**EXHIBIT A – SCOPE OF WORK**

**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>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
</table>
| 1. Prepare for facilitation of Community Partnership | 1.1 Review First 5 LA information including:  
- Best Start Community Profiles, as applicable to assigned community  
- BSC timelines and supporting materials  
- Best Start outreach materials | Lead Community Facilitator, Co-Facilitator(s) | By May 31, 2011 | Completed |
| 2. Provide process and meeting co-design support to First 5 LA Community Teams | 2.1 Participate in Community Team meetings, as needed. Meetings may include Senior Program Officer, Program Officers and/or extended partnership support team (e.g., communications, community assessment, partnership support team, Supervising Facilitator, etc.).  
2.2 Co-design Community Partnership agendas, facilitation guides, and other meeting work products with Community Teams, including suggestions for appropriate facilitation strategies and meeting activities.  
2.3 Participate in and provide support to other Best Start-related convenings, as necessary. | Lead Community Facilitator, Co-Facilitator(s) | May 2011 – June 2012 | Document meeting participation in monthly reports and for invoicing purposes  
Community meeting agendas, facilitation guides  
Meeting agendas |
## 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>
| 3. Facilitate Community Partnership meetings | 3.1 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.  
3.2 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  
3.3 Work with Community Partnerships to develop Community Plan. | Lead Community Facilitator, Co-Facilitator(s) | May 2011 – June 2012 | Meeting agendas |
|  |  | Community Facilitator, and/or Community Partnership member, and/or external grant writer |  | Meeting summaries |
| 4. Document Partnership Development Process | 4.1 Provide regular monthly, written progress reports to Senior Program Officer, summarizing the progress of the Community Partnership.  
4.2 Provide a final report documenting the facilitation process in assigned communities and lessons learned.  
4.3 Provide other information regarding work with Community Partnerships, written or verbal, to Community Teams, as requested. | Lead Community Facilitator, Co-Facilitator(s) | May 2011 – June 2012 | Monthly reports |
|  |  |  |  | Final written report due by June 30, 2012 |
# 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>

### 5. Participate in Best Start Academies and other special projects

5.1 Work with Best Start Academies may include, but is not limited to, the following:
- Work with First 5 LA to plan and coordinate Best Start Academies and other special projects.
- Facilitate workshops.

5.2 Provide facilitation and technical support for other Community Partnership special projects and efforts.

<table>
<thead>
<tr>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Community Facilitator, Co-Facilitator(s)</td>
<td>May 21, 2011 Other dates TBD (tentative)</td>
<td>Academy materials and/or workshop notes</td>
</tr>
</tbody>
</table>

### 6. Participate in supervision and training sessions with Supervising Facilitators

6.1 Participate in a Best Start Orientation(s) conducted by Supervising Facilitator(s) and First 5 LA staff.

6.2 Participate in weekly supervision/coaching sessions with Supervising Facilitators.

6.3 Participate in monthly Community Facilitator meetings/trainings.

6.3 Participate in other Community Facilitator meetings/trainings.

<table>
<thead>
<tr>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Community Facilitator, Co-Facilitator(s)</td>
<td>September 2011 – June 2012 As determined by Supervising Facilitator 3rd Friday of each month TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

(For progress report only)

**Objective status:**
- IN-PROCESS
- COMPLETE
- DELAYED