

## **GRAEF + ERG: Adjustments to S/CARP Proposed Scope of Service**

The GRAEF team, comprised of GRAEF and ERG, will work with the Village to create a comprehensive Sustainability, Climate Action, and Resiliency Plan (S/CARP, or “Climate Plan”). The base scope of services is detailed in the GRAEF team’s “original proposal” dated July 26, 2021. Following are additional details and scope additions in response to requests from the Village Board of Trustees, Environment and Energy Commission, and Village staff.

### **Project Schedule**

The project schedule has been lengthened, and the estimated time to complete specific elements and tasks has been adjusted. Please see the attached revised schedule.

### **Required Element 1: Scoping & Inventory**

No changes to original proposal.

### **Required Element 2: Energy, Transportation, Waste, and Ecosystems**

No changes to original proposal.

### **Required Element 3: Scenarios**

This section correlates with the original proposal section “Scenarios” and incorporates the following:

#### ***Develop Quantitative Goals and Intermediate Milestones, Analyze Other Requirements for Implementation***

This section correlates with the original proposal section “Quantitative Goals and Intermediate Milestones” but makes two modifications:

- Where “resident-led Oak Park Climate Action Planning Team” is referenced, replace with “Environment & Energy Commission (EEC)”;
- When considering multiple possible GHG emissions reduction goals, discussions will include ascertaining the Village policy concerning the use of carbon mitigation offsets and renewable energy credits (RECs) to meet GHG reduction goals.

#### ***Review and Incorporate ICLEI Science-Based Targets for Interim GHG Reduction Goals in 2030 and Carbon Neutrality in 2050***

This section replaces the original proposal section “Development of Science-Based GHG Reduction Targets”:

The science-based target and associated high-impact actions (HIAs) developed for Oak Park by ICLEI for the ICLEI150 campaign will be vetted and incorporated into the S/CARP. The GRAEF team can align the HIAs with larger societal sustainability goals and the known limits for the safety and stability of earth systems.

## Required Element 4: Implementation Strategies

This section correlates with the original proposal section “Part 2: Implementation Strategies” and incorporates the following changes and additions.

### ***Community Resilience***

This section correlates with the original proposal section “Community Resilience” but makes one modification:

- Where the Temperate Vulnerability Assessment is referenced, the GRAEF team understands that the Village does not require the usage of Temperate to carry out the vulnerability assessment, as Temperate is intended for municipalities with limited technical resources. The GRAEF team will use best practices for the Vulnerability Assessment methodology.

### ***Geographic Information Systems***

This section replaces the original proposal section “Geographic Information Systems”:

To support data assembly and gap analysis, the GRAEF team will create geodatabases or other GIS deliverables during the project, and then transfer it to Municipal GIS Partners (MGP) at the close of the project, to be managed thereafter on the Village’s existing myGIS platform. GRAEF’s Infinite GIS platform need not be used.

### ***Finalize the Community Engagement Framework***

This section is an addition to the original proposal.

The GRAEF team is aware of climate-related engagement efforts underway by the Village and other community-based environmental groups, and their partnerships with other organizations to conduct meaningful engagement in and near the Oak Park community. Upon contract approval by the Village, the GRAEF team will finalize the Community Engagement Framework (“Framework”) based on Village staff comment. The GRAEF team will implement the Framework in partnership with the Village, namely the Environment and Energy Commission, and the Village’s community-based partners. The Framework may include, and may not be limited to, the elements outlined below.

The Framework will be structured to prioritize the input of residents who are most vulnerable to the impacts of climate change, and have borne the brunt of historical and ongoing inequities. The strategies outlined below describe the framework for both broad, community-wide engagement, and deep engagement to high-priority populations. The strategies are also designed to be flexible regarding virtual or in-person participation, in response to the evolving public health context.

### *Develop and evaluate community engagement metrics*

The GRAEF team can develop community engagement metrics to track socioeconomic characteristics. Metrics can be periodically evaluated with Village staff to identify any adjustments needed to ensure engagement of high-priority populations.

### *Facilitate discussions with Village staff and Trustees; Meet with applicable Village Citizen Commissions and committees*

The GRAEF team plans to hold introductory discussions with Village staff and Trustees through small group and ad hoc discussions during "Climate Plan Day at Village Hall". Village staff and Trustees can be invited to collaborate in the development of potential partnerships with community-based organizations, and may extend the invitation to citizen commissions and committees. These partnerships with community-based organizations can serve as the foundation for the affinity groups, human-centered-design, neighborhood-based, and plan ambassador activities described below.

Additional plan input discussions can be held with the Board of Trustees and applicable commissions and committees at specific points in the planning process. The GRAEF team proposes to meet monthly with Village staff; twice with the Board of Trustees; twice with the Environment and Energy Commission; once in a joint meeting with the Community Relations, Disability Access, and Aging In Place commissions; and once in a joint meeting with the Plan, Historic Preservation, Building Codes, Housing, and Transportation commissions.

### *Create and facilitate ~5 monthly Affinity Groups.*

The GRAEF team can create and form approximately five Affinity Groups, consisting of approximately six members each, that can serve as focus groups for evaluating areas of actionable policy, programs, and community initiatives designed to move the Village toward climate justice. The Affinity Groups will seek representation of traditionally underserved and marginalized voices in planning, including Black, Indigenous, and people of color (BIPOC), caregivers, youth and teens, seniors, multilingual populations, renters, housing insecure individuals, individuals with disabilities, and other residents as identified in conversations with the Village and its community partners. Affinity Groups can be formed in partnership with community-based organizations.

Affinity Group members will guide the S/CARP in a direct way, overseeing plan elements as they are developed, co-developing strategies and solutions, and crafting meaningful modifications to the content. Throughout Affinity Group convenings, the GRAEF team intends to encourage discussion about environmental and climate justice issues important to each member, with a goal to promote leadership and agency amongst participants. To ensure transparency and accountability, the GRAEF team can include a standing agenda item for displaying how feedback across the Affinity Groups is informing the S/CARP. In addition, Affinity Group members can evaluate community engagement metrics as data are collected and offer process improvements to the Framework.

*Conduct ~3 human-centered design sessions with community service agencies and partners*

The GRAEF team can conduct ~3 human-centered design sessions in partnership with community-based service agencies and their invited clients. The GRAEF team may conduct ethnographic research such as interviews, storytelling or other arts-based activities, home/provider tours, or other “day in the life” methods, to understand the activities, behaviors, needs, and assets of these community members, and their relationship to climate resiliency.

Current best practices for community engagement recognize that community members who invest significant time and expertise, and share their lived experience, should be compensated accordingly. The GRAEF team understands that the Village has identified available funds from a sustainability outreach campaign, which will be used to compensate affinity group members, human-centered design participants, and staff at partnering organizations who actively support the community engagement process.

*Conduct targeted household surveying and/or neighborhood events*

Household survey feedback may be requested from residents who have engaged with the Village’s income-qualified programs. If appropriate according to current community health guidance, the GRAEF team may translate website engagement content to in-person materials for door knocking household surveys, mobile events, or pop-up events at community centers, in areas identified as Low and Moderate Income per the Village’s CDBG map.

*Curate and distribute the Community Input Kit to EEC, for use by Climate Plan Ambassadors*

The GRAEF team plans to curate a DIY meeting and interview kit for local leaders to share information about the S/CARP, collect community input, and channel anonymized feedback to the Village and GRAEF team. The Environment and Energy Commission can partner as the lead distributor of the Community Input Kit to other local environmental groups and community leaders. This kit can be designed for the EEC and other community leaders to actively solicit input into the development of the vulnerability assessment and climate scenarios, and to vet the draft goals and strategies developed. This engagement process allows residents to comfortably share their experiences with climate hazards, vulnerabilities, and concerns for the future, in a private manner, through conversations with their neighbors, friends, and family.

*Provide continuous website engagement and surveying; promote on social media and through local programs*

The GRAEF team will deliver a custom S/CARP website through Social Pinpoint, a community engagement platform that allows community members 24/7 access to interact with information, post feedback via an online forum, and receive updates about the plan. The GRAEF team will seek to partner with the Oak Park Public Library to promote and provide access to online engagement events, to support individuals without convenient internet access at home.

### *Engage with Oak Park youth and schools*

The GRAEF team intends to emphasize engagement for local school districts and their families, and anticipates coordinating with staff in District 200 and District 97 to create a lesson plan. Teachers can use the lesson plan to teach climate planning concepts, communicate the importance of youth input in the Climate Plan and shaping their community into 2050, and broaden engagement for the S/CARP.

### *Participate at ~3 community-wide events*

The GRAEF team plans to immerse in events that afford the community opportunities to be closely involved – and share ideas, values and concerns that become integral to development of the S/CARP. At each event, the GRAEF team can provide a blend of the tools and activities referenced in the “Community Engagement” section of the original proposal.

With the hope of catching events that are rhythmic in the community and remain on the calendar, the GRAEF team plans to participate in events such as Winterfest in December 2021, Earth Fest in April 2022, and A Day in our Village in June 2022. Should these events be canceled or moved online due to a continuing focus on public health, the GRAEF team can confer with the Village as to participating online or selecting appropriate alternative events.

### ***Additional Detail for Implementation Strategy Development Tasks***

This section is an addition to the original proposal.

This step will incorporate community feedback (see *Community Engagement Framework*).

This task will address the following RFP scope items:

- G. Program Assessment*
- H. Implementation plans*
- I. Dashboards and Scoreboards*
- J. Transportation*
- K. Energy Efficiency*
- L. Water*
- M. Waste and Recycling*
- N. Healthy and Sustainable Food (specifically food justice)*
- O. Innovation and Civic Community Engagement*
- P. Buildings*
- Q. Advance Policies for Green Infrastructure to Build a Resilient, Sustainable Community*
- R. Resiliency and Community Assets*
- S. Land Use*
- T. Climate Risk and Adaptation Strategies*

The GRAEF team will develop the draft implementation strategies, and subsequently coordinate edits from the Village to provide a revised implementation plan. The GRAEF team will coordinate with Village staff to develop a public-facing dashboard and scorecard, to be managed thereafter on the Village’s existing platform.

*Develop a Comprehensive, High-Level Sustainability Roadmap for the Village with a Focus on Climate, Environmental, and Food Justice*

The GRAEF team will develop a comprehensive, high-level sustainability roadmap to guide Village efforts across the broad range of environmental initiatives, including those without explicit GHG drivers. The focus will remain on initiatives that elevate climate, environmental, and food justice in Oak Park for residents who are most vulnerable to the impacts of climate change and have borne the brunt of historical and ongoing inequities.

*Identify Short- and Long-Term Financing Strategies for Village, Utility, and Community Actions*

The GRAEF team will perform a technical evaluation of the effectiveness of the Village's existing programs (i.e. 2021 Q4) and research new financing strategies for the adopted climate plan actions (i.e. 2022 Q2). The GRAEF team will also propose short and long-term financing strategies that could facilitate Village, Utility, and community actions in fulfillment of the S/CARP. This review will address not only potential revenues for the Sustainability Fund, but also potential Sustainability Fund expenditures for Board consideration. In addition, this task will include a review of the Village's capital improvement planning efforts (CIP) and related elements of the Village portfolio. The GRAEF team will highlight local, self-sustaining financing that avoids the volatility of a heavy focus in nationwide or global financing options.

*Present Final Draft S/CARP to Village Governing Body*

Following community engagement along every juncture including regular communication with Village staff, elected officials, and engaged citizens, the GRAEF team will present the final draft S/CARP to the Village Board of Trustees. With the Village, the GRAEF team will promote this Board meeting so that key actors, decisionmakers, and stakeholders hear and understand their role in the action plan to meet the Village's goals for achieving emissions reduction targets.

*Create an Internal Staff Report, Public-Facing Report, and Presentation File Based on the Final Draft S/CARP*

The GRAEF team will produce and deliver a) an engaging, attractive, easy-to-read internal staff report with an additional public-facing report and corresponding presentation, b) action plans, timing, dependencies, a sequence over 5 years, c) documentation to support findings, with data sources that inform the research, and basis for the recommendation that may include data on total costs, GHG reductions, percent of total emissions as well as any co-benefits identified, d) key metrics aligned with the CDP-ICLEI Unified Reporting System to track success. The GRAEF team will identify or develop workflows and technical solutions to streamline the S/CARP process in the future.

The report will include findings, goals, recommendations, and action plans, and will conform with basic requirements for S/CARP and be compatible with the Paris Agreement and Global Covenant of Mayors guidelines.

## Element 5: Project Management & Team Coordination

This section correlates with the original proposal schedule item “Part 5: Project Management & Team Coordination” and replaces the section’s line items as listed in the original proposal schedule:

- *Hold Weekly Internal Team Meetings to Advance Scope Elements and Determine Key Village Coordination Topics*
- *Communicate Regularly with the Village Project Manager; Foster Quick Action on Unpredictable Occurrences*