly from January through December 2011	NES, RDA, LION Resource Group (LRG)	Produce, copy and distribute memos summarizing meeting outcomes.	Resource recommendations will be taken to Resource Group and action plans modified as necessary.
10	Coordinate with Additional Resources	Create "Neighborhood Resources" materials that provide contact information for available resources in areas including but not limited to: the environment, neighborhood character and beautification, public infrastructure, safety and crime, public health, age group specific activities (youth through elderly), commercial and government services, and opportunities for community engagement.	April through July 2011	NES, CB/LOFRC Information and Referral Specialist	Research, compile and produce Neighborhood & Community resource listings with appropriate contact information for: the LRG, county staff, other departments, and Non-Governmental Organizations providing services in the community to make government and community resources more accessible. Include materials in LION handbook.	Resources list will be available in the LION Handbook (which will include Community Bridges and the CB/LOFRC services and programs).
11	Neighborhood Grant Program	Develop materials outlining additional grant opportunities available.	April through December 2011	CB/LOFRC and Community Bridges staff and LRG	Develop resource list of relevant grant's and distribute. Plan for year-end celebration hosted by CB/LOFRC to celebrate LION Grant Program successes.	Other grant opportunities will be provided within the LION Handbook. Publicize year end accomplishments of LION RDA grants, related projects and work of LION Pilot Program
12	Implementation and Evaluation	Develop survey and measurement documents for LION Pilot Program participants to evaluate their participation, satisfaction and evaluation of the pilot program.	February through December 2011	Neighborhood Engagement Specialist	Develop pre, post and ongoing surveys for all participants. Administration of survey will be on an ongoing basis throughout all levels of the LION program.	Program evaluation surveys will be developed. (Summary analysis of evaluations and surveys will be submitted with 1st and 3rd reports.)
13	Implementation and Evaluation	Prepare a Grant Project evaluation form for grantees to complete at the end of their grant term that gives a full picture of the impact of the project in the neighborhood.	Dec-11	NES, Neighborhood Leaders	Prepare an evaluation form to distribute to grantees regarding their assessment of the impact of their project.	RDA Grant Evaluation Form Developed

SCOPE OF WORK

PHASE 2 - Program Implementation						
TASK #	Program Area	Major Activity	Time Frame	Staff or Agency Responsible	PROCESS	Expected measurable: Outcomes / Results / Deliverables
14	Organize Neighborhood Groups	Develop an outreach plan to establish 3-5 pilot neighborhoods to participate in LION.	February through April 2011	NES	Outreach Plan (Distribute introductory LION handout): Make presentations to Live Oak community and school groups, attend Live Oak area gatherings, i.e. farmer's market, tabling at local stores, surf and sport events to advertise LION, use the classes and networks of the CB/LOFRC to increase awareness of LION. Identify interested community members and follow up with individual meetings.	Conduct a minimum of 8 outreach activities. Identify at least 50 potential leaders in 5-8 different neighborhoods. Ultimately, select three primary neighborhoods and two back-up neighborhoods from which to launch the initiative.
15	Organize Neighborhood Groups	Hold neighborhood meetings to establish and maintain neighborhood groups.	Apr-11	NES, COPA, Neighborhood Leaders	Establish interested neighborhood leaders during outreach for pilot neighborhoods. Coordinate with leadership teams on a strategy to invite the neighbors to initial neighborhood meetings. Provide or make available to interested neighborhood leaders: Meeting materials (Sign-in sheets, including date, location of meeting, names, and contact information), LION Handbook, and LION Calendar. COPA Representative will be available to support NES as needed.	Conduct door to door outreach work to 150 homes in the selected neighborhoods. Maintain sign in sheets for meeting participants, including date, location of meeting, names and contact information. Initial trainings begin with neighborhood leaders and groups.
16	Organize Neighborhood Groups	Identify an organizational structure and schedule suited to each neighborhood group.	March through May 2011	NES	NES facilitates: Neighborhood leaders and participants discuss and define structure and schedule of meetings. Identify meeting locations, reserve meeting sites (as needed), produce meeting schedules and agendas for each participating neighborhood group that includes neighborhood leaders and their roles. Distribute structure and schedule to participants.	Defined: Meeting locations, schedules and agendas for each participating neighborhood group. Primary leaders will be trained and will undertake significant roles in conducting the meetings and resulting work.
17	Organize Neighborhood Groups	Provide Materials with clear delineation of neighborhood boundaries.	Apr-11	NES, Neighborhood Leaders	Identify neighborhood boundaries to focus execution of the LION program; Develop and produce map of neighborhoods as defined by members of neighborhoods.	Produce map, post on website and distribute.
18	Identify Neighborhood Priorities	Provide consensus list of projects and issues for each pilot neighborhood listed in order of importance.	Jul-11	NES	Through trainings, discussions and meetings, define range of issues and projects for each neighborhood. Attain consensus on final list of neighborhood priorities.	Maintain meeting minutes, report and track interest level on neighborhood interests. Consolidated consensus list of "Neighborhood Priorities" for each neighborhood will be provided to RDA Staff including consensus process and supporting information.
19	Coordinate with Additional Resources	Provide a breakdown of available resources for each neighborhood group's priorities.	Jun-11	NES, Neighborhood Leaders, COPA (as requested)	Primary resources for ALL priorities will be identified. Neighborhood groups will identify RDA-fundable priorities. NES will direct neighborhood groups to appropriate resources to pursue issue's) outside the purview of RDA-eligible projects (including but not limited to: LION Resource Group, other County Departments, area Non-Governmental Organizations, Community Bridges, CB/LOFRC, and COPA).	Produce and copy findings for each neighborhood group: Priorities, available or potential resources, possible funding opportunities, and potential partners to fulfill goals.
20	Coordinate with Additional Resources	Assist neighborhood groups to develop action plans through which neighborhoods will be able to accomplish their top RDA-fundable priorities.	April through July 2011	NES, RDA staff and LRG	Actions plans will only be completed for top priorities that are eligible for RDA funding. Action plan will include: RDA Grant application, timeline, schedule, requirements, supplies and process steps required to implement each neighborhood priority project.	RDA reviews neighborhood "RDA-fundable" grant applications. RDA and NES review and evaluate action plan: budget, schedule, materials and implementation process.
21	Coordinate with Additional Resources	RDA Grant Application Review	Jul-11	NES, RDA staff and LRG	NES will prepare recommendations for grant award based on grant criteria with assistance from RDA Staff. NES will present and make recommendations to the LRG. LRG or appointed review body will determine grant recipients.	Approved list of Grants to be awarded.
22	Implementation and Evaluation	Implement each neighborhood priority project.	May to December 2011	NES, LRG	Residents will proceed with priority project implementation (following RDA Grant awards). Identify and procure resources and/or funding, schedule project implementation, purchase required materials, document results. Grant and project implementation will be primarily the responsibility of the neighborhood leaders with help and facilitation from NES as needed. For priority projects that fall outside RDA funding, NES will keep simple records regarding issue, resource contact, and neighborhood leadership results and outcomes.	Draft and duplicate all necessary procedures to implement projects. Work with residents to implement top RDA-fundable priorities. Upon grant project completion they will be inspected by RDA and appropriate County staff. NES will document project completion effectiveness for RDA fundable projects AND projects that fall outside RDA purview.

SCOPE OF WORK

On-Going Reporting & Evaluation (Phases 1 & 2)						
TASK #	Program Area	Major Activity	Time Frame	Staff or Agency Responsible	PROCESS	Expected measurable: Outcomes / Results / Deliverables
23	Implementation and Evaluation	Track number and nature of community outreach, participation, LION Resource Group contact, and Projects accomplished.	January through December 2011	NES	Track sign-in sheets, phone logs, meeting schedules and minutes, door to door campaigns, accomplishments and administration details throughout the year. Reports available to RDA, participants and the public regarding LION accomplishments. Track contacts in CB/LOFRC database.	Reporting will include: Weekly Check-in with RDA Project Manager, and three (3) Status Reports (1st and 3rd to RDA Staff for the RDA Board of Directors). Specific timing of summary reports will be determined by CB/LOFRC, NES, and RDA staff during program development phase.
24	Identify Neighborhood Priorities	Provide regular reports on the issues, opportunities and priorities for each pilot neighborhood.	Bi-monthly February through December 2011	NES	All neighborhood priority topics will be tracked for reporting. Create a report template and use to produce reports to be filed with RDA and sent to community leaders and made available to the public.	Reporting will be included in weekly and quarterly reporting schedules.
25	Implementation and Evaluation	Summarize Neighborhood Groups' proposed and top priorities.	Dec-11	NES	Prepare summary of all neighborhood group's priorities.	Summarize Neighborhood Group's proposed and top priorities to be included in appropriate summary report and in final report at the completion of the contract term.
26	Implementation and Evaluation	Categorize primary identified resource to resolve all Neighborhood Group's proposed priorities as either RDA, LION Resource Group or other NGO.	April through December 2011	NES	Identify primary resources for priorities identified by Neighborhood groups with corresponding list of primary resources made available to neighborhood groups to help them resolve issues.	Copy of resource list is submitted to RDA and LION Resources Group. Quarterly report includes list of Neighborhood Group priorities and associated potential resources.
27	Implementation and Evaluation	Distribute survey and measurement documents for LION Pilot Program to participants to evaluate their participation, satisfaction and evaluation of the program.	February through December 2011	NES	Distribute, collect, analyze, and summarize pre, post and ongoing surveys for all participants and review with Resource Group. Administer survey on an ongoing basis throughout all levels of the LION program.	Summary analysis of evaluations and surveys will be submitted with 1st and 3rd summary reports. Analysis of program will include (but is not limited to) evaluation of: outreach effectiveness, neighborhood group formation effectiveness, neighborhood priorities development, RDA-fundable projects, action plan development, project implementation, and project survey and inspection.
28	Implementation and Evaluation	Grant project evaluation for grantees to complete at the end of their grant term that gives a full picture of the impact of the project in the neighborhood.	Dec-11	NES, Neighborhood Leaders	Distribute evaluation form to grantees regarding their assessment of the impact of their project. Collect and evaluate results.	Evaluation results are shared, projects reports made available to RDA, and summary of all projects presented online and to the public at a year-end celebration sponsored by the CB/LOFRC.
29	Implementation and Evaluation	LION Program Coordinator will correspond weekly by phone or meeting with Redevelopment Agency staff to discuss progress during the contract term.	January through December 2011	NES, CB/LOFRC staff, RDA manager and other RDA staff.	RDA and NES will memorialize important decisions and milestones (to be determined) to ensure LION program progress, development and implementation is occurring within the scope of work and contract timeframe.	Phone logs, meeting notes, summary, and outcomes to be provided by NES to RDA Staff. (Roles and responsibilities of RDA Staff and NES will be refined, as necessary).
30	Implementation and Evaluation	Submit Three (3) summary reports.	April, August, December 2011	NES, RDA	Write trimester evaluations and reports, and submit to RDA, and assist in writing 1st and 3rd summary report materials to support RDA's presentations to the agency Board of Directors.	Reporting will include: Weekly check-in with RDA Project Manager, and three (3) status reports (1st and 3rd to RDA Staff for the RDA Board of Directors). Specific timing of status reports will be determined by CB/LOFRC, NES, and RDA staff during program development phase.