## EXHIBIT A – SCOPE OF WORK

**Contract Number:** 07878  
**Agency Name:** Howell Consulting Group  
**Project Name:** Best Start Communities – Community Facilitator  
**Project Length:** July 1, 2012 - December 31, 2012  
**Contract Period:** July 1, 2012 - December 31, 2012  
**Revision Date:**  

### Objectives
- Include who, what, when, where, how and how much for each objective.

### Activities and Subtasks
- Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.

### Staff Assignment
- Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.

### Timeline
- Indicate start and end period.

### Deliverables
- Indicate Date Due.

---

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
</table>
| 1. Provide process and meeting co-design support to First 5 LA Community Teams | 1.1 Participate in Community Team meetings, as necessary. Meetings may include First 5 LA staff and/or extended partnership support team.  
1.2 Co-design Community Partnership agendas, and other meeting work products with Community Team(s) and/or Partnership(s).  
1.3 Participate in and provide support to other Best Start-related convenings, as necessary. | Lead Community Facilitator, Co-Facilitator(s) | July 1, 2012 - December 31, 2012 | Document meeting participation in monthly reports and for invoicing purposes  
Community meeting agendas, facilitation guides, etc. |
| 2. Facilitate Community Partnership meetings | 2.1 Facilitation of Community Partnership meetings may include, but is not limited to, the following:  
- Regular Community Partnership Meetings (small and large-scale).  
- Leadership Group Meetings.  
- Work Groups and/or Task Force Meetings.  
- Capacity-building opportunities for Community Partnership members, including facilitation and/or coordination with the Partnership Support Training team.  
- Other Community Partnership special projects and efforts. | Lead Community Facilitator, Co-Facilitator(s) | July 1, 2012 - December 31, 2012 | Meeting agendas and summaries |
## EXHIBIT A – SCOPE OF WORK

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include who, what, when, where, how and how much for each objective.</td>
<td>Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.</td>
<td>Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.</td>
<td>Indicate start and end period.</td>
<td>Indicate Date Due.</td>
</tr>
</tbody>
</table>
| 2.2 Develop and submit summaries for all Community Partnership meetings. Summaries may include, but are not limited to, the following:  
- Highlights  
- Decision Points  
- Action Items  
- Next Steps | | | | |
| 2.3 Work with Community Partnership(s) to continue development of Community Plan components. | | | | |
| 3. Document Partnership Development Process | 3.1 Provide regular monthly, written progress reports to Senior Program Officer, summarizing the progress of the Community Partnership.  
3.2 Provide other information regarding work with Community Partnership(s), written or verbal, to Community Teams, as requested. | Community Facilitator and/or note-taker or scribe | August 1, 2012 to December 31, 2012 | Monthly reports |

(For progress report only)

**Objective status:**
- [ ] IN-PROCESS
- [ ] COMPLETE
- [ ] DELAYED
Hourly Budget Summary Exhibit B

**Agency:** Howell Consulting Group

**Project Name:** Best Start Community Facilitator

### LABOR

<table>
<thead>
<tr>
<th>Task/Deliverable</th>
<th>Title/Name</th>
<th>Hourly Rate</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Facilitator</td>
<td>Aja Howell</td>
<td>125</td>
<td>300</td>
<td>37,500</td>
</tr>
<tr>
<td>Bi-Lingual Facilitator</td>
<td>TBD</td>
<td>125</td>
<td>218</td>
<td>27,250</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>TBD</td>
<td>30</td>
<td>408</td>
<td>12,240</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td></td>
<td>926</td>
<td>$76,990</td>
</tr>
</tbody>
</table>

### OTHER COSTS

<table>
<thead>
<tr>
<th>Task/Deliverable</th>
<th>Description (Equipment, Travel, Supplies)</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage:</td>
<td>Travel</td>
<td>2,010</td>
<td>2,010</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td></td>
<td>$3,010</td>
</tr>
</tbody>
</table>

**Total Cost:** $80,000  
**Total Hours:** 926  
**Composite Rate:** $86

Fiscal Contact Person:  
Date: 6/26/12  
Agency Authorized Signature:  
Date:  
Phone #

Additional supporting documents may be requested