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## ATTACHMENT A - SCOPE OF SERVICES AND ADDITIONAL TERMS AND CONDITIONS

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**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 state 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 23, 2018.

Overall Process: This contract will support the state certified MVP Provider in completing a comprehensive, baseline climate change and natural hazard vulnerability assessment, and development of prioritized actions for dealing with priority hazards using the Community Resilience Building (CRB) workshop guide, developed by the Nature Conservancy. The program provides access to newly developed state downscaled climate change data which will be provided to the municipality by EEA. 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 lead 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. In the workshop approximately 30 town staff, residents and volunteers will work to:

- Understand connections between ongoing community issues, hazards, and local planning and actions in the municipalities.
- Identify and map vulnerabilities and strengths to develop infrastructure, societal, and natural resource risk profiles for the municipalities.
- 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 state 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 sessions that will be open to the entire municipality.

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, private non-profits, and community residents. Products from the Community Resilience Building workshop guide can be used: <https://www.communityresiliencebuilding.com/>
  - Prepare background materials 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.com](http://www.communityresiliencebuilding.com) 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 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.

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,
    - Determine the highest priority hazards.
  - 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
  - Determine the Overall Priority Actions
    - Identify highest-priority actions
    - Further define urgency and timing
3. Package workshop outcomes and generate the final report:
  - Finalize risk matrix and prepare it for submission
  - Generate final workshop report using the format described in detail below. Reports must follow this template at a minimum, though they can include additional sections and materials as appropriate.
4. Help the community plan for next steps
  - Ensure the municipality is on track to hold a public listening session by June 23, 2018. 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 Climate 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. 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.

**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. 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, 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 80 hours) to assuring completion of this planning exercise and community engagement. Staff time provided by the municipality will include the following activities:

- Establish a core team within the town or region to steer the project;
- Coordinate, schedule, send invitations and attend planning meetings and several workshops;
- Work with MVP service provider to identify and engage stakeholders;
- Help coordinate staff interviews to collect information prior to the workshops;
- 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;
- 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.

**Final Deliverable:** Municipalities shall provide a Summary of Findings Report, as a final deliverable for completion of the Community Resilience Building (CRB) Workshop with a final invoice. The following is an annotated template

for the CRB Workshop(s) Summary of Findings report. Adherence to the layout, sections (bold and underlined), 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 Community Resilience Building website ([www.communityresiliencebuilding.com](http://www.communityresiliencebuilding.com)).

**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.

## **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:**

{insert following at top of page }

{List Municipalities Engaged in CRB Workshop(s)}

### **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.com](http://www.communityresiliencebuilding.com)).

{insert the following text within this “Overview” section }

The Workshop’s central objectives were to:

- Define top local natural and climate-related hazards of concern;
- Identify existing and future strengthen 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 natural 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:**

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).

### **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 emergency management capacity, vulnerability of road networks, inadequate community-wide communications and collaboration, critical infrastructure limitations (wastewater systems, energy), degraded floodplains and wetlands, and drinking water supply. 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”.}

**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.}