

## **EXHIBIT E: SCOPE OF WORK FOR SPRING 2019 COMMUNITY ENGAGEMENT**

The City agrees to compensate Chabot College up to \$ 22,000 for the below work. This work will commence after January 1, 2019 and will be completed no later than June 30, 2019.

The Chabot College faculty supporting this work will be:

- Tom DeWit, Language Arts Faculty, tdewit@chabotcollege. edu
- Eric Helzel, Language Arts Faculty, ewheltzel@gmail. com
- Sean McFarland, Language Arts Faculty, smcfarland@chabotcollege. edu

### **Work Tasks:**

- Select, through a transparent and community-focused process, at least two community-led projects to fund through the City's Neighborhood Improvement Partnership grant program
- Assist with project implementation and documentation, with the consistent inclusion of South Hayward community members and City staff
- Coordinate with Start Up East Bay to run a startup weekend to assist with the projects
- Document work, including photos, videos, and testimonials
- Participate in bi-weekly progress report phone calls with City of Hayward staff

### **Deliverables:**

- Detailed documentation of the project selection process and implementation, including all efforts to ensure the process is transparent and inclusive of community members
- Photos and/ or video footage of the project selection and implementation
- End-of-project PowerPoint slides, including lessons learned and a list of recommendations for the City