

EXHIBIT A PROPOSED SCOPE OF WORK AND BUDGET

Accountability & Process-Centered Approaches to Engagement & Decision Making

Proposed Scope of Work: 02.01.2023

The Research Justice Institute (RJI) at the Coalition of Communities of Color (CCC) proposes to partner with the Portland Bureau of Transportation (PBOT) to co-develop a process-centered approach for integrating community engagement methods and relationship-centered accountability across departments. The goal is to provide a clear cross-department approach towards community accountability in PBOT projects, communications, and engagements. This work will support PBOT with direction about how to allocate resources and funding towards long-term sustainable equity work throughout the organization.

Between April 2023 and October 2023, the CCC will:

- Meet regularly with PBOT staff to co-construct a strategy and plan that includes understanding cross-departmental needs, challenges, and opportunities around accountability
- Provide PBOT staff with an overview of the CCC's Relational Accountability Process methodology and tool, and solicit feedback about how the tool can be tailored to the PBOT context
- Tailor CCC's Relational Accountability Processes (R.A.P.) tool to the PBOT context
- Guide PBOT staff in completing the R.A.P. tool as a case study to demonstrate the usability to the tool
- Provide cross-department trainings on:
 - Equity-centered community engagement preparation, design, implementation, and follow-up
 - Collecting, analyzing, and using qualitative data
 - Integrating mixed method (qualitative + quantitative) approaches and analysis
 - Relational Accountability Process tool
- Provide PBOT with recommendations for integrating community engagement, qualitative data, and relational accountability into decision making, including resource allocation

Deliverables, Hours, and Cost:

(25 hours) Meetings with PBOT Staff

(30 hours) Tailoring RAP tool for PBOT

(50 hours) Delivery of training (including preparing, creating PBOT-specific materials, potential "office hours" for PBOT staff)

(10 hours) Recommendations

(10 hours) Post-project dissemination/communication

125 hours x 300/hr = \$37,000

Administrative fee \$5,625

Total: \$42,625