

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:

- Paperwork; selecting and contracting vendor
- Help establish a core team within the town or region to steer the project
- Help identify and complete outreach to critical stakeholders, partners and town officials for workshop(s) and public listening session(s)
- Help coordinate, schedule, send invitations and attend planning meetings and workshop(s) and listening session(s)
- Find sufficient volunteers to serve as scribes during the workshop(s)
- Help coordinate staff interviews with key experts to collect information prior to the workshop(s)
- Provide MVP provider access to relevant planning documents, budget information, and other information on as needed useful to conducting the planning exercise, including access to;
- With MVP Provider, complete and send 3 progress reports to EEA with information on progress and spending to date, and submit final deliverables and invoice
- With consultant support as budget allows, complete at least one public listening session to engage the broader public in a discussion of the workshop results and completed report
- Continue municipal outreach and engagement, using the completed report to inform existing planning and project activities

MVP PROVIDER COMMITMENT

The MVP state certified provider must provide sufficient time (estimated at 120-240 hours) to complete the following tasks:

- Meet with Municipal Project Manager to set out project scope, timeline, and compile list of data needs; help with stakeholder mapping; and, set schedule for workshop(s)
- Meet with Community Core team 2-3x to help plan for workshop(s) and collect information
- Conduct several interviews with key municipal staff
- Prepare materials for workshop including:
 - Basemaps of town with critical layers
 - Climate change data relevant to the town and summary of potential impacts
 - Relevant planning documents and other existing town information about current hazards
 - Risk matrix
- Serve as the lead facilitator during workshop(s) and bring 4-5 facilitators (or as many breakout groups planned) to assist as table facilitators.
- Designate town leads or skilled volunteers to be scribes at each table
- Document all workshop outcomes and prepare final risk matrix and summary reports
- Work with town to submit all materials to Commonwealth

