

Work Plan			
Proposal Name:	Western Alameda County Tree Partner Network		
Lead Applicant:	City of San Leandro		
Project Description: (500 character limit)	The Western Alameda County Tree Partner Network envisions cultivating an urban forest across San Leandro and unincorporated Alameda County, fostering community resilience to extreme heat. By leveraging existing partnerships and local stakeholders, the project aims to transform spaces into tree-rich areas, enhancing shade and air quality. The initiative involves assessing organizational readiness and capacity to implement tree planting programs. It will produce a partner network map, readiness plan, and educational workshops.		
Task 1: Regional Research & Stakeholder Engagement			
Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>Indicate month of project that activity will take place</i>
Subtask A: Tree Equity Needs & Capacity Review	Assess existing urban forestry plans and local nonprofit infrastructure in San Leandro and unincorporated Alameda County. Document gaps in funding, staffing, and volunteer coordination for community-based tree planting and care.	Summary memo outlining current urban forestry efforts, community capacity gaps, and unmet needs across West Alameda County.	Months 1–3
Subtask B: Partnership Identification	Identify local nonprofits, CBOs, schools, churches, and agencies with interest or capacity to support tree planting, care, and community greening. Include those not traditionally part of tree work but with access to volunteers, land, or outreach capacity.	Partner directory with contact information, mission alignment, and potential roles in a regional network.	Months 1–3

Task 1: Regional Research & Stakeholder Engagement (Continued)			
Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>Indicate month of project that activity will take place</i>
Subtask D: Convene Partner Planning Roundtables	Host collaborative working sessions with local partners to shape a shared vision, operating model, and resource needs for a regional urban forestry alliance.	Vision summary outlining shared priorities, preferred partnership structure, and key capacity-building needs.	Months 4–6
Subtask E: Build & Launch Advisory Council	Recruit residents and local leaders to serve as a founding advisory group. Provide onboarding, schedule regular sessions, and document input on structure and roles of the emerging network.	Roster of community advisors, meeting summaries, and guiding principles for ongoing engagement.	Months 6-8
Subtask F: Host Community Advisory & Learning Group Meetings	Conduct regular meetings throughout project duration to guide implementation, engage members, share progress, and seek feedback on deliverables.	Agendas, meeting minutes, action items and recommendations.	Months 6–30

Task 2: Asset Mapping & Tree Education			
Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>Indicate month of project that activity will take place</i>
Subtask A: Develop Outreach Plan	Develop comprehensive outreach and engagement plan for asset mapping and listening sessions, including schedule of outreach tasks, partner assignments, preferred outreach channels, targets, and translation services required.	Outreach and engagement plan for all asset mapping/listening sessions.	Month 6
Subtask B: Host Asset Mapping Sessions	Conduct two community asset mapping sessions with the advisory group and partners to determine capabilities, resources and partnership opportunities with individuals or a coalition of organizations.	Agenda, facilitation plan and meeting summary	Months 8-12
Subtask C: Host Listening Sessions	Conduct two community outreach sessions with potential partners to identify needs, interest areas, strengths, and barriers to network participation.	Agenda, facilitation plan, and meeting summary	Months 8-12
Subtask D: Synthesize Learnings from Asset Mapping & Listening Sessions	Analyze input to inform future program goals.	Asset map and summary report highlighting themes and recommendations.	Months 12-14

Task 3: Ecosystem Mapping			
Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>Indicate month of project that activity will take place</i>
Subtask A: Partnership Analysis	Use asset map and data from outreach sessions to identify connections, collaboration gaps, and partnership strengths.	Partnership matrix and draft connection map.	Months 14-16
Subtask B: Draft Ecosystem Map	Create first draft of regional urban forestry ecosystem network map.	Preliminary network map visuals.	Months 16-18
Subtask C: Gather Feedback on Draft Ecosystem Map	Conduct review session with advisory group and partners to review draft map.	Feedback report and updated visuals.	Months 18-19
Subtask D: Finalize Ecosystem Map	Incorporate feedback and finalize regional tree ecosystem map for publishing.	Final ecosystem map and narrative description.	Month 20
Task 4: Partner Network Training			
Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>Indicate month of project that activity will take place</i>
Subtask A: Develop Partner Network Curriculum	Design curriculum modules for network partners that includes standard practices for volunteer engagement, event planning, tool kits for planting events, standard practices for tree planting and care and tree database management.	Written curriculum, training videos, event checklists and training guides.	20-22
Subtask B: Facilitate Partner Network Training	Train partners on curriculum over multiple training sessions.	Training plan, record of participants, powerpoint presentation, video recordings of trainings.	22-30

Task 5: Tree Planting Network Workplan			
Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>Indicate month of project that activity will take place</i>
Subtask A: Draft Equity Commitment & Practices Section	Develop values and equity commitments guiding the network's planting priorities and partnerships.	Draft equity commitment and guiding principles section.	Months 23-25
Subtask B: Draft Partner Protocols Section	Establish protocols for collaboration, communication, and partner roles in implementation.	Draft partner protocols document.	Month 25
Subtask C: Draft Governance Procedures Section	Create clear procedures for decision-making and governance structure of the regional partnership.	Draft governance document.	Month 25–26
Subtask D: Draft Phased Network Building Section	Outline phased implementation of regional tree planting activities and regional priorities.	Draft network building and expansion timeline.	Month 26
Subtask E: Disseminate Draft Tree Planting Workplan	Circulate draft workplan for review and comment among stakeholders and public.	Public review draft document and comment summary.	Months 26–28
Subtask F: Finalize & Publish Tree Planting Workplan	Finalize and release tree planting workplan for implementation across Western Alameda County.	Final tree planting workplan published.	Month 30

Task 6: Project Management			
Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>Indicate month of project that activity will take place</i>
Subtask A: Program Meetings	Facilitate recurring program management meetings with partners and leads to monitor progress, resolve issues, and track milestones.	At least 6 meetings held and documented with notes and action items.	Months 1–30
Subtask B: Peer-to-Peer Learning	Participate in EHCRP-led peer-to-peer learning sessions to build capacity, share best practices, and access technical assistance.	Attendance and engagement in at least 3 regional or statewide sessions.	Months 6–30
Subtask C: EHCRP Reporting	Compile and submit required EHCRP programmatic and financial documentation throughout the grant period.	Quarterly or periodic reports submitted in compliance with EHCRP guidelines.	Ongoing
Subtask D: Midterm Report	Develop and submit a mid-project report highlighting progress, lessons learned, and initial impacts.	Submitted midterm report summarizing progress and stakeholder engagement.	Month 15
Subtask E: Final Report & Case Study	Compile final project outcomes into a comprehensive report and case study to share publicly and with EHCRP.	Final report and case study highlighting achievements and key learnings.	Month 30