
ATTACHMENT A - SCOPE OF SERVICES AND ADDITIONAL TERMS AND CONDITIONS

INSTRUCTIONS: In order to ensure that the Municipality and the MVP Provider have a clear understanding of their respective responsibilities and performance expectations, this attachment shall contain a specific detailed description of all obligations, responsibilities and additional terms and conditions between the Municipality and the MVP Provider which do not modify the Contract boilerplate language. *Attach additional pages as necessary for any other specifics.*

The Town/City of _____ hereby contracts with _____ a certified MVP Provider to complete the Municipal Vulnerability Preparedness (MVP) planning process to achieve MVP climate community designation, and deliver outputs of the process to EEA. Upon execution of this contract, the municipality agrees to reimburse the MVP Provider for the tasks associated with this contract. The Town/City of _____ has formed a core team, secured meeting locations, assembled required background information, and commenced the stakeholder engagement process.

This project will run from the effective date of this contract through **June 30, 2022**.

Overall Process: This contract will support the municipality in completing a comprehensive, baseline climate change and natural hazard vulnerability assessment, development of prioritized actions for dealing with priority hazards using the Community Resilience Building (CRB) workshop guide, and beginning broader community outreach. Through the program EEA will provide the municipality access to newly developed downscaled climate change projections, available on the www.resilientMA.org website. This data must be incorporated into the planning process and the MVP service provider is expected to incorporate this data into the planning session through an initial presentation to the workshop and through inclusion in workshop materials.

Working together as a team, and led by a local project lead, the core team from the municipality, and the MVP provider, communities will gather available background information on hazards, vulnerabilities and strengths, conduct interviews with staff and volunteers, and plan two 4-hour workshops or one 8-hour workshop. Communities working through regional workshops may choose to hold workshops in a slightly different format, but should review their plans with EEA prior to commencing these workshops. In the workshop approximately 20-60 municipal staff, residents, partners, and volunteers will work to:

- Understand connections between ongoing community issues, hazards, and local planning and actions in the municipalities.
- Understand how climate change will exacerbate or lead to new community issues, hazards, and other challenges the municipality faces.
- Identify and map vulnerabilities and strengths to develop infrastructure, societal, and natural resource risk profiles for the municipalities.
- Explore nature-based solutions to build resiliency in the municipality.
- Develop and prioritize actions and clearly delineated next steps for the municipalities, local organizations, businesses, private citizens, neighborhoods, and community groups.
- Identify opportunities to advance actions that further reduce the impact of hazards and increase resilience across and within municipalities.

This contract engages the certified MVP provider _____ to define extreme weather and natural and climate-related hazards, identify existing and future vulnerabilities and strengths, develop and prioritize actions for the municipality and broader stakeholder networks, and identify opportunities for the municipality to advance actions to reduce risks and build resilience. **The municipality working with the MVP provider will organize and conduct two 4 hour workshops or one 8 hour workshop. Following the workshops, the municipality will conduct at least 1 public listening session that will be open to the entire municipality. This public listening session must be completed by the application deadline of the FY23 MVP Action Grant round to be eligible to apply for an FY23 Action Grant.**

Responsibilities of the state certified MVP provider _____:

1. Support the municipal core team to prepare for the workshop(s):
 - Work with the core team to identify and engage stakeholders from the municipality, including but not limited to municipal officials, business, neighboring communities, private non-profits, and community residents. Products from the Community Resilience Building workshop guide can be used: <https://www.communityresiliencebuilding.org/>
 - Prepare background materials for the workshop including:
 - Basemaps of the municipality with relevant layers identified including important town assets, past hazards, natural features, roadways and other infrastructure, and any other relevant data

- Summary of climate data and impacts to present to the municipality to help frame the discussion
 - Risk matrices from the www.communityresiliencebuilding.org site
 - Background data sets and any information collected from the municipality or staff interviews relevant to the workshops
 - Existing local plans
- **Come up with a plan for adequately staffing the workshop to include table facilitators and scribes at each table (approx. 10 bodies based on size). These roles do not need to be filled by the consultant and can be filled by skilled volunteers, but a plan for these should be agreed to by the consultant and municipality. Table facilitators should be familiar with the workshop process and be able to explain any mapping products or handouts provided to breakout groups.**
2. Conduct (1) 8 hour workshop or (2) 4 hour works and provide lead facilitation and small group facilitation to
 - Characterize hazards:
 - Identify past, current and future impacts using the best available data including newly developed climate projections from EEA, and other available resources
 - Determine the highest priority hazards within the municipality
 - Identify Community Vulnerabilities and Strengths
 - Identify infrastructural vulnerabilities and strengths
 - Identify societal vulnerabilities and strengths
 - Identify environmental vulnerabilities and strengths
 - Identify vulnerabilities in other sectors as chosen by the community
 - Identify and Prioritize Community Actions
 - Infrastructure actions
 - Societal actions
 - Environmental actions
 - Other actions
 - Please note that MVP Action Grants, available through EEA prioritize nature-based solutions. Municipalities are encouraged to explore these types of strategies which include low-impact design, green infrastructure, land conservation and other techniques.
 - Determine the Overall Priority Actions
 - Identify highest-priority actions
 - Further define urgency and timing
 3. Package workshop outcomes and generate the final report
 - Generate final workshop products and report (described in detail below)
 4. Help the community plan for next steps
 - **Ensure the municipality is on track to hold a public listening session.** As time and budget allows, help the municipality run this session.
 - As time allows, make a next steps list for the municipality to ensure they can maintain their MVP designation year over year.

Upon successful completion of Steps 1-6 of the CRB process and clearly defined efforts to begin Step 7 including conducting at least 1 public session, municipalities will be designated as a “Municipal Vulnerability Preparedness Program Climate Community,” or “MVP Community” which may lead to increased standing in future funding opportunities and follow-on opportunities.

All workshop outputs and background materials must be compiled into an easily accessible Community Resilience Building final report or summary of findings, based on a template provided by the state below. Municipalities may build on the template provided below, but must include the items in the template at a minimum to satisfy the requirements of the grant. Derivatives from the report can be used by the municipality following this initial phase of the process to inform existing planning processes, capital budgeting, and grant applications.

As an immediate next step, each community must complete at least one public listening session with the whole community invited and should have a clearly articulated list of priority next steps and actions and how to implement these.

General guidelines for (~60 min) MVP public listening sessions include:

- Schedule and post listening session using best practices or requirements for posting public meetings in the municipality
- Ensure listening session is open to the public in a central, easily accessible location in the municipality (city/town hall, public library, community center, etc.)
- Ensure that the core team is present and ideally elected officials
- Provide a speaker(s) to present an overview of the Summary of Findings Report

- Speaker(s) should be from the core team members and/or elected official(s)
- Service provider for the respective municipality should not be the principle speaker(s)
- Speaker(s) to review purpose, intent, objectives, and outcomes of workshop process
- Provide a question and answer period for members of the concerned public
 - Core team member(s) and/or service provider(s) respectfully listen and record responses from public
 - Provide clarification about Findings
- Provide opportunity for members of the concerned public to contribute in writing further input at the listening session
- Provide web link to Summary of Findings report at the listening session

Acceptable alternative formats include:

- A public listening session can take place at a selectmen meeting only if they are open and promoted for public attendance, with similar allotment of time (~60 min) for the MVP listening session portion

Maintaining Designation: To maintain the designation as an MVP community year over year the municipality must provide the Commonwealth with a yearly progress report outlining the steps they have taken towards implementing their priority actions signed by a local official. Steps may include applying for grant funding, working to implement local changes to policies or bylaws, updating existing local plans using the outcomes of the workshop, completing more detailed vulnerability assessments, etc. A progress report template will be provided to the municipality to help them complete this requirement.

Municipal Staff Commitment: The municipality must provide sufficient staff time (estimated at 120-200 hours) to assure completion of this planning exercise and community engagement. Staff time provided by the municipality will include the following activities:

- Complete a contract with the Commonwealth and maintain all necessary reports and paperwork;
- Procure a state certified MVP provider;
- Establish a core team (or steering committee) within the municipality or region to steer the project;
- Help identify and complete outreach to critical stakeholders, partners and town officials who will be involved in the workshops;
- Help coordinate, schedule, send invitations and attend planning meetings and workshop(s);
- Conduct significant outreach in the community to ensure good attendance at the workshop(s) and public listening session(s);
- Help coordinate staff interviews with key experts, such as emergency response and the department of public works, to collect information prior to the workshop(s);
- Help the MVP provider find relevant data and other information useful to conducting the planning exercise;
- Provide access to relevant planning documents, budget information, and other information as needed;
- In concert with the MVP provider, complete and send 3 progress reports to EEA with information on progress and contract spending to date. The final CRB report will be counted as the final progress report, but must be accompanied by a final invoice showing all spending to date;
- With consultant support as budget allows, complete at least 1 public listening session to engage the broader public in a discussion of the workshop results and completed plan; and,
- Commit to working to continue municipal outreach and engagement, use the completed plan to inform existing planning and project activities, and secure additional data and information needed to improve the plan.

Reporting & Final Deliverable: In concert with the MVP provider, the municipality is required to provide EEA with quarterly reporting, including information on spending, and the completed CRB report which will result from the process. Quarterly reports are simple summaries (1-3 pages) of work that was accomplished to date towards MVP certification, including status of scheduling and completion of workshop(s) and listening sessions. Municipalities shall provide a Summary of Findings Report (final CRB report), a list of workshop participants, contact information for the project lead and core team, a completed Risk Matrix in excel format, documentation of at least one public listening session, and a final invoice as deliverables for completion of the Community Resilience Building (CRB) process. The following is an annotated template for the CRB Workshop(s) Summary of Findings report. Adherence to the layout, sections (bold), and associated details provided herein will increase reporting consistency which will in turn will accelerate the exchange and transfer of knowledge within and amongst municipalities, regions, and ultimately, across the Commonwealth. To assist further examples of completed CRB Summary of Findings reports can be reviewed and downloaded for reference on the MVP website: <https://www.mass.gov/info-details/municipal-vulnerability-preparedness-mvp-program-planning-reports>.

The satisfactory submittal of the MVP report, associated materials described above, and documentation of at least one completed public listening session (steps 6&7, above) are the trigger for the MVP designation that entitles each municipality to participate in the MVP Action Grant to fund priorities identified through the planning process as well as to receive advanced standing in select EEA grant programs.

Materials: All materials, software, maps, reports, and other products produced through the grant program shall be considered in the public domain and thus available at the cost of production. All materials created through this opportunity and as a result of this award should credit the Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) program.

COVID-19-Related Adjustments to Engagement Tasks:

Due to the current COVID-19 health emergency, the municipality and MVP provider may need to substitute some parts of this scope with comparable virtual engagement strategies. The municipality should work with their MVP regional coordinator to approve any adjustments to the scope. The municipality should receive written approval from their MVP regional coordinator before commencing with any adjusted activities.

Sample MVP Report Template:

SUMMARY OF FINDINGS TEMPLATE GUIDANCE

Cover Page:

{List Municipalities Covered by Summary of Findings }

{insert descriptive community photos and or logos (as appropriate)}

{insert - Community Resilience Building Workshop Summary of Findings – below photo/logos }

{insert Month & Year report completed }

Overview:

{List Municipalities Engaged in CRB Workshop(s)}

{Insert summary of historical climate data for watershed/town }

{Insert data on climate projections using resiliantma.org }

Community Resilience Building Workshop

Summary of Findings

Text (refer to Step A in CRB Guide): Summarize the need for Workshop from community perspective and the path taken to arrive at Workshop(s). Discuss partnerships critical to enabling Workshop(s) and define “community” engaged in process (i.e., single or multiple municipalities – which ones? Other significant organizations as core partners). Reference the use of the CRB process (www.communityresiliencebuilding.org) and include all presentation and meeting materials

{insert the following text within this section }

The Workshop’s central objectives were to:

- Define top local natural and climate-related hazards of concern;
- Identify existing and future strengths and vulnerabilities;
- Develop prioritized actions for the Community;
- Identify immediate opportunities to collaboratively advance actions to increase resilience.

Top Hazards and Vulnerable Areas:

Text (refer to Step B & C in CRB Guide and triggering questions page 26): Include summary of the discussions on top climate hazards that have had and will have impacts on the community (past, current, future). Define Top Hazards.

Top Hazards

{insert bulleted list of top hazards identified by community }

Areas of Concern

{insert categories followed by specific locations and other assets – confirm place names }

{examples of categories: Neighborhoods, Ecosystems, Transportation, Infrastructure, Facilities, etc. }

Current Concerns and Challenges Presented by Hazards and Climate Change:

Text (refer to Step C in CRB Guide and triggering questions page 26): Provide brief history on the natural hazards that have impacted the community in recent years and what those impacts were/are (i.e., long period of elevated heat, flooded intersections, impact of multiple hazards, etc.). Include reflection on the general concerns expressed by the Workshop participants on hazards today and in the future (5, 10, 25 yrs. or more).

Provide information on the types of climate change impacts the community expects to see in the future.

Specific Categories of Concerns and Challenges

Text: Insert paragraph or more for each major categories of concern for the community – as expressed by the participants. These often include Environmental Justice population impacts, vulnerability of road networks, inadequate

community-wide communications and collaboration, critical infrastructure limitations (wastewater systems, energy), degraded floodplains and wetlands, heat island impacts, stormwater infrastructure, protection of open space, protection of drinking water supplies, and emergency management capacity. These specific categories of concerns and challenges become the principle focal points highlighted in the following sections of the Summary of Findings

Current Strengths and Assets:

Text (refer to Step C of CRB Guide and triggering questions page 26): Provide brief overview paragraph or two on the current strengths of the community as expressed by the participants.

{insert bullet statements (1-2 sentences) of current strengths. For example: “The responsive and committed leadership exhibited by elected officials and senior staff was viewed as a current strength. Ongoing collaboration and support amongst leadership and staff will help to advance comprehensive, cost-effective approaches to resilience as identified in this Summary of Findings”.}

Top Recommendations to Improve Resilience:

Text (refer to Step D of CRB Guide): Provide brief overview paragraph or two on the top recommendations for the community as expressed by the participants.

{insert bulleted of priority actions from Risk Matrix organized in sequential order first by “Highest Priority” then “Moderate Priority” and finally, “Lower Priority”. Prioritized actions can be inserted directly from final Risk Matrix for the community.}

CRB Workshop Participants: Department/Commission/Representative:

{insert list of invited and participating entities. Place asterisks next to “attendees”.}
{include documentation of the public listening session}

Citation:

{insert citation for Summary of Findings Report – this provides way to reference report for future plans and funding opportunities. Example:

{Insert name of municipality or persons responsible} (2017) Community Resilience Building Workshop Summary of Findings. {insert core team partnerships}. {insert municipality}, Massachusetts.

CRB Workshop Project Team: Organization, Name, Role:

{Example: Town of XXXX, Susan Smith, Core Team Member. Other roles can include: Lead Facilitator, Project Coordinator, Project Sponsor, Facilitator}

Acknowledgements:

{insert recognition of leadership and core team members by name and affiliation. Recognize entity that provided facility and meals/refreshments. In addition, provide recognition of funding sources utilized to advance the Workshop as well as the CRB process itself.}

Appendix:

{insert in subsequent pages of the Appendix the following items as available: Base Map(s) used for participatory mapping exercise (Step C and D of CRB Guide), Participatory Mapping Map(s) (outputs from Step C and D), supporting risk maps (FEMA flood maps, etc.) used during workshop, and potentially powerpoint presentations or handouts used by participants; documentation of efforts to involve Climate Vulnerable populations and Environmental Justice populations}.