

Scope of Work for DEI Core Team

Peer Recovery Center of Excellence

Consulting Period: Year 4 August 31, 2023 – August 30, 2024

Steering Committee Lead: Haner Hernandez

UMKC Liaison: Crystal Jeffers

Budget: \$150,000 Estimated as of 4/12/23 - final budget contingent on availability of grant funds.

The DEI Core Team will provide expertise pertaining to Diversity, Equity, and Inclusion (DEI). Expected activities include:

- Meeting regularly with UMKC staff, other Core Teams, and/or the PR CoE Steering Committee.
- Representing the PR CoE at meetings and conferences, as necessary.
- Supporting the overall efforts of the PR CoE to meet the goals and objectives of the grant.
- Collaborating with community organizations and partners to identify and implement DEI initiatives and/or efforts related to peer support for people involved in justice settings and their families.
- DEI Related Activities:
 - Developing and implementing a DEI plan in collaboration and coordination with the full PR CoE team that addresses identified areas for improvement across the Peer Recovery Center of Excellence.
 - Advising and supporting the PR CoE organization's leadership team in the development and implementation of DEI strategies, goals, and metrics. Performing regular assessments of the PR CoE's DEI practices and policies should be conducted to identify areas for improvement and to ensure that the organization is meeting its DEI goals and objectives in alignment with the PR CoE's mission, vision, and values. This can include collecting feedback from PR CoE team members, conducting audits of PR CoE's policies and practices, and reviewing the PR CoE's consultant selection policies for potential biases.
 - Monitoring and evaluating the effectiveness of the DEI plan and making necessary adjustments. Conducting regular audits of the PR CoE's policies, procedures, and practices to ensure that they are inclusive and equitable as much as possible with the structure of the parent organization of the prime grant awardee and the sub-contracts
 - Reviewing, revising and maintaining onboarding processes for consultants and new team members to ensure that they are inclusive of individuals from diverse backgrounds, cultures, and identities. This can include providing training and resources to new consultants and team members and developing processes for addressing any DEI-related concerns that may arise during onboarding.
 - Developing products and resources for the PR CoE's repository that promote DEI in peer support services and recovery organizations.

- Activities Related to Justice-Involved Persons and Families:
 - Conducting a thorough review of existing programs and initiatives that incorporate peer support in carceral and reentry settings, as well as programs that provide support to individuals and families who come in contact with and/or have experienced the carceral system.

- Responding to TA Requests:
 - Responding to TA requests received from recovery community organizations (RCOs) and other organizations through the PR CoE TA request portal. The TA requests that will be routed to this Core Team will relate to DEI issues and best practices, as well as best practices in peer support for individuals who are incarcerated or transitioning back into society, as well as their families. We estimate that the Core Team will be responsible for providing technical assistance in response to requests from at least 125* individuals, groups or communities per year.
 - Note that, for consistency, materials used during response to TA requests and/or produced by the Core Team will be reviewed and vetted by PR CoE project management staff and Steering Committee members at least two weeks prior to their use or dissemination. All materials produced under this scope of work will be considered in the public domain and branded consistently with the PR CoE project style guide.