

Durham County Early Childhood Action Plan (ECAP) Scope of Work

	Deliverables	Responsible Party	Timeline
Partnerships & Collaboration	<ol style="list-style-type: none"> 1. Identify ECAP Governing Body. 2. Conduct conversations with the leadership of Governing Body. 3. Hire DCI Partner Coordinator/ECAP Project Manager. 4. Convene Governing Body to confirm timeline, deliverables, identify shared outcomes/goals, ensure integration of other initiatives in the County, and assemble workgroups. 5. Develop ECAP charter, detailing roles/responsibilities of partners. 6. Plan and carry out meetings of Governing Body and content-specific sub-committees. 7. Create structure by which organizations can sign on to ECAP and align to collective goals. 	<ol style="list-style-type: none"> 1. DCC & DCI 2. DCI 3. DCI 4. DCI & ECAP partners 5. DCI 6. DCI 7. DCI & ECAP partners 	<ol style="list-style-type: none"> 1. January 2020 2. January/February 2020 3. February 2020 4. February 2020 5. March 2020 6. On-going 7. April 2021
Needs Assessment & Planning	<ol style="list-style-type: none"> 1. Complete capacity/needs assessment for the ECAP. <ol style="list-style-type: none"> a. Conduct community and organizational surveys. b. Identify the strengths, weaknesses, opportunities, and threats (SWOT) of Durham County's early childhood pipeline. c. Facilitate organizational and community focus groups, including community listening sessions. d. Complete ECAP Needs Assessment. 2. Develop recommendations/action steps and facilitate community listening session prior to release of the ECAP. 3. Identify and submit highest priority recommendations and action steps for consideration by Durham County for FY21-22 budget. 4. Complete <i>Grown in Durham: Durham County ECAP</i> report. Report will include strategies and recommendations, and organizations that are best positioned to lead implementation at scale. 	<ol style="list-style-type: none"> 1a. DCI & CCFP 1b. DCI & ECAP partners 1c. DCI & CCFP 1d. DCI & CCFP 2. DCI & CCFP 3. ECAP partners 4. DCI & ECAP partners 	<ol style="list-style-type: none"> 1a. May 2020 1b. May 2020 1c. June 2020 1d. August 2020 2. January 2021 3. January/February 2021 4. Draft: April 2021 Final draft: May 2021

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Evaluation & Reporting	<ol style="list-style-type: none"> 1. Initiate conversations around an integrated data system to be utilized in Durham County. 2. Prioritize short-, intermediate-, and long-term outcomes related to the 10 ECAP goal areas, and additional areas if necessary. 3. Develop shared measures of success (goals and targets) for each recommended strategy. 4. Provide in-person quarterly presentations to Durham County Commissioners with monthly check-ins with County staff. 	<ol style="list-style-type: none"> 1. DCI & ECAP partners 2. DCI & ECAP partners 3. DCI & ECAP partners 4. DCI 	<ol style="list-style-type: none"> 1. June 2020 2. August 2020 3. March 2021 4. On-going
Fundraising & Communication	<ol style="list-style-type: none"> 1. Develop communication and branding strategies. 2. Create engagement plan utilizing community voice. 3. Develop diversified funding strategy and plan to braid state, county, municipal, and philanthropic dollars to support the ECAP. 4. Elected officials, partners, and community members release Durham County ECAP. 	<ol style="list-style-type: none"> 1. DCI & ECAP partners 2. DCI 3. DCI & ECAP partners 4. DCI & ECAP partners 	<ol style="list-style-type: none"> 1. January 2021 2. January 2021 3. March 2021 4. June 2021