



GRANT GOAL OVERVIEW

1. From May 2020 through May 2021, engage the Tacoma community and City staff on both:
 - General climate science, including adaptation and mitigation
 - Participation and input into the update of Tacoma's Environmental Action Plan and Climate Resilience Strategy
2. Build climate engagement capacity within the Tacoma non-profit community and especially with diverse, underserved, and vulnerable communities

The City has up to \$130,000 to award to achieve these goals.

PLAN PURPOSE

The City of Tacoma (City), in partnership with Tacoma Public Utilities, is seeking an organization to engage staff and community members to develop a comprehensive, robust, and innovative Action Plan and Resilience Strategy that will:

- Fulfill the City of Tacoma's commitment to the Paris Climate Agreement, Global Covenant of Climate Mayors, and the recent Council-adopted Climate Emergency Resolution;
- Define the community's climate challenges, and the challenges and opportunities it faces in meeting ambitious climate and GHG reduction goals;
- Adopt near-, medium-, and long-term strategies and indicator targets that will ensure we achieve our carbon reduction goals and are climate-ready by 2050; and
- Emphasize co-benefits, but also acknowledge "tensions" or trade-offs, including the cost of no action.

This "Action Plan" will follow Tacoma's 2016 [Environmental Action Plan](#) and 2008 [Climate Action Plan](#) and, as it is in the pre-development phase, is unnamed. It is the intention of the City to meaningfully and equitably engage Tacoma's communities and allow this engagement process to name this community-led, climate- and justice-focused action plan. For the remainder of this Application, it will be referred to as the Action Plan.

PLAN VALUES

- **Goal-oriented:** We have some tough choices ahead of us, but we recognize that we need to take strong, dynamic action now to reach our 2030 and 2050 climate goals.
- **Equity:** We want to ensure that the benefits and opportunities of climate action extend to all Tacomans as we work to create a healthy, resilient, and thriving City for all.
- **Transparency:** We recognize that transparent climate action planning and implementation gives our stakeholders a say in determining the outcomes of climate action. We work hard to make information about Tacoma's climate challenges and the actions we are taking accessible to all ages and backgrounds.
- **Accountability:** We want to ensure the plan has clear targets and metrics, and that we can provide regular progress updates.
- **Effectiveness:** We want a plan that recognizes where we are, aims high, and works.
- **Data-informed:** We believe in using data to help us understand all of our policy and technology options and identify the steps we need to take now to reach our 2050 goals.



TIMELINE

The Action Plan update process will have three phases:

- Phase 1 – Understanding Community Priorities; March – July 2020
- Phase 2 – Strategic Planning; August – December 2020
- Phase 3 – Plan Release and Adoption; January – April 2021

ENGAGEMENT ROLE

There are six outreach approaches to be delivered by this grant opportunity. *A Community Engagement Steering Committee will provide overall direction, but the selected organization will develop, implement, support, and monitor approach strategies.*

1. **Pop Ups** – This approach will engage residents who are out-and-about in public spaces through an informal approach and a faster paced engagement opportunity. The goal is to connect with the general public on high-level questions, educate them about the broader engagement process, and encourage them to get involved in other engagement opportunities if they have interest.
 2. **Environmental Justice Leadership Workgroup** – This Workgroup will consist of organizations or individuals who already have positive, established relationships with historically underrepresented communities in Tacoma and are interested in (a) participating actively in development of Plan update process and (b) facilitating dialogue with those stakeholders to include their voice in the EAP process. These organizations or individuals will be paid and must submit an application to be considered.
 3. **Plan Ambassadors** – Individuals who wish to engage the community in the EAP process can become its Ambassadors. All interested individuals will be accepted, but those who already have positive, established relationships with historically underrepresented communities will have the opportunity to submit an application to be paid for their services. Recruitment of youth and young adults will be prioritized.
 4. **Community Conversations** – City Staff will host community gatherings with three tracks within this outreach method: business, partner organizations, and community members. The intention is to connect with stakeholders who have historically had strong power and influence in City engagement processes and whom we assume will be highly impacted by climate change and Action Plan outcomes.
 5. **Online Survey** – This approach is designed to engage community members and businesses who do not have the ability to engage through the other outreach methods but have access to internet and would like to be involved. The online platform will allow community members and businesses to submit ideas in response to key Phase 1 questions.
 6. **Staff Training** – This approach includes developing presentations and workshops for internal staff workgroups to help them better understand climate change impacts and importance of local government actions.
- ❖ Note: The [Sustainable Tacoma Commission](#) is a community resource that can assist with all aspects of engagement listed above and will be briefed on Action Plan updates every few months.



ELIGIBLE TASKS

Task 1: Engage and work with the Community Engagement Steering Committee, including regular communication with the Sustainability Officer, to develop an engagement plan, including cost, timeline, performance targets, scope, implementation strategies, and specific actions.

- Track participation, develop and analyze data, report findings, and adapt engagement practices
- Work with partners, both community and City departments, to leverage expertise, funding, and resources to develop creative engagement strategies. Develop educational materials and activities to support community participation

Deliverables:

- ✓ Engagement plan, steering committee meeting agendas, steering committee meeting notes, living implementation workplan, and progress reports

Timeline:

- May 2020 – May 2021

Task 2: Support community engagement, particularly from diverse, underserved, and vulnerable communities, through:

- Pop Ups – Provide up to 12 engaging opportunities for community members to briefly share and learn at community venues and events
- Plan Ambassadors – Support up to 20 Ambassadors
- Community Conversations – Plan, develop, and implement 6 community meetings
- Online Survey – Develop up to 2 surveys, generate responses, and analyze results
- Presentations – Provide up to 12 general climate mitigation and adaptation education presentations to community groups
- Training – Collaborate with other Office of Environmental Policy and Sustainability staff on developing and implementing Sustainability Leaders training (like Master Gardeners/Master Recyclers) for one cohort
- Student Education – Work with EnviroChallenger staff on youth and school climate lessons
- Partnerships – Look to support and amplify efforts from other organizations who are engaged in this work

Deliverables:

- ✓ Progress reports

Timeline:

- June 2020 – May 2021



Task 3: Facilitate the Environmental Justice Leaders Workgroup in order to gather insights from Workgroup members to inform the development of the City's Action Plan.

- Prepare presentations and materials for Workgroup meetings
- Facilitate conversations among Workgroup members. Work with Workgroup members to:
 - Develop ground rules
 - Develop a conflict resolution process
 - Build trust using community building exercises
 - Set a meeting schedule that meets the needs of the Workgroup
 - Summarize recommendations for the Action Plan provided by Workgroup
 - Gather information through storytelling, allowing panel members to share their lived experience around a series of topics, and track results and share findings through reporting to the City and the public
- Develop relationships with Workgroup members
- Meet with City of Tacoma Engagement Steering Committee to coordinate activities

Deliverables:

- ✓ 10-12 meeting agendas and notes and Workgroup recommendations
- ✓ Meet with each Workgroup member one-on-one at least once

Timeline:

- May 2020 – May 2021

Task 4: Conduct staff training with internal City work units to educate staff on climate science and equity

- Plan, develop, and deliver up to 12 training presentations/workshops

Deliverables:

- ✓ Training agendas, powerpoint, and workshop activity tools

Timeline:

- May 2020 – July 2020

Task 5: Develop and maintain communication tools

- Work with existing City of Tacoma media resources and outlets (webpages, social media, etc.)

Deliverables:

- ✓ Communication messages and materials that are timely and engaging for target audiences

Timeline:

- May 2020 – May 2021



Requirement:

- Must be able to co-locate at least 24 hours a week at Center for Urban Waters (location of the Office of Environmental Policy and Sustainability).
- Must be able to pay Climate Ambassadors (up to \$500 for up to 20 people) and Environmental Justice Leaders (up to \$2,500 for 10 people/organizations). Include these estimates in your budget.

The City of Tacoma will provide:

- Office and computer resources, including print materials and a cell phone
- Media resources and outlets, including graphic design support and social media tools
- Regular direction, guidance, and support by Sustainability Officer and Engagement Committee
- Use of community event tabling resources
- Use of City of Tacoma email account
- Use of ORCA (bus/transit) pass for work functions
- Network connections to sustainability and equity practitioners across our city and throughout North America, including tools and best practices they can provide
- Access to City training opportunities and new partnerships with other staff

Seeking applicants with experience in:

- Leading conversations
- Managing projects
- Conflict resolution
- Working with historically underrepresented communities
- Creative community and multicultural engagement
- Organizing and leveraging partnerships to support engagement
- Navigating needs and priorities of multiple clients and stakeholders
- Process- and detail-oriented

Preferred experience:

- Knowledge of local social and environmental issues
- Work group or committee participation or coordination
- Collaborative partnerships and approaches to facilitation

Primary Applicant may partner with other organizations on deliverables. Please indicate any sub-contracting partnerships in application and budget.

[Review other application process details here.](#)



Climate Action Community Engagement

Grant Application

APPLICATION QUESTIONS: (limit to no more than 3 pages)

1. In your application, clearly indicate contact information and a brief description of how this work fits into your organization’s mission.
2. What partnerships do you have in the Tacoma community and South Sound region, especially with underrepresented communities?
3. What experiences do you have or how would you approach creatively and equitably engaging community or stakeholders? What examples of other engagement processes inspire you or inform your thinking?
4. What is your experience or approach in facilitating diverse groups over a sustained period of time? How did you build relationships, help members develop in their role, and foster teamwork?
5. What is your experience or approach managing multiple projects and timelines simultaneously? What strategies or tools did you use (or could you use) to achieve tasks outlined in the desired timeline?
6. What is your experience or approach working with public organizations, such as government? What challenges and opportunities do you anticipate, and how can we work together to address them?
7. What environmental issues do you think marginalized communities are most engaged with and why? Why do you think marginalized communities do not engage more with other environmental issues?
8. Why are you interested in doing this work?
9. Please describe what resources (staffing and otherwise) that you currently have in your organization that would be used for this above work.
10. Please describe what resources (staffing and otherwise) that you would need to develop, gather, and procure in order to fulfill the grant tasks. What would be your process and timeline for acquiring new resources?

BUDGET

Maximum grant award is \$130,000

	Staffing	Contracting	Material Resources	Other	Notes
Task 1					
Task 2					
Task 3					
Task 4					
Task 5					
Ambassador Stipends		\$10,000			
Leaders Stipends		\$25,000			
Admin Overhead				Up to 20%	
TOTAL					